MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14th STREET, NORTH VANCOUVER, BC, ON **MONDAY, SEPTEMBER 9, 2019**

REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)

REPORT

11. North Shore Neighbourhood House Space Needs Analysis – Release of Closed Information – File: 13-6410-01-0001/2019

    Report: Planner 2, August 23, 2019

Moved by Councillor Bell, seconded by Councillor Hu

PURSUANT to the report of the Planner 2, dated August 23, 2019, entitled "North Shore Neighbourhood House Space Needs Analysis – Release of Closed Information":

THAT Attachment 1 (North Shore Neighbourhood House Functional Program, Cornerstone Planning Group, April 25, 2016) of the report of the Community Planner and Manager, Facilities and Real Estate, dated July 20, 2016, entitled "North Shore Neighbourhood House Space Needs Analysis", be released;

THAT the PowerPoint presentation to Council by Cornerstone Planning Group on July 25, 2016, be released;

AND THAT the report of the Planner 2, dated August 23, 2019, entitled "North Shore Neighbourhood House Space Needs Analysis – Release of Closed Information", remain in the Closed session.

CARRIED UNANIMOUSLY

CORNERSTONE

Council approved release of report on Sept. 9, 2019

North Shore Neighbourhood House Functional Program

Cornerstone Planning Group

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Introduction

Study Context
The North Shore Neighbourhood House is exploring options to develop a new "house" on another site. The new facility will include all of the existing functions currently operating in the Neighbourhood House with some expansion to allow for future growth and the changing needs of the community. The purpose of this study is to develop a Functional and Architectural Program to guide further development of the new facility.

Study Process
The study process was organized as follows:

- The project was initiated in September, 2015 by the City of North Vancouver
- The project team toured similar existing community centres, including Kitsilano Neighbourhood House and Kiwassa Neighbourhood House. Executive Directors were interviewed during these visits to understand the function, needs, and shortcomings of each facility.
- The project team also toured the existing North Shore Neighbourhood House, which will be replaced by the new Neighbourhood House and interviewed staff to understand usage profiles, programs, scheduling, and direction.
- Background information including program guides, building floorplans, and previous studies were collected and analyzed.
- The information gleaned from the above steps was compiled and analyzed

Introduction to the Document
This document provides a description of the space required to accommodate the North Shore Neighbourhood House. In addition to a general description of the functions that the house is expected to support, this document uses several tools to describe the space:

The **functional program** is an inventory of all spaces included in the facility, their sizes, and general characteristics. The spaces used to directly support functions are called assigned areas. Additional support areas, such as washrooms, custodial support, circulation, and the area occupied by walls are added to the total assigned areas to find the Building Gross Area, which is the total floor area required to accommodate the space. The functional program also includes descriptions of specific spaces and their intended function.

The **spatial relationship diagram**, while not a floor plan, shows the relative size and proximity of spaces in the building, as well as their proximity to entrances. The spatial relationship diagram states requirements for proximity and layout that can potentially be achieved through a variety of floor plans. It is important to express these requirements independent of the site parameters or any one building layout, as a clear expression of requirements allows for intelligent revisions to building layout in the case of changing priorities or parameters.

Facility Overview

Functional Program

The program has been organized into three components: Community Programs, Childcare, and Administration. Each component is described in detail in the following sections of the document. The table below provides an overview of each component's net assignable area as well as the building gross area. A building grossing factor of 1.3 has been applied to account for building systems and main circulation.

Two versions of the program has been provided: an enhanced version that includes all required and desired spaces, and a Base program that reflects the existing facility with improvements to meet current space standards. These two scenarios are presented to demonstrate the variations in space that may be required in the new NSNH. The Enhanced program includes all of the spaces that would be required to meet both current use of the NSNH as well as improvements to programs (such as the addition of a Community Kitchen for cooking classes and additional Community Room space). The Base program more closely resembles the existing facility, with improvements made to mitigate problems presented in the current space (such as improved circulation and childcare that meets modern standards).

Enhanced Program

Component	Net Assignable Area (ft2)
1 Community Programs	**11,674**
2 Childcare	**7,007**
3 Administration	**4,370**
Total Net Assignable	23,051
Building Systems & Main Circulation (*grossing factor of 1.3*)	6,915.29
TOTAL BUILDING GROSS AREA	**29,966.24**
Childcare Outdoor Area	*6,651*

Base Program

Component	Net Assignable Area (ft2)
1 Community Programs	**8,405**
2 Childcare	**6,432**
3 Administration	**4,025**
Total Net Assignable	18,861
Building Systems & Main Circulation (*grossing factor of 1.3*)	5,658.44
TOTAL BUILDING GROSS AREA	**24,519.89**
Childcare Outdoor Area	*4,295*

Building Guidelines
The guidelines below outline the general qualities of the overall Neighbourhood House. More specific guidelines for each component are noted in the component's section in this report.

Access Control and Security
Access to the centre will be locked and alarmed during off-hours, with CCTV monitoring of all entrances not visible from a reception desk. Due to the variation in operating hours between components, it must be possible to lock and alarm specific components against entry from other components as well. The elevator will deny access to closed floors unless the appropriate key card is used.

Exterior lighting should be provided at all building entrances in order to identify a secure public gathering place, promote access, and to deter vandalism and loitering.

Quality and Image of Environment
The Neighbourhood House should be open and welcoming, and not intimidating or institutional. Transparency and vignettes into activity spaces will be the best form of promotion for the house. Since there will be two separate entrances: main entrance and gathering hall, legibility and signage will be important, as well as the interconnection of the components. Exterior and interior signage should clearly identify each component of the centre. In addition, sightlines and interior signage should be configured to enable intuitive navigation between components.

Wayfinding signage should maximize the building's user friendliness. The signage must address not only the range of information to be conveyed to the public, but also the challenge of serving people of different ages, socioeconomic backgrounds, different levels of technological literacy, various ethnic origins, and physical abilities.

The quality of environment including day-lighting, views between spaces and borrowed light are important to create a welcoming and home-like atmosphere. Transparency and privacy will have to be balanced, but windowless rooms are discouraged. Operable windows on exterior walls encourage natural ventilation and air convection, and much of the year can reduce mechanical air handling costs.

Existing Facility
The existing facility has reached the end of its useful life and is due for replacement. While current NSNH programming is accommodated within the facility, there are significant deficiencies that must be ameliorated with a new facility. Circulation in the existing facility is insufficient and unable to accommodate high traffic volumes. Many visitors use mobility devices and the narrow hallways make navigation difficult. The new facility will meet current standards and provide sufficient circulation to accommodate all visitors.

The current childcare spaces are outdated and undersized compared to modern childcare facilities. Childcare spaces in both the Base and Enhanced programs are based on current standards, which provide for more activity area as well as separate nap rooms. This will allow for better delivery of childcare services by the NSNH.

In addition, the existing facility lacks sufficient meeting space for staff, forcing them to compete with community programs when scheduling meetings. The new programs allow for dedicated staff meeting rooms as well as break-out rooms for private conversations with clients.

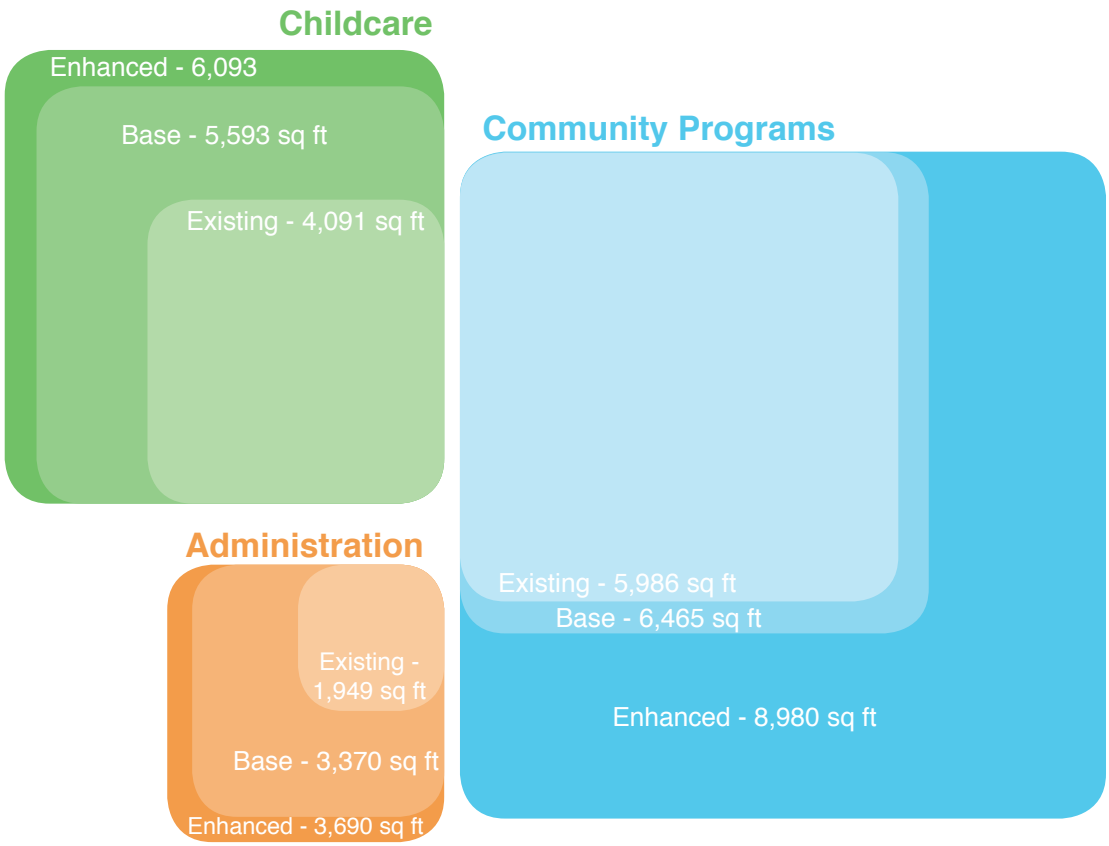
Community room spaces in the Base program are not significantly different from the existing facility, but the Enhanced program is much larger. This allows for future growth in programs and reduces some of the scheduling problems that currently exist in the House. For example, the Teen Club program could be offered in a community room instead of using the Preschool space, allowing extended operating hours for the Preschool program.

Component Area Comparison Table
The table below compares the relevant areas of the existing facility to the Base and Enhanced program areas.

	Existing Facility Areas (sf)	Base Program Areas (sf)	Enhanced Program Areas (sf)
Community Spaces	5,986	6,465	8,980
Childcare Spaces	4,091	5,593	6,093
Admin Spaces	1,949	3,370	3,690
Net Assignable Areas*	**12,025**	**15,428**	**18,763**
Building Gross Area	**18,055**	**24,520**	**29,966**

*Refers only to useable area such as community rooms and offices. Does not include gross-up areas such as main circulation, boiler room, etc.

