



University of Toronto

OFFICE OF THE VICE- PROVOST, SPACE AND FACILITIES PLANNING

TO: Planning and Budget Committee

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DATE: April 25th, 2005, for May 10th, 2005.

AGENDA ITEM: 5

ITEM IDENTIFICATION:

Project Planning Committee Report for the Multi-faith Centre for Study and Spiritual Practice

JURISDICTIONAL INFORMATION:

Under the Policy on Capital Planning and Capital Projects, the Planning & Budget Committee reviews Project Planning Reports prepared for a capital project and recommends to the Academic Board approval in principle of the project.

PREVIOUS ACTION TAKEN:

While the Multi-faith Centre for Study and Spiritual Practice has been discussed for a considerable period of time, this is the first occasion that the Project Planning Report has been tabled for consideration by the Planning and Budget Committee. In 2002 information was provided to governance that the Multi-faith Centre was to be located on the two upper floors of the Koffler Institute for Pharmacy Management. This required the re-location, as the major secondary effect, of the Administrative Management Systems [AMS] & Human Resources [HR] training facility for the project to proceed. A further important secondary effect was to relocate the Faculty of Pharmacy from the third floor of the Koffler Institute for Pharmacy Management. With the pending completion of the Leslie L. Dan Pharmacy Building in December 2005, the preferred cost effective solution was to delay the project until such time as the Faculty of Pharmacy could relocate directly to their new facilities. The AMS and HR training facility will be re-established in expanded facilities at 256 McCaul Street.

The building will no longer be named the Koffler Institute for Pharmacy Management, though it will continue to carry the Koffler name. Discussions¹ are underway with Murray Koffler to that end, in accordance with the University's policy on naming.

The facility will house the Multi-faith Centre on the two upper floors of this three storey building. The ground floor will continue to operate as is with the major lecture theatre, controlled by the Office of Space Management [OSM], but available to support those occasions when Multi-faith activities might require the use of a large auditorium in close proximity to the Multi-faith Centre.

BACKGROUND:

While the University of Toronto is a secular institution, spiritual pluralism is more pronounced than ever among our diverse student population. In 1999-2000 there were 35 student clubs dedicated to religious and spiritual practice thriving within the University. This number had grown to 60 organizations just three years later. During the 1990's the University of Toronto took a number of steps to accommodate the growing spiritual needs of the community. Hart House, the University's central cultural facility, opened its chapel to all faith communities as an Interfaith Room and the Hart House debates room is now used by over 400 Muslims every Friday afternoon for Juma'ah prayers. In fact Hart House has welcomed Muslim students for Juma'ah prayers for over 25 years. Quiet rooms in the International Student Centre are currently being used for meditation and prayer. Another quiet meditation room also exists at OISE/UT, and a small room in the Bahen Centre for Information Technology is currently providing space for daily prayers for Muslim students. New College opened a temporary multi-faith room equipped with an ablutions facility in 1999 that was used by a number of different groups for a few years; unfortunately this space has had to be redirected to other College uses.

In 1999 a University Task Force on Student Space Activity recommended the establishment of a permanent multi-faith facility. That same year the Office of Student Affairs hosted a Multi-faith Working Group that gathered information on other multi-faith centres as well as making site visits to various multi-faith and religious centres.

It is important to note that the membership of the Project Planning Report for the Multi-faith Centre has had active representation from the following religious groups on campus: the Hindu Students' Association, the University of Toronto Buddhist Community, the Sikh Students' Association and the Muslim Students' Association. In addition town-hall meetings have been held which conveyed keen support from all sectors of the community. The Project Planning Committee membership, which also includes the Campus Chaplains, is included in the Planning Report.

HIGHLIGHTS:

The Multi-faith Centre will provide the facilities and related services needed to support the religious and spiritual practices represented within the University of Toronto community. There will be resources, counseling and guidance available to nurture spiritual development. Events will be held at the new Multi-faith Centre in partnership with academic divisions aimed at exploring the role of faith in a number of academic disciplines. The Multi-faith Centre will both represent and celebrate the diversity of the University of Toronto community. Students will be afforded the opportunity to develop multi-faith, multi-cultural competencies. Students will also be better able to increase their understanding of the role of religion and spirituality in global issues and thereby prepare themselves for community leadership. Most importantly, the interaction of different faiths within the new Multi-

¹Office of the Vice-President & Chief Advancement Officer to recommend on the precise naming; at present there exists i) the Koffler Institute for Pharmacy Management at 569 Spadina Avenue, ii) the Koffler Centre at 214 College Street and iii) the Koffler Scientific Reserve at Jokers Hill.

faith Centre will promote the sort of mutual respect and co-operation required to diffuse religious conflict.

The new Multi-faith Centre will establish another significant node in support of student activity, fully consistent with the initiatives outlined within the Stepping-Up plan.

Under the Policy on Capital Planning and Capital Projects, the Project Planning Committee will continue through the implementation phase. The Working Executive of the Project Implementation Committee will comprise the lead User, a Planner and Implementer all of whom have been closely associated with the project planning and definition since its inception; this membership is:

User: Susan Addario
Planner: Elizabeth Sisam/ William Yasui
Implementer: Julian Binks

This Working Executive will be expanded to include a Project Manager to be appointed by the Chief Capital Projects Officer. It is also recommended that the process, consistent with policy, to appoint the consultants be initiated immediately following approval of the project by the Planning and Budget Committee. Proceeding in this manner will allow the consultants to be formally hired immediately upon approval by Governing Council in late June, 2005 and as a result accelerate the project towards completion. Student user representatives will also be invited to serve on the Architect Selection Committee, to select the consultants.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

All projects that are advanced for consideration by the Planning & Budget Committee are evaluated against a stringent set of academic criteria. These criteria are detailed in the Capital Plan tabled at the Planning & Budget Committee, December 12th, 2004². The Stepping-Up initiative targets the need to improve the student experience for all students on campus. The Centre will serve as an exciting new node of activity on the campus. It has the enthusiastic support of all spiritual /religious groups on campus that will use this facility and have actively participated in the design of the proposed facility. The cost of the project will be supported entirely by the University; external funding for the project to date has been minimal.

Borrowing capacity for the Capital Plan: The maximum borrowing capacity available to the University, as outlined in the Capital Plan presented to Planning & Budget on December 12th, 2004 was approximately \$112 million³. At present the borrowing capacity as of March 31st, 2005 has been reduced to \$89 million. The Multi-faith Centre is identified in the Capital Plan with a projected borrowing contribution of \$3million. The revised project cost is now estimated at \$3,389,400, and includes the secondary effects of the relocation of the training facilities from the 569 Spadina Avenue site to 256 McCaul Street.

² The nine criteria by which all capital projects are assessed are:

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| 1. Mission Objectives of the University, | 2. Policy Objectives & Legislative Requirements, |
| 3. Provincial Space Standards, | 4. Strengthening Scholarship, |
| 5. Providing Academic Leadership, | 6. Student Experience, |
| 7. Economic Consistency, | 8. Resources, |
| 9. Deferred Maintenance. | |

³ The Capital Plan data is based on all capital project approvals up to, but not including the Business Board approvals on November 8th, 2004.

Operating Costs: The estimated annual costs for the operation of the Koffler Building are \$ 120 per nasm comprising the caretaking services and utility costs, i.e. heat, hydro, water & gas. These numbers will be subsequently refined as the project is developed but no significant change is anticipated; the operating costs for the Koffler Building, which will include the Multi-faith Centre, will remain a central cost.

Schedule for Completion of the Project. The anticipated schedule for the completed project is tabled below.

- Renovation of the ground floor at 256 McCaul Street to establish the timing for this. This could be completed by March, 2006 at which time the training facilities will be relocated from 569 Spadina Avenue.
- The Faculty of Pharmacy will relocate no later than March 2006, vacating the entire 3rd floor.
- In April, 2006 work on the Multi-faith Centre will commence with completion anticipated in late summer of 2006. Work on the Multi-faith Centre cannot commence sooner than April, 2006 as the large classroom on the ground floor at 569 Spadina Avenue will be well used for lectures until the end of term.