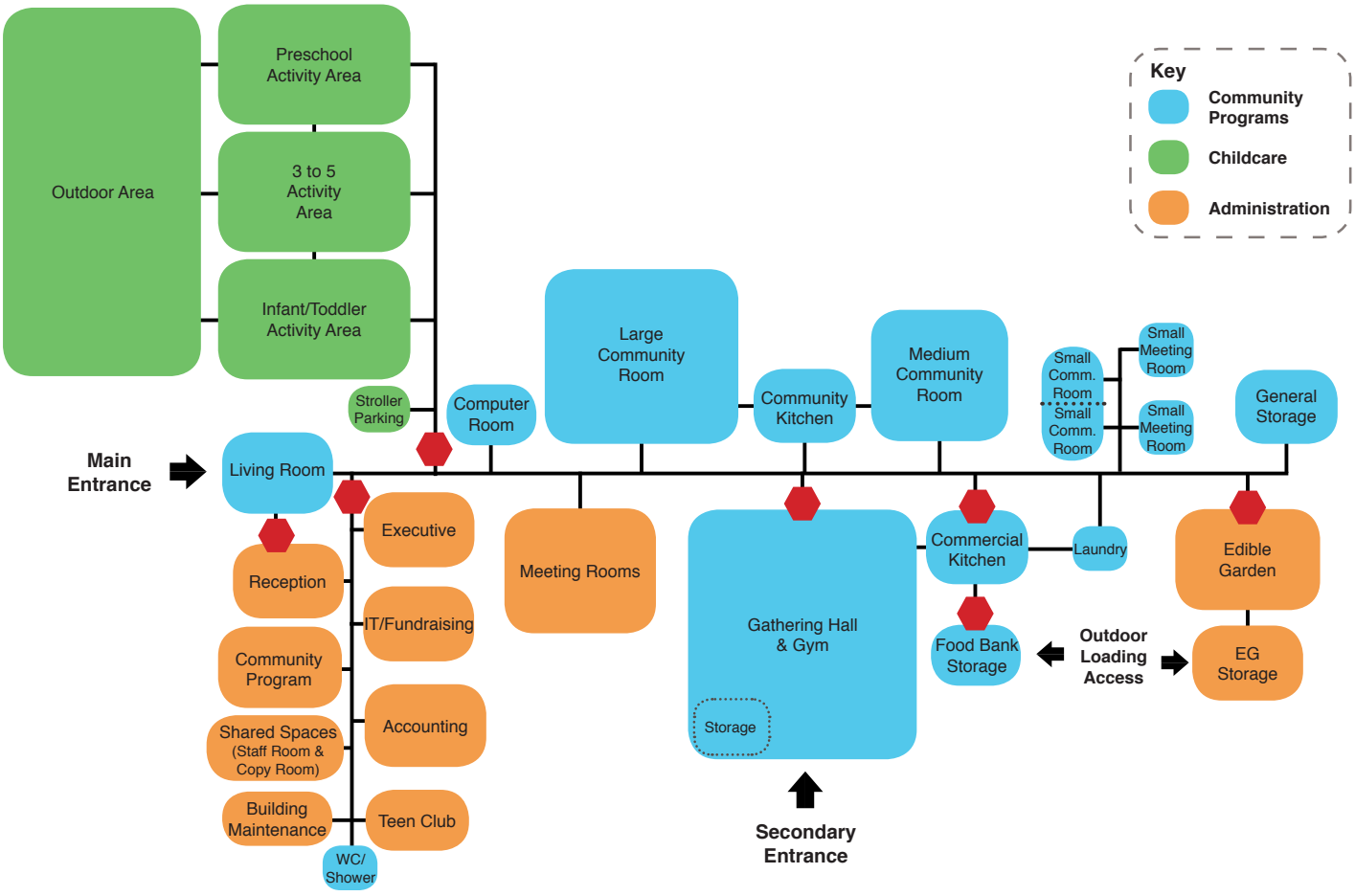
Component Area Comparison Diagram
The diagram below compares the relative size of each component in the existing facility to the same areas in both the base and enhanced programs.



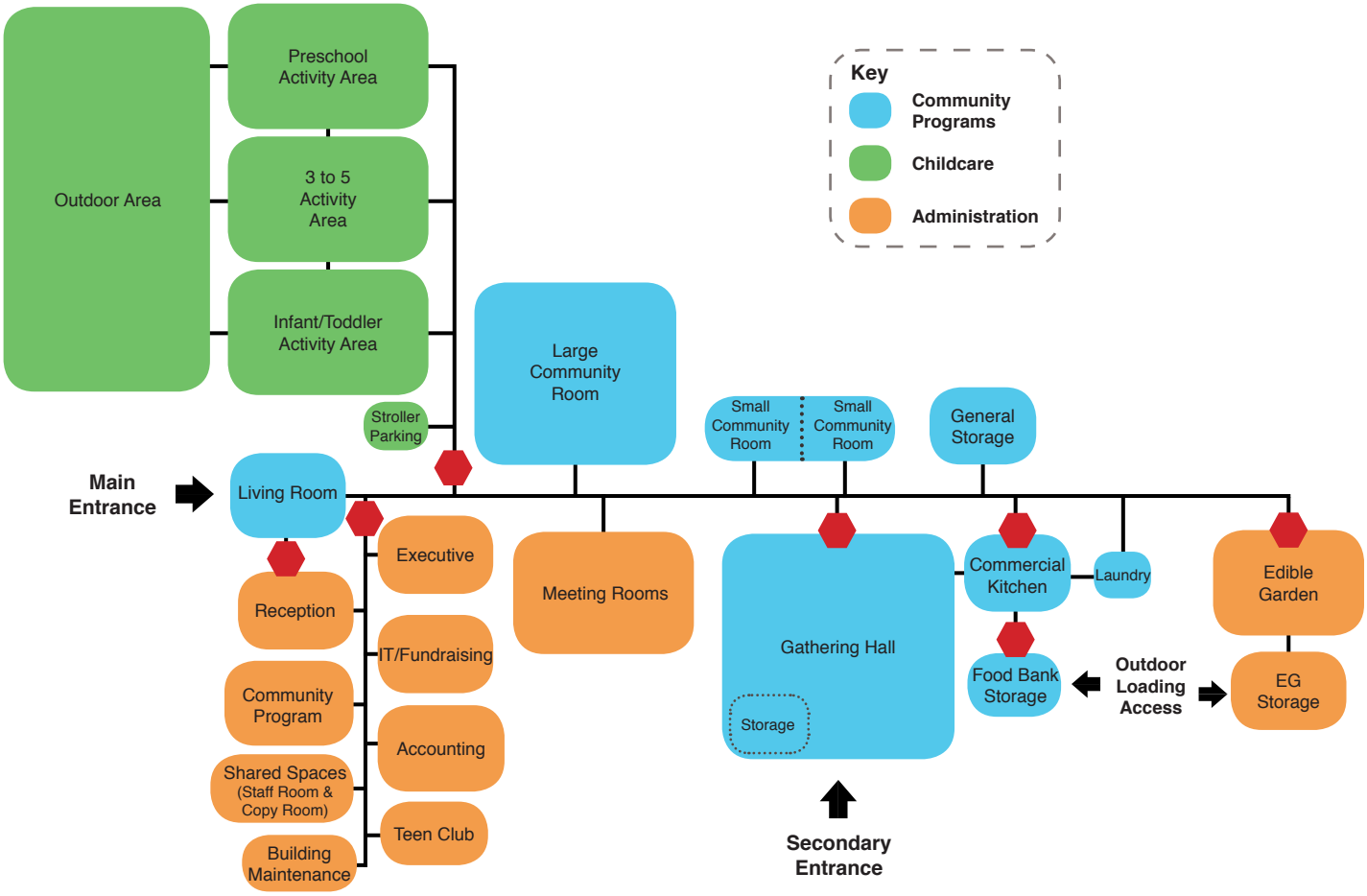
Spatial Relationship Diagram

The diagrams below show the relative size and proximity of spaces in the building as well as important access and security points. The red stop signs denote connections that must be restricted with locked doors and electronic keys to provide security.

Enhanced Program



Base Program



Component 1.0 - Community

Component Description
The Community Programs component encompasses a wide range of community-focused programs, ranging from the Food Bank to classes for new moms. The space needs of this component are a selection of community rooms in a range of sizes that are flexible such that they may suite various purposes. Programs are delivered by both the Neighbourhood House and partner groups, so sufficient space is required to accommodate on-site storage needs of partner organizations.

Food is an important aspect of many of the programs in this component, so access to both the Community and Commercial kitchens is required.

Participants in these programs range from seniors to new mothers with infants. Community Program spaces must be barrier free and easily accessible by mobility devices.

Program Space List
The space lists below indicates the total footprint of the Community Programs component for both the Enhanced and Base scenarios, including kitchens and storage.

Enhanced Program

Community Programs	Number Spaces	Space Net Area (ft2)	Space Net Area (m2)	Net Area (ft2)	Notes
1.1 Living Room (waiting area)	1	300	28	300	
1.2 Gathering Hall & Gym	1	3,000	204	3,000	Capacity of 200
1.3 Gathering Hall Storage	1	375	35	375	
1.4 Bathroom with Shower	1	75	7	75	1 Shower Stall (for Staff use)
1.5 Large Community Room	1	1700	158	1,700	Capacity 50
1.6 Medium Community Room	1	850	79	850	Capacity 25
1.7 Small Community Rooms	2	120	11.15	240	Adjacent with retractable wall
1.8 Small Meeting Room	2	120	11.15	240	Capacity 3 to 5
1.9 Community Room Storage	4	50	4.7	200	
1.11 Community Kitchen	1	250	23.2	250	
1.12 Commercial Kitchen	1	550	51	550	
1.13 Pantry (Community Kitchen)	1	50	5	50	Serves Community Kitchen
1.14 Food Bank Storage	1	300	28	300	Serves Commercial Kitchen
1.15 Computer Room	1	250	23	250	12 computer workstations
1.16 General Storage	1	500	46.5	500	Includes both earthquake and program supplies
1.17 Laundry	1	100	9.3	100	Adjacent to Commercial Kitchen
Subtotal Net Area (ft2)				**8,980**	
Subtotal Circulation (1.3)				2,694.00	
Total Net Assignable Area (ft2)				**11,674.00**	

Base Program

Community Programs	Number Spaces	Space Net Area (ft2)	Space Net Area (m2)	Net Area (ft2)	Notes
1.1 Living Room (waiting area)	1	300	28	300	
1.2 Gathering Hall	1	2200	204	2200	Capacity of 150
1.3 Gathering Hall Storage	1	375	35	375	
1.4 Large Community Room	1	1700	158	1700	Capacity 50
1.5 Small Community Rooms	2	120	11.15	240	Adjacent with retractable wall
1.6 Community Room Storage	4	50	4.7	200	
1.7 Commercial Kitchen	1	550	51	550	
1.8 Food Bank Storage	1	300	28	300	Serves Commercial Kitchen
1.9 General Storage	1	500	46.5	500	Includes both earthquake and program supplies
1.11 Laundry	1	100	9.3	100	Adjacent to Commercial Kitchen
Subtotal Net Area (ft2)				**6,465**	
Subtotal Circulation (1.3)				1,939.50	
Total Net Assignable Area (ft2)				**8,404.50**	

Living Room
The main entrance and living room serve as the welcome point for the organization. As such, it should have a home-like feel and operate as a living room, rather than a waiting room. A computer for client use will be available along with coffee and comfortable seating where clients may socialize. Direct line of sight from the reception desk to the Living Room is required to allow for passive security by staff of the area.

Storage
Storage is required throughout the facility for all Community Programs. Storage within community rooms is provided to store tables, chairs, and athletic equipment. This storage should be easily accessible within each room to allow for easy set-up and tear-down of events. General storage is provided for program-specific materials and items used by partner organizations that need on-site storage for programs they offer at the Neighbourhood House. Storage rooms and cabinets should be locked to prevent theft. Storage for Youth Programs is required for sports equipment, AV equipment, and supplies used for youth outings. This storage may be shared with other programs in order to maximize efficiency and sharing of equipment.

Kitchens
A Commercial Kitchen is provided to serve as a prep kitchen for the Food Bank and other Neighbourhood House Programs. Development of food skills is also an important feature of a number of Neighbourhood House programs. A Community Kitchen is provided to allow for hands-on teaching and cooking programs with clients in all programs including youth and seniors. The Youth Program must also have access to the Community Kitchen to offer a training program for employment in food services. The Community Kitchen should be accessible outside of business hours to support use of the Gathering Hall at all times.

Base Program Variation: *The Base program does not include the Community Kitchen and associated Storage, as these spaces are not part of the existing NSNH.*

Community Rooms
A range of community rooms has been provided to accommodate existing Neighbourhood House programs as well as some room for growth. A large Gathering Hall & Gym will serve as the location for large group activities and meetings, athletic activities, and the Food Bank. The Gathering Hall & Gym will be adjacent to the Commercial Kitchen and have access points to the rest of the House that may locked to separate it from the remainder of the building. The Gathering Hall & Gym must accommodate occasional use for recreation activities and will have the minimum height of 25 ft. to accommodate athletic activities.

Large, Medium, and Small Community Rooms are provided to accommodate the range of programs offered both by the Neighbourhood House and by partner organizations. The small community room may be used for confidential discussions and one-on-one meetings with clients. This room may also be used for occasional visits by a Nurse or Doctor to deliver vaccines or exams. There is a desire to expand programming to offer visits by a dentist, which would also occur in this space.

2 Small Meeting Rooms have been provided to accommodate small meetings for the Learning Disabilities program. These rooms are not designated to any particular program however, and may be rented out for other use.

A computer room for instructional classes and programming has been provided to offer clients the opportunity to improve computer skills and literacy.