RECOMMENDATIONS:

It is recommended to the Academic Board:

1. THAT the Project Planning Report for the Multi-faith Centre for Study and Spiritual Practice be approved in principle. The Centre is to be located on the second and third floors of the existing Koffler Institute for Pharmacy Management at 569 Spadina Avenue and includes the renovation of 615 net assignable square metres of planned program space.
2. THAT the space program to accommodate expanded training facilities in support of the Administrative and Management Systems [AMS] and the Human Resources [HR] activities that is to be relocated to the ground floor at 256 McCaul Street be approved in principle;
3. THAT the funding for the project be approved at an estimated total project cost of \$3,389,400. The full cost of this project, in the amount of \$3,389,400, to be acquired from a mortgage, amortized over twenty-five years, to be repaid from the operating budget of the University of Toronto.

**Project Planning Committee for the Multi-faith Centre
for Study & Spiritual Practice**

FINAL REPORT

March 2005

Prepared by Campus and Facilities Planning and the Office of Student Affairs
University of Toronto

EXECUTIVE SUMMARY

The University of Toronto is a publicly funded, secular institution. Its students, faculty and staff, however, do not necessarily define themselves in secular terms. Many students today bring with them to the University not only the cultural traditions and expectations that they were raised with but also a set of spiritual beliefs that act as an important part of their identity and development.

The study of religion and spirituality is recognized in many academic disciplines as key to the resolution of some of the world's most complex problems. Universities across North America are now grappling with the challenge of accommodating the spiritual needs of their students and, at the same time, creating opportunities for inter-faith dialogue, while remaining true to their secular mandates. The growth of spiritual pluralism at the University of Toronto has been rapid with over 60 student organizations now dedicated to the exploration of spiritual questions and the practice of faith beliefs.

The historical relationship between the University of Toronto and the federated colleges have resulted in opportunities for community gathering and worship in nearby chapels and churches for Christian members of the University community. The scheduling of the University calendar provides further accommodation for those communities within the Judeo-Christian spectrum. There has emerged quite naturally a demand for equity among students and staff from communities beyond that spectrum.

The solution to the burgeoning diversity and interest in the intersection of faith, spirituality and university life at many North American universities has been the creation of multi-faith centres – places dedicated to no single religion, but designed to accommodate spiritual practice and to facilitate dialogue among many groups. Programs in these centres also examine the role of religious practice and spiritual development in the preparation of students for leadership roles in the global community.

The University of Toronto has had two project planning committees examine the space requirements of a Multi-faith Centre. The first committee reported in 2000 the space program, site characteristics, and construction cost estimates for a centre at the University. In 2003, the second committee reviewed this work in consideration of the Koffler Institute for Pharmacy Management as the site for the new Multi-faith Centre. This location will satisfy most of the spatial needs that were identified by the first committee and will include facilities for prayer, worship and other spiritual practice, educational events, such as conferences and workshops, on-site chaplaincy, quiet contemplation and reflection, community service opportunities, research reading, teaching and learning.

This project will involve the renovation of approximately 614 net assignable square metres of space within the Koffler Institute and the relocation of Administrative Management Systems (AMS) training facilities to 256 McCaul Street. This work will be undertaken in two design and construction projects that are estimated to have a total project cost estimate of \$3,389,000. The AMS training facilities should be relocated by May, 2006 and the new Multi-faith Centre is scheduled to be open by December, 2006.