Base Program Variation: *The Base program does not include the 2 Small Meeting Rooms for the Learning Disabilities Program. In this scenario, the program will use the Small Community Rooms, which are shared amongst all programs. In addition, the Gathering Hall size has been reduced (and does not a ceiling height of 25 ft.), as it is assumed in this scenario that it will not serve as a gym for recreation activities. In addition, the Base program does not include the Computer Room as this space is not part of the existing NSNH.*

Food Bank
The Food Bank is a vital program offered at the Neighbourhood House and serves as a vital point of contact for clients. Because of this aspect of the Food Bank, partner groups play an important role in the event. Opportunities to set up tables in the Gathering Hall and offer additional services, such as medical screenings, are made available to clients.

Youth Services
The core Youth Service programs are offered out of the John Braithwaite Community Centre with just a handful of services occurring at the Neighbourhood House as funding allows. These services include recreational programs, one-to-one counselling, and a drop-in centre. The primary need for Youth Services at this location is access to a multi-purpose room. The drop-in program attracts a number of youth and may have attendance of up to 40 to 50 people. For these events, the space must accommodate a number of activities as some youth may wish to engage in games while others may want to play a sport. This space must be flexible to accommodate the changing preferences of youth over time. Access to a smaller room for approximately 12 people is needed for programs such as life skills classes.

Teen Club is accommodated in the Medium size Community Room as this is similar in size to the existing space used in the NSNH (Marcino Room). The addition of a community room to accommodate the Teen Club allows for extended use of the Preschool space for childcare while also providing increased access to community room space for other programs in the future as the need arises.

Base Program Variation: *The Base program does not include the Medium size Community Room, requiring Teen Club to continue using the Preschool space in the afternoon.*

Design Guidelines
The following design guidelines deal with access and relationships that are required for the Administration component of the overall facility.

Access Controls and Security
Safety and security is an issue and accessibility should be limited to those spaces that are to be used during evenings and weekends so that users can't access restricted areas when they are unoccupied. A security point is required to separate the Gathering Hall and Commercial Kitchen from the rest of the building by locked doors.

Circulation
The hallways must be barrier free and sufficiently wide as to allow the free flow and easy access of people and equipment. This includes food carts, mammography equipment, and mobility devices such as wheelchairs and scooters. Elevators must be sufficiently large to hold individuals in mobility devices, strollers, and large equipment.

A dedicated drop-off/pick-up zone is needed for buses that take both youth and seniors groups to off-site activities. A large group often gathers at the entrance prior to these outings, and a dedicated area for boarding the bus is required.

The Food Bank requires weekly deliveries of food that must be stored on site both for the short and long-term. A dedicated storage area with refrigerators must be available on site and with accessibility to the Gathering Hall. A loading bay for deliveries must have easy access to the food storage space for loading and unloading of deliveries. Circulation must be wide enough to allow for easy movement of food carts from the storage room to the Gathering Hall.

The Gathering Hall, where the Food Bank will be located, must have a separate entrance so that the room can be accessed directly by the public without having to navigate through the house to reach the room. This allows for easier access both by clients in mobility devices and those who are uncomfortable in such an environment. The Main Gathering Room must be accessible on the ground level as an elevator may prohibit the majority of Food Bank clients from attending this vital service.

Light and View
Large windows should be provided to bring in sunlight and provide staff with a sense of orientation and views to the outdoors. The reception area should have clear lines of vision to the Living Room (included in Community component of program) to allow for passive security.

Post Disaster
The Neighbourhood House is not considered to be a post-disaster facility, and thus must not meet the associated construction standards. However, it does act as an Emergency Social Services centre and is prepared to shelter 150 people in an emergency. Storage for earthquake and disaster supplies is provided in the facility

Component 2.0 - Childcare

Component Description
The new Childcare space is designed for the care of 57 children. This includes:

- 12 Group Child Care spaces (under 36 months)
- 25 Group Child Care spaces (30 months to School Age)
- 20 Preschool spaces

The Childcare facility will include indoor activity spaces, support spaces, and outdoor space. Each age level's activity spaces and outdoor play areas must be separated to ensure that provincially mandated staff-to-child ratios are met.

The design of Childcare facilities is guided by the City of Vancouver *Childcare Design Guidelines (1993)* and *Childcare Technical Guidelines*. These documents present a prescribed functional program, describing the overall space requirements, the size and characteristics of specific spaces, and the technical requirements for the facility. It serves as the template for Childcare requirements in the Neighbourhood House.

Program Space List
The space lists below indicates the total footprint of the Childcare area, including all indoor and outdoor activity spaces, support spaces, and circulation for both the Enhanced and Base scenarios. The Enhanced Program is based on City of Vancouver *Childcare Design Guidelines (1993)* and plans for the NSNH 13th Street Childcare location. The Base Program is modified slightly from those standards to economize space while still meeting provincial standards for childcare licensing. For detailed Childcare Area Tables, see Appendix A.

Enhanced Program

Childcare- 57 Spaces	**Space Net Area (m2)**	**Net Area (ft2)**	**Notes**
2.1 Net Activity Area			
Infant/Toddler- 12 spaces	82	883	Includes Activity Room, Nap Room and Storage, and Quiet Room
3 to 5- 25 Spaces	128	1378	
Preschool- 20 Spaces	78	840	
2.2 Net Support Spaces			
Infant/Toddler- 12 spaces	60.5	651	Includes Cubbies, Kitchen, Storage, Parent's Room, Staff Office, Washrooms, and Laundry Room
3 to 5- 25 Spaces	71.3	767	
Preschool- 20 Spaces	123	1,324	
2.3 Stroller Parking	23	250	
Net Indoor Area		**6,093**	
Circulation (1.15)		**914**	
Total Indoor Assignable Area (1.15)		**7,007**	
2.4 Covered Outdoor Space			
Infant/Toddler- 12 spaces	28	301	
3 to 5- 25 Spaces	45	484	
Preschool- 20 Spaces	33	355	
2.5 Open Outdoor Space			
Infant/Toddler- 12 spaces	100	1076	
3 to 5- 25 Spaces	305	3283	
Preschool- 20 Spaces	107	1152	
Net Outdoor Area		**6,651**	
Total Childcare (Indoor and Outdoor)		**13,658**	

Base Program

Childcare- 57 Spaces	Space Net Area (m2)	Net Area (ft2)	Notes
2.1 Net Activity Area			
Infant/Toddler- 12 spaces	70	753	Includes Activity Room, Nap Room and
3 to 5- 25 Spaces	115	1238	Storage, and Quiet Room
Preschool- 20 Spaces	75.5	813	
2.2 Net Support Spaces			
Infant/Toddler- 12 spaces	50	538	Includes Cubbies, Kitchen, Storage, Parent's
3 to 5- 25 Spaces	71.3	767	Room, Staff Office, Washrooms, and Laundry
Preschool- 20 Spaces	115.5	1,234	Room
2.3 Stroller Parking	23	250	
Net Indoor Area		**5,593**	
Circulation (1.15)		**839**	
Total Indoor Assignable Area (1.15)		**6,432**	
2.4 Covered Outdoor Space			
Infant/Toddler- 12 spaces	18	194	
3 to 5- 25 Spaces	25	269	
Preschool- 20 Spaces	33	355	
2.5 Open Outdoor Space			
Infant/Toddler- 12 spaces	66	710	
3 to 5- 25 Spaces	150	1615	
Preschool- 20 Spaces	107	1152	
Net Outdoor Area		**4,295**	
Total Childcare (Indoor and Outdoor)		**10,727**	

While other Neighbourhood House programs use the preschool space in the existing facility, the childcare spaces in the facility will serve only childcare functions. Those programs that currently use childcare space will be accommodated in the Community Program spaces in the new facility. This will provide the Neighbourhood House with the flexibility to extend childcare service hours to weekends and evenings as the needs of the community changes.

Base Program Variation: *The number and type of rooms are unchanged between the Enhanced and Base program space lists. Only the size of some activity and outdoor areas are reduced in the Base program to economize space while continuing to meet provincial standards for childcare licensing.*

Design Guidelines

While the *Guiding Documents* from the City of Vancouver provide guidelines for the indoor and outdoor childcare space, the following sections deal with access and relationships that are required for a Childcare facility integrated into the Neighbourhood House.

Access Controls and Security

Access to the Childcare spaces must be restricted to childcare staff and parents/guardians and all doors and entryways must require electronic key access. This is to ensure security in those spaces both during operating hours as well as after hours when other areas of the building may be in use. Childcare components must be located in their own section or “wing” of the building. This will allow Childcare spaces to be locked and secure while other areas of the building are in use. The outdoor Childcare spaces must be fenced in to create a clear delineation between outdoor areas.

Circulation
Circulation must allow for easy access to the Childcare component by parents for drop-off and pick-up. The main entrance for Childcare must be separate from the main entrance for the Neighbourhood House and have direct access to 5 dedicated drop-off parking spots and 2 dedicated daycare staff parking. Spaces within the childcare component must be connected to allow for quick and easy access by staff with electronic key cards. The Outdoor areas must be connected directly to the indoor Childcare spaces. It is desirable, but not required, for the Childcare component to be located on the ground floor.

Light and View
Large windows should be provided to bring in sunlight and provide visitors with a sense of orientation. Low, but inoperable, windows are required to give children and staff visibility to the outdoor space. The Childcare spaces must have visibility to all corners of the room so that staff may supervise children while in the Kitchen and Bathroom/Laundry area.

Activity Spaces
Each of the four groups (Infant/Toddler/3-5/Preschool) have their own indoor activity space. These spaces must be designed for flexibility with an open layout for easy supervision by staff. Support spaces such as kitchens, bathrooms, and staffrooms must be located so that they may be shared between two or more activity spaces. Typically, sharing should occur between similar-aged program groups (infant and toddler, toddler and 3-5).

Shared Support Spaces
Support spaces include the kitchen, cubbies, storage, children's washrooms, accessible washroom, laundry, parent's room, and staff offices and are to be shared between childcare units.

Storage
Secure storage of equipment and supplies is needed in all Childcare spaces so that groups using the area after-hours aren't able to access those items. Storage for earthquake supplies and emergency equipment is provided in the Community Programs component of this program.

Component 3.0 - Administration

Component Description

Staff of the Neighbourhood house is involved in both administrative duties and the daily activities of the House. Given their integrated role in the house, it is important that they have dedicated administrative space that is within close proximity to community spaces. This allows for better integration with the programs they administer and contributes to the sense of community within the House. Volunteers are involved in most programs and are integral to supporting service delivery. Office space should accommodate NSNH staff who oversee Community Programs as well as touch-down space for use by volunteers.

Program Space List

The space lists below indicates the total footprint of the Administration component for both the Enhanced and Base scenarios, including meeting rooms and storage.

Enhanced Program

Administration	Staff	Enclosed?	Number Spaces	Space Net Area (ft2)	Space Net Area (m2)	Net Area (ft2)	Circulation	Notes
3.1 **Executive**	Executive Director	Y	1	140	13	140	25	
	ED Assistant	Y	1	100	9.3	100	25	
3.2 **Reception**	Reception	N	1	250	23	250	35	Includes 2 workstations
3.3 **Community Program**	Manager	Y	1	120	11.15	120	25	
	Staff	N	2	100	9.3	200	35	Shared
	Volunteers	N	3	50	4.5	150	35	Shared
3.4 **Accounting**	Director of Finance	Y	1	140	13	140	25	
	Accountant	N	1	120	11.15	120	35	
	Accountant	N	1	70	6.5	70	35	
3.5 **Teen Club**	Teen Club Supervisor	Y	1	100	9.3	100	25	
	Youth Workers	N	2	70	7.5	140	35	2 Stations shared by 3 staff
3.6 **Building Maintenance**	Staff	Y	1	50	4.5	50	25	
3.7 **IT/Fundraising**	Staff	Y	1	120	11.15	120	25	
	Server Room/Cabinet	Y	1	100	9.3	100	25	
3.8 **Meeting Rooms**	Large Meeting Room	Y	1	320	29.7	320	25	Capacity of 16 to 18
	Small Meeting Room	Y	1	180	16.7	180	25	Capacity of 8 to 10
	Break-out Room	Y	2	120	11.15	240	25	Capacity of 3 to 5
3.9 **Shared Spaces**	Staff Room/Kitchen	Y	1	120	11.15	120	25	
	Copy/Office Supplies	Y	1	120	11.15	120	25	
3.10 **Storage**	Storage		6	10	1	60		Tall cabinets
	Storage Room (Basement)	Y	1	200	18.6	200	25	For Accounting Dept.
3.11 **Edible Garden**	Manager	Y	1	100	9.3	100	25	
	Staff	N	4	50	4.5	200	35	shared by 5 staff
	Work Area	N	1	200	18.6	200	35	
	Food Storage	Y	1	150	13.9	150	25	
Subtotal Net Area						**3690**		
Subtotal Circulation						680		
Total Net Assignable Area						**4370**		

Base Program

Administration	Staff	Enclosed?	Number Spaces	Space Net Area (ft2)	Space Net Area (m2)	Net Area (ft2)	Circulation	Notes
3.1 **Executive**	Executive Director	Y	1	140	13	140	25	
	ED Assistant	Y	1	100	9.3	100	25	
3.2 **Reception**	Reception	N	1	250	23	250	35	Includes 2 workstations
3.3 **Community Program**	Manager	Y	1	120	11.15	120	25	
	Staff	N	2	100	9.3	200	35	Shared
	Volunteers	N	3	50	4.5	150	35	Shared
3.4 **Accounting**	Director of Finance	Y	1	140	13	140	25	
	Accountant	N	1	120	11.15	120	35	
	Accountant	N	1	70	6.5	70	35	
3.5 **Teen Club**	Teen Club Supervisor	Y	1	100	9.3	100	25	
	Youth Workers	N	2	70	7.5	140	35	2 Stations shared by 3 staff
3.6 **Building Maintenance**	Staff	Y	1	50	4.5	50	25	
3.7 **IT/Fundraising**	Staff	Y	1	120	11.15	120	25	
	Server Room/Cabinet	Y	1	100	9.3	100	25	
3.8 **Meeting Rooms**	Small Meeting Room	Y	1	180	16.7	180	25	Capacity of 8 to 10
	Break-out Room	Y	2	120	11.15	240	25	Capacity of 3 to 5
3.9 **Shared Spaces**	Staff Room/Kitchen	Y	1	120	11.15	120	25	
	Copy/Office Supplies	Y	1	120	11.15	120	25	
3.10 **Storage**	Storage		6	10	1	60		Tall cabinets
	Storage Room (Basement)	Y	1	200	18.6	200	25	For Accounting Dept.
3.11 **Edible Garden**	Manager	Y	1	100	9.3	100	25	
	Staff	N	4	50	4.5	200	35	shared by 5 staff
	Work Area	N	1	200	18.6	200	35	
	Food Storage	Y	1	150	13.9	150	25	

Subtotal Net Area	**3370**
Subtotal Circulation	655
Total Net Assignable Area	**4025**

Closed offices have been provided for senior-level staff with all other staff operating in open workstations. The Executive Director and ED Assistant are both in enclosed offices, given their need for confidential discussions and file storage. Three touch-down spaces have been provided for volunteers and casual workers.

Meeting rooms are required for both staff-level meetings as well as small group meetings within a department or program. Small break-out rooms are needed for private one-on-one conversations, small meetings, and personal phone calls.

Base Program Variation: The Large meeting room is not included as this space is not part of the existing NSNH.

Storage is required for paper records that are accessed regularly by both Accounting and the Executive Director and Fundraiser. Additional storage has been provided for long-term storage of accounting files.

Edible Garden Project

The Edible Garden Project is a partner program within the Neighbourhood House. It receives regular deliveries of produce directly to its office and needs direct access to a loading/unloading area. Produce is stored in a room next to the offices. Volunteer training also takes place in this space and preparation of food bundles happens at a

central worktable. Educational programming for school-aged children occurs at schools and is not done in the Neighbourhood House.

1 dedicated office and 4 open workstations are required. A workroom with table for preparing produce for market is required in addition to storage for produce. A large sink for washing vegetables next to a counter is required. Food storage should consist of open shelving as well as a refrigerator. A closet or tool shed that is accessible from the outside of the building is required for storing gardening equipment and tools.

A separate entrance for the Edible Garden Project spaces is required to allow free movement of staff for this program during all hours.

Base Program Variation: The Edible Garden Project is not included in the Base Program, even though it currently occupies space in the NSNH. This was done to demonstrate potential savings in space that may be realized by removing a non-essential component of the NSNH.

Design Guidelines
The following design guidelines deal with access and relationships that are required for the Administration component of the overall facility.

Access Controls and Security
Access to the Administration spaces must be restricted to administrative staff and all doors and entryways must require electronic key access. This is to ensure security in those spaces both during operating hours as well as after hours when other areas of the building may be in use. The reception area should have clear lines of vision to the Living Room (included in Community component of program) to allow for passive security by reception staff. The reception area should be equipped with display monitors connected to the security system. Front counter staff must be equipped with portable panic buttons to be worn when in the Neighbourhood House.

Circulation
Access to the Administration spaces must be restricted to administrative staff by electronic key access. This is to ensure security in those spaces both during operating hours as well as after hours when other areas of the building may be in use. Close proximity and connections between departments are required so that staff may collaborate easily without entering other areas of the facility to do so.

Light and View
Large windows should be provided to bring in sunlight and provide staff with a sense of orientation and views to the outdoors. The reception area should have clear lines of vision to the Living Room (included in Community component of program) to allow for passive security.

Appendix A: Detailed Childcare Area Tables

	Area (sq ft)	
Infant/Toddler- 12 Children	Large	Small
Activity Area		
Activity Room	457	350
Nap Room	280	258
Nap Storage	48	48
Quiet Room	97	97
Total Activity Area	**883**	**753**
Support Area		
Cubbies	108	48
Kitchen	102	102
Storage	108	75
Washroom/Diapering Area	81	81
Parent's Room	65	65
Washroom- Staff	48	48
Staff Office	75	75
Laundry/Janitorial	65	43
Total Support Area	**651**	**538**
Total Indoor Area	**1534**	**1292**
Outdoor Area		
Covered Outdoor Space	301	194
Open Outdoor Space	1076	710
Total Outdoor Area	**1076**	**710**
Infant/Toddler Total (Indoor and Outdoor)	**2610**	**2002**

3 to 5- 25 Children	Large	Small
Activity Area		
Dedicated Art Area	108	108
Table Area	151	151
Area for Other Activity	651	538
Quiet Room	97	70
Gross Motor/Nap Room	323	323
Storage with Large Motor/Nap Room	48	48
Total Activity Area	**1378**	**1238**
Support Area		
Cubby	151	151
Kitchen	102	102
Handicapped Accessible Children's W/C	97	97
Storage	86	86
Parent's Room	65	65
Staff Office	75	75
Childcare Coordinator Office	100	100
Handicapped Accessible Staff W/C with Diapering A	48	48
Laundry/Janitorial	43	43
Total Support Area	**767**	**767**
Total Indoor Area	**2145**	**2005**
Outdoor Area		
Covered Outdoor Space	484	269
Open Outdoor Space	3283	1615
Total Outdoor Area	**3767**	**1884**
3 - 5 Total (Indoor and Outdoor)	**5913**	**3889**

	Area (sq ft)	
Preschool - 20 Children	Large	Small
Activity Area		
Art Area	81	81
Table Area	151	151
Other Activity Setting	511	511
Quiet Room	97	70
Total Activity Area	**840**	**813**
Support Area		
Cubby	129	129
Handicapped Accessible Children's W/C	75	75
Storage	151	97
Staff Office & W/C	129	129
Total Support Area	**484**	**431**
Total Indoor Area	**1324**	**1243**
Outdoor Area		
Covered Outdoor Space	355	355
Open Outdoor Space	1152	1152
Total Outdoor Area	**1507**	**1507**
Preschool Total (Indoor and Outdoor)	**2831**	**2750**

Appendix B: Room Data Sheets

Component 1.0 – Community

Component 2.0 - Childcare

Component 3.0 - Administration

Living Room

Space Type: Living Room

Description: Open waiting room to welcome clients

Occupancy:
- **staff positions:** 0
- **variable:** 12

Access:
- **zone:** community
- **access/security control:** no special req.
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf)
- *suspension req:* no special req.
- **acoustics:** *internal:* absorption
- *ac. separation:* very low background noise
- **natural light:** *reqmnt:* essential
- *l. control:* glare control
- **visual connection** *reqmnt:* reception
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux)
- *l. special:* no special req.
- **power:** *distrbtn:* perimeter outlets
- *p. special:* no special req.
- **communications:** *tel:* no special req.
- *c. other:* no special req.
- **data:** *distrbtn:* perimeter outlets
- *d. other:* no special req.
- **security:** no special req.
- **plumbing:** *water:* no special req.
- *drainage:* no special req.
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* no special req.
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** carpet/carpet tile or sheet flooring
- **walls:** painted surface
- **ceiling:** susp. lay-in tile
- **special features:**

Elements:

qty	
8	soft seating
1	coffee table
1	computer workstation
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Notes:

Community Room

Space Type: Community Room- enclosed

Description: An enclosed room with the ability to host programs, community events, and meetings
Tables and chairs may be brought in for some programs

Occupancy:
- **staff positions:** 0
- **variable:** 3 to 50

Access:
- **zone:** community
- **access/security control:** card access
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm); *plan:* no special req.; *doors:* no special req.
- **structural loads** *floor:* light (50 psf) (2.4 KPa); *suspension req:* no special req.
- **acoustics:** *internal:* absorption; *ac. separation:* very low background noise
- **natural light:** *reqmnt:* essential; *l. control:* glare control
- **visual connection** *reqmnt:* Gen. Bldg. Circulation, Internal Circulation; *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev ctrl; *l. special:* no special req.
- **power:** *distrbtn:* perimeter; *p. special:* no special req.
- **communications:** *tel:* telephone req'd; *c. other:* no special req.
- **data:** *distrbtn:* perimeter wall outlets; *d. other:* wireless coverage, display media connection
- **security:** no special req.
- **plumbing:** *water:* no special req.; *drainage:* no special req.; *gas:* no special req.; *steam:* no special req.; *other:* no special req.
- **HVAC:** *environ.* high/variable occupant loads; *h. special:* no special req.
- **other:**

Finishes:
- **floor:** carpet/carpet tile, wood flooring, or sheet flooring
- **walls:** painted surface
- **ceiling:** susp. lay-in tile
- **special features:**

Elements:

qty	
1	large table
8	chairs
1	projector
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Notes:

Gathering Hall & Gym

Space Type: Gathering Hall & Gym

Description: Large gathering hall for food bank and other community events and programs
Recreation activities may also occur in this space, requiring the full gym height (see Note below)
Tables and chairs will be stored in an adjacent storage room for frequent use

Occupancy:
- **staff positions:** 0
- **variable:** 150 to 200

Access:
- **zone:** community
- **access/security control:** card access
- **required connection:** as per diagram
- **other:** must be located on ground floor

Shell:
- **critical dimensions:** *height:* 25' (76200mm)
- *plan:* no special req.
- *doors:* doubl doors req.
- **structural loads** *floor:* moderate (50 - 100 psf) (2.4 - 4.8 Kpa)
- *suspension req:* no special req.
- **acoustics:** *internal:* absorption
- *ac. separation:* very low background noise
- **natural light:** *reqmnt:* essential
- *l. control:* glare control
- **visual connection** *reqmnt:* Gen. Bldg. Circulation, Internal Circulation
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev ctrl
- *l. special:* no special req.
- **power:** *distrbtn:* perimeter outlets
- *p. special:* no special req.
- **communications:** *tel:* no special req.
- *c. other:* no special req.
- **data:** *distrbtn:* wall outlets
- *d. other:* wireless coverage, display media connection
- **security:** no special req.
- **plumbing:** *water:* no special req.
- *drainage:* no special req.
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* high/variable occupant loads
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** wood flooring
- **walls:** painted surface
- **ceiling:** susp. lay-in tile
- **special features:**

Elements:

qty

Notes:

25' height gym will not be required should the new facility proceed without an agreement with Recreation services

Gathering Hall

Space Type: Community Room- enclosed

Description: An enclosed room with the ability to host small meetings and work teams
Seating, worksurfaces,and whiteboard are required
The meeting rooms will be available to administration staff and should be directly accessible from staff offices.