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 - D: ENVIRONMENTAL PROTECTION POLICY AND CHECKLIST
 - E: ROOM SPECIFICATION SHEETS
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I. COMMITTEE MEMBERSHIP

In April 2000 a Users' Committee for a Centre for Interfaith Study and Worship¹ was struck by the Planning and Budget Committee of the Governing Council of the University of Toronto with the following membership:

Susan Addario, Director, Student Affairs (Chair)
Bob Shantz, Campus Chaplain
Karen Bach, Campus Chaplain
Vasan Persad, Hindu Students' Association
Shireen Ahmed, Muslim Students' Association
Sesath Hewapathirane, University of Toronto Buddhist Community
Ravinder Minhas, Sikh Students' Association
Paul McCann, Hart House Interfaith Dialogue
Ben Yang, Coordinator, International Student Centre
Urooj Khan, Faculty of Arts and Science
Elizabeth Sisam, Director, Campus and Facilities Planning
Ray Cheung, Facilities and Services
Jack Miller, OISE/UT

In April 2003, following identification of the Koffler Institute for Pharmacy Management as the proposed site for the new Centre, a second Project Planning Committee was struck to review the original report and make appropriate revisions. Some of the original student members had moved on, and several of the chaplains and administrative staff had left the University or changed positions. The second Committee met several times, with the following membership:

Susan Addario, Director, Student Affairs (Chair)
Geoff Wichert, Campus Chaplain
Lisa Isen, Campus Chaplain
Abdul Hai Patel, Campus Chaplain
Guru Fatha Singh, Campus Chaplain
Suruj Persad, Campus Chaplain
Shireen Ahmed, Muslim Students' Association
Vasan Persad, Hindu Students' Association
Yoshani Da Silva, Buddhist Community
Jagtar Singh Badyal, Sikh Students' Association
Ben Yang, Coordinator, International Student Centre
Laney Marshall, Program Director, Hart House,
Nouman Ashraf, Family Care Office
Deanne Fisher, Student Affairs (secretary)
William Yasui, Campus and Facilities Planning
Elizabeth Sisam, Director, Campus and Facilities Planning

¹ After discussion, the Users' Committee agreed to change the name of the project to the Multi-faith Centre for Spiritual Practice and Study. It is referred to as such for the remainder of this document.

II. TERMS OF REFERENCE

- Identify the space elements and the space amounts required for a Multi-faith Centre (this could include: a main worship space, a smaller meditation room; a library; an office for campus chaplains; a cloakroom; a large meeting room; a small kitchen area; an ablutions area; washrooms).
- Identify the equipment and movable furnishings necessary for the Centre.
- Identify any special construction features (such as separate air exchange to allow for burning of offerings; orientation of the worship space, lighting).
- Identify the types of University buildings which would be appropriate to serve as a site.
- Identify any staging costs and transition costs associated with the project.
- Identify all resource implications, including a preliminary estimate of capital costs, and projected increases to the operating costs of the University.
- Identify a funding plan for capital costs and operating costs.
- Report by June 30, 2000 (the second Committee reported in June 2003).

III. CONTEXT & BACKGROUND

Introduction

The remarkable diversity of the student population of the University of Toronto has added a new dimension to campus life. Many students today bring with them to the University not only the cultural traditions and expectations in which they were raised, but a set of spiritual beliefs that acts as an important part of a student's identity and further development. At the same time, the study of religion and spirituality are being recognized in many academic disciplines as holding the answers to some of today's most complex problems.

The University of Toronto is, of course, a secular institution. Its students and staff, however, do not necessarily define themselves as secular members. Institutions across North America have been grappling with the issue of how to accommodate the spiritual needs of their students and create opportunities for interfaith dialogue and exploration, while remaining true to their secular mandates. The University campus provides one of the most promising opportunities for creating a framework within which religious pluralism can be discussed and understood.

It has been suggested that to dismiss the spiritual needs of students and to push religion to the margins of campus life not only wastes a valuable educational opportunity, but may

alienate students from the institution.² For students from communities outside of the traditional Judeo-Christian spectrum, the absence of space and scheduling accommodations which acknowledge their spiritual practices means their disaffection is even more acute. Further, members of many religious groups point to a link between spiritual development and academic success for students; this relationship is only fully realized when students' spiritual needs are recognized and respected in the academic context.

The solution to accommodating burgeoning diversity and interest in spirituality at many North American universities has been to create so-called multi-faith spaces – facilities dedicated to no one faith or religion, but designed to accommodate spiritual practice, to facilitate dialogue and discussion around issues of religion, faith and spirituality, and to re-examine the role of religious practice and spiritual development in the preparation of students for leadership in the global community.