Occupancy:	**staff positions:**	0	
	variable:	150 to 200	
Access:	**zone:**	community	
	access/security control:	card access	
	required connection:	as per diagram	
	other:	must be located on ground floor	
Shell:	**critical dimensions:**	*height:* 16' (4877mm)	
		plan: no special req.	
		doors: doubl doors req.	
	structural loads	*floor:* moderate (50 - 100 psf) (2.4 - 4.8 Kpa)	
		suspension req: no special req.	
	acoustics:	*internal:* absorption	
		ac. separation: very low background noise	
	natural light:	*reqmnt:* essential	
		l. control: glare control	
	visual connection	*reqmnt:* Gen. Bldg. Circulation, Internal Circulation	
		v. control: no special req.	
	other:		
Services:	**lighting:**	*ambient:* moderate/high level (30-55fc)(320-590lux), var lev ctrl	
		l. special: no special req.	
	power:	*distrbtn:* perimeter outlets	
		p. special: no special req.	
	communications:	*tel:* no special req.	
		c. other: no special req.	
	data:	*distrbtn:* wall outlets	
		d. other: wireless coverage, display media connection	
	security:	no special req.	
	plumbing:	*water:* no special req.	
		drainage: no special req.	
		gas: no special req.	
		steam: no special req.	
		other: no special req.	
	HVAC:	*environ.* high/variable occupant loads	
		h. special: no special req.	
	other:		
Finishes:	**floor:**	wood flooring or sheet flooring	
	walls:	painted surface	
	ceiling:	susp. lay-in tile	
	special features:		

Elements:

qty

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Notes:

Storage (for Community Rooms)

Space Type: Storage (for Community Rooms)

Description: Storage for program supplies and equipment

May be centrally located and shared amongst community rooms, or divided up and located adjacent to community rooms

Occupancy:

staff positions:	0
variable:	0

Access:

zone:	Community
access/security control:	key lock control
required connection:	as per diagram
other:	

Shell:

critical dimensions:	*height:*	9-10' (2700-3000mm)
	plan:	no special req.
	doors:	no special req.
structural loads	*floor:*	light (50 psf)
	suspension req:	no special req.
acoustics:	*internal:*	no special req.
	ac. separation:	no special req.
natural light:	*reqmnt:*	no req.
	l. control:	glare control
visual connection	*reqmnt:*	no special req.
	v. control:	no special req.
other:		

Services:

lighting:	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
	l. special:	no special req.
power:	*distrbtn:*	code req. adequate
	p. special:	no special req.
communications:	*tel:*	no req.
	c. other:	no special req.
data:	*distrbtn:*	no req.
	d. other:	no special req.
security:		no special req.
plumbing:	*water:*	no special req.
	drainage:	no special req.
	gas:	no special req.
	steam:	no special req.
	other:	no special req.
HVAC:	*environ.*	no special req.
	h. special:	no special req.
other:		

Finishes:

floor:	sheet flooring or vinyl
walls:	painted surface
ceiling:	susp. lay-in tile
special features:	

Elements:

qty

- shelving
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Notes:

WC

Space Type: WC

Description: WC-Universal

Occupancy:	**staff positions:**		0
	variable:		0
Access:	**zone:**		community
	access/security control:		no special req.
	required connection:		as per diagram
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf)
		suspension req:	no special req.
	acoustics:	*internal:*	no special req.
		ac. separation:	no special req.
	natural light:	*reqmnt:*	optional
		l. control:	privacy glass
	visual connection	*reqmnt:*	no special req.
		v. control:	privacy considerations for entryway
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level
		l. special:	no special req.
	power:	*distrbtn:*	code req. adequate
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	no req.
		d. other:	no special req.
	security:		no special req.
	plumbing:	*water:*	req. - sinks, toilets
		drainage:	req. - sinks, toilets
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	no special req.
		h. special:	no special req.
	other:		no special req.
Finishes:	**floor:**		sheet flooring or vinyl
	walls:		painted surface
	ceiling:		suspended lay-in tile
	special features:		

Elements:

qty

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Notes:

Food Storage

Space Type: Food storage for food bank

Description: Shelfing and flexible storage for food, both perishable and non-perishable

Occupancy:	**staff positions:**		0
	variable:		0
Access:	**zone:**		Community
	access/security control:		card access
	required connection:		as per diagram
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf) (2.4 KPa)
		suspension req:	no special req.
	acoustics:	*internal:*	absorption
		ac. separation:	no special req.
	natural light:	*reqmnt:*	no req.
		l. control:	no special req.
	visual connection	*reqmnt:*	no special req.
		v. control:	no special req.
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
		l. special:	feature area lighting
	power:	*distrbtn:*	counter height outlets, perimeter outlets
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	no special req.
		d. other:	wireless coverage
	security:		no special req.
	plumbing:	*water:*	req. - sink
		drainage:	req. - sink
		gas:	no req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	variable occupant loads
		h. special:	no special req.
	other:		
Finishes:	**floor:**		sheet flooring
	walls:		painted surface, ceramic tile
	ceiling:		susp. lay-in tile
	special features:		

Elements:

qty	
1	counter space w sink
1	Refrigerator
•	Shelving
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Notes:

Commercial Kitchen

Space Type: Commercial Kitchen

Description: Commercial type kitchen for food prep for Food Bank and large events

Occupancy:	**staff positions:**		0
	variable		6
Access:	**zone:**		community
	access/security control:		no req.
	required connection:		as per diagram
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf)
		suspension req:	no special req.
	acoustics:	*internal:*	absorption
		ac. separation:	low background noise
	natural light:	*reqmnt:*	no req.
		l. control:	no special req.
	visual connection	*reqmnt:*	no special req.
		v. control:	no special req.
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
		l. special:	feature area lighting
	power:	*distrbtn:*	counter height outlets, perimeter outlets
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	perimeter
		d. other:	wireless coverage
	security:		no special req.
	plumbing:	*water:*	req. - sink
		drainage:	req. - sink
		gas:	req.- stove
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	variable occupant loads
		h. special:	no special req.
	other:		
Finishes:	**floor:**		sheet flooring
	walls:		painted surface, ceramic tile
	ceiling:		susp. lay-in tile
	special features:		

Elements:

qty	
1	Refrigerator
2	Stove/Oven
1	Microwave

Notes:

Community Kitchen

Space Type: Community Kitchen

Description: Kitchen for food prep by community members and cooking demonstrations

Occupancy:
- **staff positions:** 0
- **variable:** 12

Access:
- **zone:** community
- **access/security control:** no req.
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm); *plan:* no special req.; *doors:* no special req.
- **structural loads** *floor:* light (50 psf); *suspension req:* no special req.
- **acoustics:** *internal:* absorption; *ac. separation:* low background noise
- **natural light:** *reqmnt:* no special req.; *l. control:* no special req.
- **visual connection** *reqmnt:* no special req.; *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev ctrl; *l. special:* feature area lighting
- **power:** *distrbtn:* counter height outlets, perimeter outlets; *p. special:* no special req.
- **communications:** *tel:* no req.; *c. other:* no special req.
- **data:** *distrbtn:* perimeter; *d. other:* wireless coverage
- **security:** no special req.
- **plumbing:** *water:* req. - sink; *drainage:* req. - sink; *gas:* req.- stove; *steam:* no special req.; *other:* no special req.
- **HVAC:** *environ.* variable occupant loads; *h. special:* no special req.
- **other:**

Finishes:
- **floor:** sheet flooring
- **walls:** painted surface, ceramic tile
- **ceiling:** susp. lay-in tile
- **special features:**

Elements:

qty	
1	Refrigerator
4	Stove/Oven
•	Microwave
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Notes:

Laundry

Space Type: Laundry

Description: Laundry room for use by community programs

Occupancy:	**staff positions:**		0
	variable:		0
Access:	**zone:**		community
	access/security control:		card access
	required connection:		as per diagram
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf) (2.4 KPa)
		suspension req:	no special req.
	acoustics:	*internal:*	absorption
		ac. separation:	no special req.
	natural light:	*reqmnt:*	no req.
		l. control:	no special req.
	visual connection	*reqmnt:*	no special req.
		v. control:	no special req.
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
		l. special:	feature area lighting
	power:	*distrbtn:*	counter height outlets, perimeter outlets
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	no special req.
		d. other:	wireless coverage
	security:		no special req.
	plumbing:	*water:*	req. - sink
		drainage:	req. - sink
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	variable occupant loads
		h. special:	no special req.
	other:		
Finishes:	**floor:**		sheet flooring
	walls:		painted surface, ceramic tile
	ceiling:		susp. lay-in tile
	special features:		

Elements:

qty	
1	Washing Machine
1	Dryer
•	Counter with sink
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Notes:

Computer Room

Space Type: Computer Room

Description: Storage of office supplies and copy machine
Should be centrally located within component

Occupancy:
staff positions: 0
variable: 12

Access:
zone: Community
access/security control: card access
required connection: as per diagram
other:

Shell:
critical dimensions: *height:* 9-10' (2700-3000mm)
plan: no special req.
doors: no special req.
structural loads *floor:* light (50 psf) (2.4 KPa)
suspension req: no special req.
acoustics: *internal:* absorption
ac. separation: no special req.
natural light: *reqmnt:* no special req.
l. control: glare control
visual connection *reqmnt:* Living room and reception
v. control: no special req.
other:

Services:
lighting: *ambient:* moderate/high level (30-55fc)(320-590lux), var lev ctrl
l. special: feature area lighting
power: *distrbtn:* perimeter outlets to each workstation
p. special: no special req.
communications: *tel:* no special req.
c. other: no special req.
data: *distrbtn:* perimeter locations
d. other: wireless coverage
security: no special req.
plumbing: *water:* no special req.
drainage: no special req.
gas: no special req.
steam: no special req.
other: no special req.
HVAC: *environ.* variable occupant loads
h. special: no special req.
other:

Finishes:
floor: carpet/carpet tile
walls: painted surface
ceiling: susp. lay-in tile
special features:

Elements:

qty	
12	Computer Workstations

Notes:

WC

Space Type: WC

Description: WC-Universal

Occupancy:	**staff positions:**		0
	variable:		0
Access:	**zone:**		childcare
	access/security control:		key lock control
	required connection:		proximity to staff and parent areas is desirable
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf)
		suspension req:	no special req.
	acoustics:	*internal:*	no special req.
		ac. separation:	no special req.
	natural light:	*reqmnt:*	optional
		l. control:	privacy glass
	visual connection	*reqmnt:*	no special req.
		v. control:	privacy considerations for entryway
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level
		l. special:	no special req.
	power:	*distrbtn:*	code req. adequate
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	no req.
		d. other:	no special req.
	security:		no special req.
	plumbing:	*water:*	req. - sinks, toilets
		drainage:	req. - sinks, toilets
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	no special req.
		h. special:	no special req.
	other:		no special req.
Finishes:	**floor:**		sheet flooring or vinyl
	walls:		painted surface
	ceiling:		suspended lay-in tile
	special features:		

Elements:

qty

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Notes:

Washroom/Diapering

Space Type: WC

Description: WC-Child/Infant

Occupancy:	**staff positions:**		0
	variable:		0
Access:	**zone:**		childcare
	access/security control:		key lock control
	required connection:		activity room
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf)
		suspension req:	no special req.
	acoustics:	*internal:*	no special req.
		ac. separation:	no special req.
	natural light:	*reqmnt:*	optional
		l. control:	privacy glass
	visual connection	*reqmnt:*	no special req.
		v. control:	privacy considerations for entryway
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level
		l. special:	no special req.
	power:	*distrbtn:*	code req. adequate
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	no req.
		d. other:	no special req.
	security:		no special req.
	plumbing:	*water:*	req. - sinks, toilets
		drainage:	req. - sinks, toilets
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	no special req.
		h. special:	no special req.
	other:		no special req.
Finishes:	**floor:**		sheet flooring or vinyl
	walls:		painted surface
	ceiling:		suspended lay-in tile
	special features:		Sinks at toilets at child height

Elements:

qty	
1	Changing table/surface
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Notes:

Activity Room

Space Type: Activity Room

Description: Open activity area for play

Open areas with tables and chairs and storage for toys and books

Occupancy:

staff positions:	2
children	12, 20, or 25

Access:

zone:	childcare
access/security control:	card access
required connection:	Nap room, storage, and staff office
other:	

Shell:

critical dimensions:	*height:*	9-10' (2700-3000mm)
	plan:	no special req.
	doors:	no special req.
structural loads	*floor:*	light (50 psf)
	suspension req:	no special req.
acoustics:	*internal:*	absorption
	ac. separation:	very low background noise
natural light:	*reqmnt:*	essential
	l. control:	glare control
visual connection	*reqmnt:*	access/internal circulation, staff office
	v. control:	no special req.
other:		