Spiritual Diversity at the University of Toronto

Perhaps nowhere in Canada has spiritual pluralism been more pronounced than at the University of Toronto. In 1999-2000, the University recognized some 35 different student clubs dedicated to religious and spiritual practice. By 2004, this number had grown to more than 60 organizations. The Campus Chaplains' Association now includes spiritual leaders of more than 20 denominations, including all of the world's major religions, and is believed to be the most diverse organization of its kind in North America.

Given the historical relationships between the U of T's federated colleges and Christian churches, there has emerged quite naturally some concern for equity among non-Christian groups. This has taken the form, primarily, of the demand for prayer and worship space on campus. Throughout the 1990s, the University of Toronto has taken a number of steps to accommodate the spiritual needs of the community:

- Hart House, the University's central cultural facility, has made changes to its chapel and opened it to all faith communities as an Interfaith Room.
- More than 400 Muslims gather in the Hart House debates room every Friday afternoon for Juma'ah prayers.
- At the International Student Centre, students use quiet rooms to meditate and pray.
- In 1999, a temporary Multi-faith Room was opened in the basement of New College, equipped with an ablutions facility. This room is used by a number of groups throughout the year.
- A small room on the first floor of the Bahen Centre is used on a regular basis by Muslim students for daily prayers.

In February 1999, a University Task Force on Student Activity Space reported that the continued shortage of space available for spiritual or religious observance "constitutes a

² "Pluralism and Prayer Under One Roof", from *The Chronicle of Higher Education*. Dec.3, 1999.

real and serious barrier to full participation in campus community life”. The Task Force recommended the establishment of a permanent multi-faith facility. Its members recognized that each religious community needed a sense of its own identity and place at the University, a well-established home for the celebration and practice of their traditions, before they could begin to engage in the more difficult tasks of building a genuine multi-faith community, and advancing respect and understanding amongst religious communities.

Over the past 15 years, as student groups, campus chaplains and student life staff struggled to find places to locate the growing desire for spiritual and religious expression on campus, the University also struggled to articulate an appropriate accommodation of the role of spiritual and faith practices within this publicly-funded and profoundly secular institution. For some, to suggest that spirituality, even free from its institutional religious context, should play an essential role in the University’s basic educational mission was seen as antithetical to secular education. To the extent that spiritual involvement was tolerated at University events such as Convocation or at University-wide memorial services, the practice had evolved of finding a neutral expression of spiritual ritual in which everyone felt comfortable and no one felt offended. Frequently, this resulted in the stripping away of all particularistic experiences of ritual and practice, leaving most communities lost in the attempts to universalize.

Consultation & Research

During the 1999-2000 academic year, the Office of Student Affairs served as the host for a Multi-faith Working Group, which grew in numbers throughout the year to meetings of 20-25 people representing at least eight different religions and various divisions of the University. What unified these students, faculty and staff members – some of whom represented religions historically in conflict with each other – was a vision of a place on campus that respects their faith and provides peaceful spaces in which to pray, worship, celebrate, meditate, contemplate, and learn from each other.

The Users’ Committee built on the information and perspectives gathered through the Working Group process and through a decade of discussion of this project within the Campus Chaplain’s Association. In addition, the Committee’s work was informed by:

- A site visit to the Scott Religious Centre, York University.
- A site visit to the Sacred Space, Northeastern University, Massachusetts.
- Material collected from the Religious Activities Centre, M.I.T.
- “Creating Multi-Faith Spaces on College and University Campuses”, a collection of case studies published by the Office of Religious and Spiritual Life and Wellesley College, MA.
- Guidelines for the Architectural Design of Multifaith Worship Space, from the Ontario Provincial Interfaith Committee on Chaplaincy.
- Written and oral submissions from the U of T Buddhist Community, Hindu Students’ Association, Muslim Students Association and Sikh Students Association.