Services:

lighting:	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
	l. special:	feature area lighting
power:	*distrbtn:*	perimeter outlets
	p. special:	no special req.
communications:	*tel:*	no req.
	c. other:	no special req.
data:	*distrbtn:*	perimeter locations, to carrels
	d. other:	wireless coverage
security:		no special req.
plumbing:	*water:*	no special req.
	drainage:	no special req.
	gas:	no special req.
	steam:	no special req.
	other:	no special req.
HVAC:	*environ.*	variable occupant loads
	h. special:	no special req.
other:		

Finishes:

floor:	carpet/carpet tile, sheet flooring in kitchenette area
walls:	painted surface, ceramic tile
ceiling:	susp. lay-in tile
special features:	character defining finishes

Elements:

qty

- child height tables
- child height seating for tables
- soft seating
-
-
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Nap Room

Space Type: Nap Room

Description: Quiet room for napping
open area for mats

Occupancy:
- **staff positions:** 2
- **children** 12, 20, or 25

Access:
- **zone:** childcare
- **access/security control:** no req.
- **required connection:** activity room
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf)
- *suspension req:* no special req.
- **acoustics:** *internal:* absorption
- *ac. separation:* very low background noise
- **natural light:** *reqmnt:* essential
- *l. control:* glare control
- **visual connection** *reqmnt:* access/internal circulation, staff office
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev ctrl
- *l. special:* feature area lighting
- **power:** *distrbtn:* perimeter outlets
- *p. special:* no special req.
- **communications:** *tel:* no req.
- *c. other:* no special req.
- **data:** *distrbtn:* perimeter locations, to carrels
- *d. other:* wireless coverage
- **security:** no special req.
- **plumbing:** *water:* no special req.
- *drainage:* no special req.
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* variable occupant loads
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** carpet/carpet tile
- **walls:** painted surface, ceramic tile
- **ceiling:** susp. lay-in tile
- **special features:** character defining finishes

Elements:

qty

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-

Childcare Storage

Space Type: Storage for program supplies such as toys, games, art supplies

Description: Flexible shelving for storage

Should be centrally located within component

Occupancy:

staff positions:		0
variable:		0

Access:

zone:		childcare
access/security control:		key lock control
required connection:		activity room
other:		

Shell:

critical dimensions:	*height:*	9-10' (2700-3000mm)
	plan:	no special req.
	doors:	no special req.
structural loads	*floor:*	light (50 psf)
	suspension req:	no special req.
acoustics:	*internal:*	no special req.
	ac. separation:	no special req.
natural light:	*reqmnt:*	no req.
	l. control:	glare control
visual connection	*reqmnt:*	no special req.
	v. control:	no special req.
other:		

Services:

lighting:	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
	l. special:	no special req.
power:	*distrbtn:*	code req. adequate
	p. special:	no special req.
communications:	*tel:*	no req.
	c. other:	no special req.
data:	*distrbtn:*	no req.
	d. other:	no special req.
security:		no special req.
plumbing:	*water:*	no special req.
	drainage:	no special req.
	gas:	no special req.
	steam:	no special req.
	other:	no special req.
HVAC:	*environ.*	no special req.
	h. special:	no special req.
other:		

Finishes:

floor:	sheet flooring or vinyl
walls:	painted surface
ceiling:	susp. lay-in tile
special features:	

Elements:

qty

- shelving
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Notes:

Quiet Room

Space Type: Quiet Room

Description: Quiet room for children

Occupancy:	**staff positions:**	1	
	children	2 to 6	
Access:	**zone:**	childcare	
	access/security control:	no req.	
	required connection:	activity room	
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf)
		suspension req:	no special req.
	acoustics:	*internal:*	absorption
		ac. separation:	very low background noise
	natural light:	*reqmnt:*	essential
		l. control:	glare control
	visual connection	*reqmnt:*	access/internal circulation, staff office
		v. control:	no special req.
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
		l. special:	feature area lighting
	power:	*distrbtn:*	perimeter outlets
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	perimeter locations
		d. other:	wireless coverage
	security:		no special req.
	plumbing:	*water:*	no special req.
		drainage:	no special req.
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	variable occupant loads
		h. special:	no special req.
	other:		
Finishes:	**floor:**		carpet/carpet tile
	walls:		painted surface, ceramic tile
	ceiling:		susp. lay-in tile
	special features:		character defining finishes

Elements:

qty	
1	child height table
4	child height seating
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Notes:

Cubbies (Entryway)

Space Type: Cubbies

Description: Cubby storage for children's personal items

Occupancy:
- **staff positions:** 0
- **children** 12, 20, or 25

Access:
- **zone:** childcare
- **access/security control:** no req.
- **required connection:** activity room
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf)
- *suspension req:* no special req.
- **acoustics:** *internal:* absorption
- *ac. separation:* very low background noise
- **natural light:** *reqmnt:* no req.
- *l. control:* no special req.
- **visual connection** *reqmnt:* access/internal circulation, staff office
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev ctrl
- *l. special:* feature area lighting
- **power:** *distrbtn:* perimeter outlets
- *p. special:* no special req.
- **communications:** *tel:* no special req.
- *c. other:* no special req.
- **data:** *distrbtn:* perimeter locations
- *d. other:* wireless coverage
- **security:** no special req.
- **plumbing:** *water:* no special req.
- *drainage:* no special req.
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* variable occupant loads
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** carpet/carpet tile
- **walls:** painted surface, ceramic tile
- **ceiling:** susp. lay-in tile
- **special features:** character defining finishes

Elements:

qty	
1	child height table
4	child height seating

Notes:

Kitchen

Space Type: Kitchen

Description: Kitchen for food prep

Occupancy:	**staff positions:**	1	
	children	0	
Access:	**zone:**	childcare	
	access/security control:	no req.	
	required connection:	activity room	
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf)
		suspension req:	no special req.
	acoustics:	*internal:*	absorption
		ac. separation:	very low background noise
	natural light:	*reqmnt:*	no req.
		l. control:	no special req.
	visual connection	*reqmnt:*	activity room
		v. control:	no special req.
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
		l. special:	feature area lighting
	power:	*distrbtn:*	counter height outlets, perimeter outlets
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	no special req.
		d. other:	wireless coverage
	security:		no special req.
	plumbing:	*water:*	req. - sink
		drainage:	req. - sink
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	variable occupant loads
		h. special:	no special req.
	other:		
Finishes:	**floor:**		carpet/carpet tile, sheet flooring in kitchenette area
	walls:		painted surface, ceramic tile
	ceiling:		susp. lay-in tile
	special features:		character defining finishes

Elements:

qty	
1	Refrigerator
1	Stove/Oven
1	Microwave
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Notes:

Parent's Room

Space Type: Office- parent's room

Description: General office

Typical Occupancy:	**staff positions:**		var
	variable:		var
Access:	**zone:**		childcare
	access/security control:		card access
	required connection:		as per diagram
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf)
		suspension req:	no special req.
	acoustics:	*internal:*	no special req.
		ac. separation:	very low background noise
	natural light:	*reqmnt:*	essential
		l. control:	glare control
	visual connection	*reqmnt:*	as req'd
		v. control:	privacy blinds
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55 fc) (320-590 lux)
		l. special:	no special req.
	power:	*distrbtn:*	to each workstation
		p. special:	no special req.
	communications:	*tel:*	to each workstation
		c. other:	no special req.
	data:	*distrbtn:*	perimeter locations
		d. other:	wireless coverage
	security:		no special req.
	plumbing:	*water:*	no special req.
		drainage:	no special req.
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	no special req.
		h. special:	no special req.
	other:		
Finishes:	**floor:**		carpet/carpet tile
	walls:		painted surface
	ceiling:		susp. lay-in tile
	special features:		

Typical Elements:

qty	
1	Workstations
1	Filing Cabinets
1	Seating
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Notes:

Office

Space Type: Office- enclosed

Description: General office

Typical Occupancy:

staff positions:		1
variable:		var

Access:

zone:		childcare
access/security control:		card access
required connection:		as per diagram
other:		

Shell:

critical dimensions:	*height:*	9-10' (2700-3000mm)
	plan:	no special req.
	doors:	no special req.
structural loads	*floor:*	light (50 psf)
	suspension req:	no special req.
acoustics:	*internal:*	no special req.
	ac. separation:	very low background noise
natural light:	*reqmnt:*	essential
	l. control:	glare control
visual connection	*reqmnt:*	as req'd
	v. control:	privacy blinds
other:		

Services:

lighting:	*ambient:*	moderate/high level (30-55 fc) (320-590 lux)
	l. special:	no special req.
power:	*distrbtn:*	to each workstation
	p. special:	no special req.
communications:	*tel:*	to each workstation
	c. other:	no special req.
data:	*distrbtn:*	to each workstation
	d. other:	wireless coverage
security:		key card access
plumbing:	*water:*	no special req.
	drainage:	no special req.
	gas:	no special req.
	steam:	no special req.
	other:	no special req.
HVAC:	*environ.*	no special req.
	h. special:	no special req.
other:		

Finishes:

floor:	carpet/carpet tile
walls:	painted surface
ceiling:	susp. lay-in tile
special features:	

Typical Elements:

qty	
1	Workstations
1	Filing Cabinets
2	Seating
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Notes:

Art Area

Space Type: Activity Room

Description: Open activity area for play

Open areas with tables and chairs and storage for toys and books

Occupancy:

staff positions:	2
children	20 or 25

Access:

zone:	childcare
access/security control:	card access
required connection:	as per diagram
other:	

Shell:

critical dimensions:	*height:*	9-10' (2700-3000mm)
	plan:	no special req.
	doors:	no special req.
structural loads	*floor:*	light (50 psf)
	suspension req:	no special req.
acoustics:	*internal:*	absorption
	ac. separation:	very low background noise
natural light:	*reqmnt:*	essential
	l. control:	glare control
visual connection	*reqmnt:*	access/internal circulation, staff office
	v. control:	no special req.
other:		

Services:

lighting:	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
	l. special:	feature area lighting
power:	*distrbtn:*	perimeter outlets
	p. special:	no special req.
communications:	*tel:*	no req.
	c. other:	no special req.
data:	*distrbtn:*	perimeter locations, to carrels
	d. other:	wireless coverage
security:		no special req.
plumbing:	*water:*	req. - sink
	drainage:	req. - sink
	gas:	no special req.
	steam:	no special req.
	other:	no special req.
HVAC:	*environ.*	variable occupant loads
	h. special:	no special req.
other:		

Finishes:

floor:	carpet/carpet tile, sheet flooring in kitchenette area
walls:	painted surface, ceramic tile
ceiling:	susp. lay-in tile
special features:	character defining finishes

Elements:

qty	
1	art sink
•	child height tables
•	child height seating for tables
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Notes:

Art sink with associated drainage

Laundry/Janitorial

Space Type: Laundry/Janitorial

Description: Laundry room and storage for janitorial supplies

Occupancy:	**staff positions:**		1
	children		0
Access:	**zone:**		childcare
	access/security control:		no req.
	required connection:		as per diagram
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	moderate (50 - 100 psf) (2.4 - 4.8 Kpa)
		suspension req:	no special req.
	acoustics:	*internal:*	absorption
		ac. separation:	no special req.
	natural light:	*reqmnt:*	no req.
		l. control:	no special req.
	visual connection	*reqmnt:*	activity area
		v. control:	activity area
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev ctrl
		l. special:	feature area lighting
	power:	*distrbtn:*	counter height outlets, perimeter outlets
		p. special:	no special req.
	communications:	*tel:*	no req.
		c. other:	no special req.
	data:	*distrbtn:*	no special req.
		d. other:	wireless coverage
	security:		no special req.
	plumbing:	*water:*	req. - sink
		drainage:	req. - sink
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	variable occupant loads
		h. special:	no special req.
	other:		
Finishes:	**floor:**		carpet/carpet tile, sheet flooring in kitchenette area
	walls:		painted surface, ceramic tile
	ceiling:		susp. lay-in tile
	special features:		character defining finishes

Elements:

qty	
1	Washing Machine
1	Dryer
1	Counter with sink
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Notes:

Office

Space Type: Office- enclosed

Description: Executive or manager office

Typical Occupancy:	**staff positions:**		var
	variable:		var
Access:	**zone:**		Administration
	access/security control:		as req'd
	required connection:		as per diagram
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf) (2.4 KPa)
		suspension req:	no special req.
	acoustics:	*internal:*	absorption
		ac. separation:	high noise containment
	natural light:	*reqmnt:*	essential
		l. control:	glare control
	visual connection	*reqmnt:*	no special req.
		v. control:	privacy blinds
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55 fc) (320-590 lux)
		l. special:	no special req.
	power:	*distrbtn:*	to each workstation
		p. special:	no special req.
	communications:	*tel:*	to each workstation
		c. other:	no special req.
	data:	*distrbtn:*	to each workstation
		d. other:	wireless coverage
	security:		no special req.
	plumbing:	*water:*	no special req.
		drainage:	no special req.
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	no special req.
		h. special:	no special req.
	other:		
Finishes:	**floor:**		carpet/carpet tile
	walls:		painted surface
	ceiling:		susp. lay-in tile
	special features:		

Typical Elements:

qty	
1	Workstations
2	Filing Cabinet
1	Small Meeting Table
2	Seating
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Notes:

Open Workstation

Space Type: Open Workstation

Description: General staff workstation

Typical Occupancy:

staff positions:	var
variable:	var

Access:

zone:		Administration
access/security control:		card access
required connection:		as per diagram
other:		

Shell:

critical dimensions:	*height:*	9-10' (2700-3000mm)
	plan:	no special req.
	doors:	no special req.
structural loads	*floor:*	light (50 psf) (2.4 KPa)
	suspension req:	no special req.
acoustics:	*internal:*	absorption
	ac. separation:	high noise containment
natural light:	*reqmnt:*	essential
	l. control:	glare control
visual connection	*reqmnt:*	no special req.
	v. control:	privacy blinds
other:		

Services:

lighting:	*ambient:*	moderate/high level (30-55 fc) (320-590 lux)
	l. special:	no special req.
power:	*distrbtn:*	to each workstation
	p. special:	no special req.
communications:	*tel:*	to each workstation
	c. other:	no special req.
data:	*distrbtn:*	to each workstation
	d. other:	wireless coverage
security:		no special req.
plumbing:	*water:*	no special req.
	drainage:	no special req.
	gas:	no special req.
	steam:	no special req.
	other:	no special req.
HVAC:	*environ.*	no special req.
	h. special:	no special req.
other:		

Finishes:

floor:	carpet/carpet tile
walls:	painted surface
ceiling:	susp. lay-in tile
special features:	

Typical Elements:

qty	
1	Workstations
1	Filing Cabinets
1	Seating
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Notes:

Large Meeting Room

Space Type: Large Meeting Room- enclosed

Description: An enclosed room with the ability to host large meetings and work teams
Seating, worksurfaces, whiteboard and multimedia/projection services are required
The meeting rooms will be available to administration staff and should be directly accessible from staff offices.

Occupancy:
- **staff positions:** 0
- **variable:** 12

Access:
- **zone:** Administration
- **access/security control:** card access
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf) (2.4 KPa)
- *suspension req:* no special req.
- **acoustics:** *internal:* no special req.
- *ac. separation:* high noise containment
- **natural light:** *reqmnt:* essential
- *l. control:* glare control
- **visual connection** *reqmnt:* no special req.
- *v. control:* privacy blinds
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev c
- *l. special:* no special req.
- **power:** *distrbtn:* wall outlets, floor outlet (to centre of table)
- *p. special:* no special req.
- **communications:** *tel:* telephone req'd
- *c. other:* no special req.
- **data:** *distrbtn:* wall outlets, floor outlet (to centre of table)
- *d. other:* wireless coverage, display media connection
- **security:** no special req.
- **plumbing:** *water:* no special req.
- *drainage:* no special req.
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* high/variable occupant loads
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** carpet/carpet tile
- **walls:** painted surface
- **ceiling:** susp. lay-in tile
- **special features:** feature wall area for media installation projection

Elements:

qty	
1	large table
12	chairs
1	projector

Notes:

Small Meeting Room

Space Type: Meeting Room- enclosed

Description: An enclosed room with the ability to host small meetings and work teams
Seating, worksurfaces,and whiteboard are required
The meeting rooms will be available to administration staff and should be directly accessible from staff offices.

Occupancy:	**staff positions:**		0
	variable:		8
Access:	**zone:**		Administration
	access/security control:		card access
	required connection:		as per diagram
	other:		
Shell:	**critical dimensions:**	*height:*	9-10' (2700-3000mm)
		plan:	no special req.
		doors:	no special req.
	structural loads	*floor:*	light (50 psf) (2.4 KPa)
		suspension req:	no special req.
	acoustics:	*internal:*	no special req.
		ac. separation:	high noise containment
	natural light:	*reqmnt:*	essential
		l. control:	glare control
	visual connection	*reqmnt:*	no special req.
		v. control:	privacy blinds
	other:		
Services:	**lighting:**	*ambient:*	moderate/high level (30-55fc)(320-590lux), var lev c
		l. special:	no special req.
	power:	*distrbtn:*	wall outlets, floor outlet (to centre of table)
		p. special:	no special req.
	communications:	*tel:*	telephone req'd
		c. other:	no special req.
	data:	*distrbtn:*	wall outlets, floor outlet (to centre of table)
		d. other:	wireless coverage, display media connection
	security:		no special req.
	plumbing:	*water:*	no special req.
		drainage:	no special req.
		gas:	no special req.
		steam:	no special req.
		other:	no special req.
	HVAC:	*environ.*	high/variable occupant loads
		h. special:	no special req.
	other:		
Finishes:	**floor:**		carpet/carpet tile
	walls:		painted surface
	ceiling:		susp. lay-in tile
	special features:		no special req.

Elements:

qty	
1	large table
8	chairs
1	projector

Notes:

Staff Room/Kitchen

Space Type: Staff room and kitchen

Description: Comfortable lounge space to support active social drop-in use.
Comfortable, informal space with soft-seating, table-seating, a kitchenette and storage space.
Should be centrally located within component

Occupancy:
- **staff positions:** 0
- **variable:** 8

Access:
- **zone:** Administration
- **access/security control:** card access
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf) (2.4 KPa)
- *suspension req:* no special req.
- **acoustics:** *internal:* absorption
- *ac. separation:* very low background noise
- **natural light:** *reqmnt:* essential
- *l. control:* glare control
- **visual connection** *reqmnt:* no special req.
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev c
- *l. special:* feature area lighting
- **power:** *distrbtn:* counter height outlets, perimeter outlets
- *p. special:* no special req.
- **communications:** *tel:* no req.
- *c. other:* no special req.
- **data:** *distrbtn:* perimeter locations
- *d. other:* wireless coverage
- **security:** no special req.
- **plumbing:** *water:* req. - sink
- *drainage:* req. - sink
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* variable occupant loads
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** carpet/carpet tile, sheet flooring in kitchenette area
- **walls:** painted surface, ceramic tile
- **ceiling:** susp. lay-in tile
- **special features:** character defining finishes

Elements:

qty	
1	counter space w sink
1	microwave oven
2	soft seating
6	table seating
1	tables
1	Refrigerator

Notes:

Reception/Service Counter

Space Type: office-open
Description: A visible front to public domain, but also a buffer from general activities of building
Noise mitigation is needed between reception/service counter and offices behind.

Occupancy:
staff positions: 1
variable: 0

Access:
zone: Administration
access/security control: card access
required connection: as per diagram
other: after hours security screen

Shell:
critical dimensions: *height:* 9-10' (2700-3000mm)
plan: no special req.
doors: no special req.
structural loads *floor:* light (50 psf) (2.4 KPa)
suspension req: no special req.
acoustics: *internal:* no special req.
ac. separation: very low background noise
natural light: *reqmnt:* essential
l. control: glare control
visual connection *reqmnt:* living room and access/internal circulation, Gen. Bld
v. control: no special req.
other:

Services:
lighting: *ambient:* moderate/high level (30-55fc)(320-590lux)
l. special: no special req.
power: *distrbtn:* outlets to staff counter
p. special: no special req.
communications: *tel:* req. - to counter
c. other: no special req.
data: *distrbtn:* to counter
d. other: wireless coverage
security: panic button and security monitors
plumbing: *water:* no special req.
drainage: no special req.
gas: no special req.
steam: no special req.
other: no special req.
HVAC: *environ.* no special req.
h. special: no special req.
other:

Finishes:
floor: carpet/carpet tile
walls: painted surface
ceiling: susp. lay-in tile
special features:

Elements:

qty	
1	information displays
1	counter/workstation
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Notes:

General Storage

Space Type: Storage room for admin and program supplies

Description: Flexible shelving for storage

Occupancy:
- **staff positions:** 0
- **variable:** 0

Access:
- **zone:** Administration
- **access/security control:** key lock control
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf) (2.4 KPa)
- *suspension req:* no special req.
- **acoustics:** *internal:* no special req.
- *ac. separation:* no special req.
- **natural light:** *reqmnt:* no req.
- *l. control:* glare control
- **visual connection** *reqmnt:* no special req.
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev c
- *l. special:* no special req.
- **power:** *distrbtn:* code req. adequate
- *p. special:* no special req.
- **communications:** *tel:* no req.
- *c. other:* no special req.
- **data:** *distrbtn:* no req.
- *d. other:* no special req.
- **security:** no special req.
- **plumbing:** *water:* no special req.
- *drainage:* no special req.
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* no special req.
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** sheet flooring or vinyl
- **walls:** painted surface
- **ceiling:** susp. lay-in tile
- **special features:**

Elements:

qty
- modular shelving

Notes:

Copy/Office Supplies Room

Space Type: Copy/Office Supplies Room

Description: Storage of office supplies and copy machine
Should be centrally located within component

Occupancy:
- **staff positions:** 0
- **variable:** 0

Access:
- **zone:** Administration
- **access/security control:** card access
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf) (2.4 KPa)
- *suspension req:* no special req.
- **acoustics:** *internal:* absorption
- *ac. separation:* no special req.
- **natural light:** *reqmnt:* no special req.
- *l. control:* glare control
- **visual connection** *reqmnt:* access/internal circulation, Reception/Transition
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev c
- *l. special:* feature area lighting
- **power:** *distrbtn:* counter height outlets, perimeter outlets
- *p. special:* no special req.
- **communications:** *tel:* no special req.
- *c. other:* no special req.
- **data:** *distrbtn:* perimeter locations
- *d. other:* wireless coverage
- **security:** no special req.
- **plumbing:** *water:* no special req.
- *drainage:* no special req.
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* variable occupant loads
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** carpet/carpet tile
- **walls:** painted surface
- **ceiling:** susp. lay-in tile
- **special features:**

Elements:

qty	
1	copy machine
1	Built-in cabinets and counter

Notes:

Edible Canada Work Area

Space Type: Open work room

Description: Open workspace for cleaning and packing food from harvest
Comfortable, informal space with soft-seating, table-seating, a kitchenette and storage space.

Occupancy:
- **staff positions:** 0
- **variable:** 8

Access:
- **zone:** Administration
- **access/security control:** card access
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf) (2.4 KPa)
- *suspension req:* no special req.
- **acoustics:** *internal:* absorption
- *ac. separation:* low background noise
- **natural light:** *reqmnt:* optional
- *l. control:* glare control
- **visual connection** *reqmnt:* no special req.
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev c
- *l. special:* feature area lighting
- **power:** *distrbtn:* counter height outlets, perimeter outlets
- *p. special:* no special req.
- **communications:** *tel:* no req.
- *c. other:* no special req.
- **data:** *distrbtn:* perimeter locations
- *d. other:* wireless coverage
- **security:** no special req.
- **plumbing:** *water:* req. - sink
- *drainage:* req. - sink
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* variable occupant loads
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** sheet flooring or vinyl
- **walls:** painted surface, ceramic tile
- **ceiling:** susp. lay-in tile
- **special features:**

Elements:

qty	
1	counter space w sink
1	large work table
4	stools for seating

Notes:

Edible Canada Food Storage

Space Type: Food Storage

Description: Flexible shelving for storage of non-perishable foods
Refrigerator for perishable food

Occupancy:
- **staff positions:** 0
- **variable:** 0

Access:
- **zone:** Administration
- **access/security control:** card access
- **required connection:** as per diagram
- **other:**

Shell:
- **critical dimensions:** *height:* 9-10' (2700-3000mm)
- *plan:* no special req.
- *doors:* no special req.
- **structural loads** *floor:* light (50 psf) (2.4 KPa)
- *suspension req:* no special req.
- **acoustics:** *internal:* absorption
- *ac. separation:* no special req.
- **natural light:** *reqmnt:* essential
- *l. control:* glare control
- **visual connection** *reqmnt:* access/internal circulation, Reception/Transition
- *v. control:* no special req.
- **other:**

Services:
- **lighting:** *ambient:* moderate/high level (30-55fc)(320-590lux), var lev c
- *l. special:* feature area lighting
- **power:** *distrbtn:* counter height outlets, perimeter outlets
- *p. special:* no special req.
- **communications:** *tel:* no req.
- *c. other:* no special req.
- **data:** *distrbtn:* perimeter locations
- *d. other:* wireless coverage
- **security:** no special req.
- **plumbing:** *water:* req. - sink
- *drainage:* req. - sink
- *gas:* no special req.
- *steam:* no special req.
- *other:* no special req.
- **HVAC:** *environ.* variable occupant loads
- *h. special:* no special req.
- **other:**

Finishes:
- **floor:** sheet flooring
- **walls:** painted surface, ceramic tile
- **ceiling:** susp. lay-in tile
- **special features:**

Elements:

qty	
1	modular shelving
1	Refrigerator

Notes:

North Shore Neighbourhood House

Functional Program

Study Purpose

To assess the feasibility of accommodating current and anticipated programs within the existing facilities and to prepare estimates of facility and functional requirements that can be used to explore accommodation options.

Study Process

- Study Initiated- September, 2015
- Tour of similar neighbourhood houses
  - Kitsilano Neighbourhood House
  - Kiwassa Neighbourhood House.
- Tour of existing North Shore Neighbourhood House
- Background information gathered & analyzed

Key Terms

- **Functional Program**
  A description of the spatial and functional requirements for facilities to accommodate intended activities and services
- **Assigned Area**
  Space used to directly support functions
- **Building Gross Area**
  Includes the Assigned Areas plus a gross-up factor to account for major circulation, washrooms, mechanical, and custodial support spaces
- **Spatial Relationship Diagram**
  Shows the relative size and proximity of spaces in the building, as well as their relationship to the major circulation system and proximity to entrances

Area Requirements Overview

Base Scenario

Component	Net Assignable Area (ft2)
1 Community Programs	8,405
2 Childcare	6,432
3 Administration	4,035
Total Net Assignable	18,841
Building Systems & Main Circulation (grossing factor of 1.3)	5,678.08
TOTAL BUILDING GROSS AREA	24,519.89
Childcare Outdoor Area	4,200

Enhanced Scenario

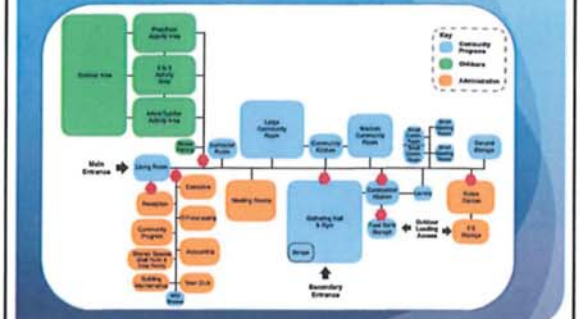
Component	Net Assignable Area (ft2)
1 Community Programs	11,674
2 Childcare	3,007
3 Administration	4,330
Total Net Assignable	23,011
Building Systems & Main Circulation (grossing factor of 1.3)	6,915.29
TOTAL BUILDING GROSS AREA	29,966.24
Childcare Outdoor Area	4,012

Existing Building Gross Area: 18,055 sq ft

Facility Challenges

- No Room for Growth
- Competition for Meeting Rooms
- Insufficient Circulation
- Childcare outdated
- Facility due for Replacement

Key Relationships - Enhanced Program



Community Programs- Enhanced

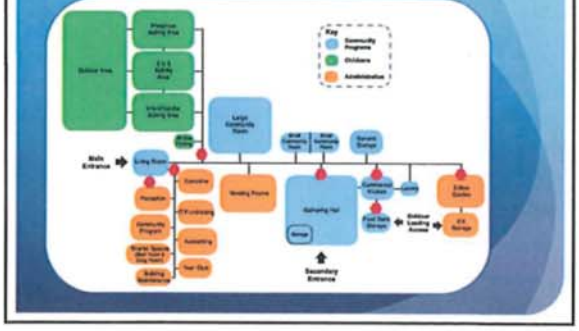
Community Programs	Number Spaces	Space Net Area (ft2)	Space Net Area (m2)	Net Area (ft2)	Notes
1.1 Living Room (seating area)	1	300	28	300	
1.2 Gathering Hall & Gym	1	3,000	279	3,000	Capacity of 200
1.3 Gathering Hall Storage	1	375	35	375	
1.4 Bathroom with Shower	1	75	7	75	1 Shower Stall (For Staff use)
1.5 Large Community Room	1	1700	158	1,700	Capacity 50
1.6 Medium Community Room	1	850	79	850	Capacity 25
1.7 Small Community Rooms	2	1210	11.15	240	Adjacent with removable wall
1.8 Small Meeting Room	2	120	11.15	240	Capacity 8 to 5
1.9 Community Room Storage	4	50	4.7	200	
1.11 Community Kitchen	1	250	23.2	250	
1.12 Commercial Kitchen	1	550	51	550	
1.13 Pantry (Community Kitchen)	1	50	5	50	Serves Community Kitchen
1.14 Food Bank Storage	1	300	28	300	Serves Commercial Kitchen
1.15 Computer Room	1	250	23	250	12 computer workstations. Includes bath earthquake and
1.16 General Storage	1	500	46.5	500	program supplies
1.17 Laundry	1	100	9.3	100	Adjacent to Commercial Kitchen
Subtotal Net Area (ft2)				8,900	
Subtotal Circulation (25 %)				2,224.00	
Total Net Assignable Area (ft2)				11,674.00	

Childcare- Enhanced

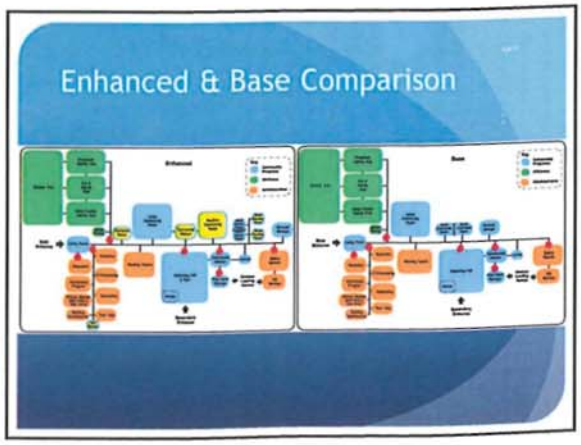
Childcare- 57 Spaces	Space Net Area (m2)	Net Area (ft2)	Notes
2.1 Net Activity Area			
infant/Toddler- 12 spaces	82	883	Includes Activity Room, Nap Room and
3 to 5- 25 Spaces	129	1378	Storage, and Quiet Room
Preschool- 20 Spaces	78	843	
2.2 Net Support Spaces			
infant/Toddler- 12 spaces	60.5	651	Includes Cubbies, Kitchen, Storage, Parent's
3 to 5- 25 Spaces	71.3	767	Room, Staff Office, Washrooms, and Laundry
Preschool- 20 Spaces	123	1,324	Room
2.3 Stroller Parking	23	255	
Net Indoor Area		6,895	
Circulation (1.15)		914	
Total Indoor Assignable Area (1.15)		7,809	
2.4 Covered Outdoor Space			
infant/Toddler- 12 spaces	28	301	
3 to 5- 25 Spaces	41	444	
Preschool- 20 Spaces	33	355	
2.5 Open Outdoor Space			
infant/Toddler- 12 spaces	100	1076	
3 to 5- 25 Spaces	305	3283	
Preschool- 20 Spaces	107	1152	
Net Outdoor Area		6,611	
Total Childcare (Indoor and Outdoor)		13,618	

Administration- Enhanced

Key Relationships - Base Program



Enhanced & Base Comparison



Community Programs- Base

Community Programs	Number Spaces	Space Net Area (ft2)	Space Net Area (m2)	Net Area (ft2)	Notes
1.1 Living Room (waiting area)	1	300	28	300	
1.2 Gathering Hall	1	2200	204	2200	Capacity of 150
1.3 Gathering Hall Storage	1	375	35	375	
1.4 Large Community Room	1	1700	158	1700	Capacity 50
1.5 Small Community Rooms	2	120	11.15	240	Adjacent with retractable wall
1.6 Community Room Storage	4	50	4.7	200	
1.7 Commercial Kitchen	1	550	51	550	
1.8 Food Bank Storage	1	350	28	300	Serves Commercial Kitchen
1.9 General Storage	1	500	46.5	500	Includes both earthquake and program supplies
1.10 Laundry	1	100	9.3	100	Adjacent to Commercial Kitchen
Subtotal Net Area (ft2)				6,465	
Subtotal Circulation (1.10)				1,919.50	
Total Net Assignable Area (ft2)				8,484.50	

Childcare- Base

Childcare- 57 Spaces	Space Net Area (m2)	Net Area (ft2)	Notes
2.1 Net Activity Area			
Infant/Toddler- 12 spaces	70	753	Includes Activity Room, Nap Room and Storage, and Quiet Room
3 to 5- 25 Spaces	115	1234	
Preschool- 20 Spaces	75.5	813	
2.2 Net Support Spaces			
Infant/Toddler- 12 spaces	50	538	Includes Cubbies, Kitchen, Storage, Parent's Room, Staff Office, Washrooms, and Laundry
3 to 5- 25 Spaces	71.3	767	
Preschool- 20 Spaces	115.5	1,234	Room
2.3 Stroller Parking	23	250	
Net Indoor Area		5,593	
Circulation (1.15)		839	
Total Indoor Assignable Area (1.15)		6,432	
2.4 Covered Outdoor Space			
Infant/Toddler- 12 spaces	18	194	
3 to 5- 25 Spaces	25	269	
Preschool- 20 Spaces	33	355	
2.5 Open Outdoor Space			
Infant/Toddler- 12 spaces	66	710	
3 to 5- 25 Spaces	150	1615	
Preschool- 20 Spaces	107	1152	
Net Outdoor Area		4,235	
Total Childcare (Indoor and Outdoor)		10,727	

Administration- Base

Administration	Staff	Number Required?	Number Spaces	Space Net Area (ft2)	Space Net Area (m2)	Net Area (ft2)	Allocation Notes
3.1 Executive	Executive Director	Y	1	250	23	250	
	CD Associate	Y	1	400	37	430	
3.2 Reception	Receptionist	N	1	250	23	250	
3.3 Community Program	Manager	Y	1	370	34.45	370	
	Staff*	N	7	600	56	650	
	Volunteers	N	5	70	6.5	670	
3.4 Accounting	Director of Finance	Y	1	340	32	340	
	Accountant	N	1	420	39.05	420	
	Accountant	N	1	70	6.5	70	
3.5 Teen Club	Teen Club Supervisor	Y	1	400	37	400	
	Youth Workers	N	2	70	7.5	140	
3.6 Building Maintenance	Staff*	Y	1	50	4.6	50	
3.7 IT/Fundraising	Staff*	Y	1	370	34.45	370	
	Server Room/Cabinet	Y	1	100	9.3	100	
3.8 Meeting Rooms	Small Meeting Room	Y	1	160	14.9	160	
	Break-out Room	Y	2	320	29.75	320	
3.9 Shared Spaces	Staff* Room/Kitchen	Y	1	370	34.45	370	
	Copy/Office Supplies	Y	1	370	34.45	370	
3.10 Storage	Storage	N	10	1	93		
	Storage- Room (Basement)	Y	1	200	18.6	200	
3.11 Edible Garden	Manager	Y	1	370	34.5	370	
	Staff*	N	4	70	6.5	280	
	Work Area	N	1	250	23.2	250	
	Tool Storage	Y	1	350	32.5	350	
Subtotal Net Area						5,570	
Subtotal Circulation						930	
Total Net Assignable Area						6,500	

Building Areas Comparison

Comparison Table

	Existing Facility Areas (sf)	Base Program Areas (sf)	Enhanced Program Areas (sf)
Community Spaces	5,986	6,465	8,980
Childcare Spaces	4,091	5,593	6,093
Admin Spaces	1,949	3,370	3,690
Net Assignable Areas*	**12,025**	**15,428**	**18,763**
Building Gross Area	**18,055**	**24,520**	**29,966**

Observations

- Existing facility inadequate
- Little room for growth in Base Scenario
- Enhanced Scenario increases Community Programs capacity
- Next Steps- Explore development options and conduct detailed planning