The Project Planning Committee reviewed the material considered by the original Users’ Committee. In addition, members of the second committee visited the Noor Cultural

Centre in North York, a new centre for Islamic cultural and educational programming. The Noor Centre was created through extensive renovations to the building that housed the former Japanese Canadian Cultural Centre. The Committee also considered the material in *Beyond Diversity: A Campus Religious Diversity Kit* (compiled by NASPA and *Education as Transformation*). Finally, consultants from Shore Tilbe Architects, architectural consultants for the original design of the Koffler Institute for Pharmacy Management, were asked to provide a feasibility report on required renovations to the mechanical systems, necessary to accommodate worship service involving burning of incense, sweet grass and other offerings associated with religious and spiritual ceremonies.

IV. VISION

The purpose of the Multi-faith Centre is to support the spiritual well-being of students, staff and faculty and to increase our understanding of and respect for religious beliefs and practices. It does so by providing opportunities for members of the community to reflect, worship, contemplate, teach and learn, read and study, celebrate, mourn, engage in dialogue and interact on a daily basis.

Objectives

- a) To provide facilities and related services to support the religious and spiritual practices of faith communities represented at the University of Toronto
- b) To nurture spiritual development through the provision of counseling and guidance, resources and an environment that values spirituality
- c) To further our understanding of the role faith, spirituality and religion play in a number of academic disciplines, through the sponsorship of events in partnership with academic divisions
- d) To celebrate the diversity of the University of Toronto community and to benefit from the richness of our differences;
- e) To create opportunities for students to develop multi-cultural and multi-faith competencies, to develop their understanding of the role of religion and spirituality in global issues, and to prepare themselves for community leadership; and
- f) To contribute to an end to religious conflict worldwide by providing opportunities for members of different faiths to interact, learn from and respect each other.

Activities

These objectives will be achieved through the day-to-day activities of the Centre, including:

- Prayer, worship and other spiritual practices
- Educational events, such as conferences, panel discussions, forums, and guest speakers
- On-site chaplaincy, including spiritual counseling and guidance
- Social events, including those involving food

- Quiet, solitary contemplation and reflection
- Research, reading, teaching and learning.
- Community service opportunities.

Governance

The Centre's policies and programs and schedule of use will be developed and overseen by a Multi-faith Council made up of the faith communities served by the Centre. The Council will have representation from student organizations, the Campus Chaplains' Association, Hart House, the International Student Centre, First Nations' House, and Student Affairs.

Staff Resources

Co-ordination of the Multi-faith Council and administrative responsibility for the Centre will rest with the Office of Student Affairs. A new staff position, coordinating spiritual and religious discussion and study, multi-faith programming and activity, as well as managing the administration of the Centre, will be created and supported through the operating plan and budget of the Office.

V. SPACE PROGRAM

Versatility is critical to the success of the Multi-faith Centre. It must accommodate virtually any religious or spiritual activity – including large congregations prostrate on the floor, rituals involving the burning of an offering, a traditional student-teacher relationship or a solitary meditation or contemplation.

On a day-to-day basis, a number of the rooms will be used in combination. Some examples:

- During Ramadan, 40-50 Muslim members of the community will enter via the Foyer, prepare food for the breaking of fast in the kitchen, and eat and socialize in the Multipurpose Room.
- A memorial service would see 100 or more individuals enter via the foyer, use the cloak room and washrooms prior to entering the Main Activity Hall, and could include post-service refreshments in the Multipurpose Room or on the patio and grief counseling in the offices and/or counseling room.
- Friday Juma'ah prayers for the Muslim Community would see up to 220 men and women enter the building, remove their shoes in the storage area, use separate men's and women's ablution facilities and enter separately the Main Activity Hall, where they would traditionally face East, men in front, women in back.
- A traditional Hindu worship would see approximately 200 participants enter via the Foyer and into the Main Activity Hall. The group would be oriented to face one of the alcoves, would be opened to reveal the permanently installed *murtis*. The burning of offerings would take place, generating a significant amount of smoke.

- A Buddhist meditation session would see approximately 10-15 students enter via the main or another entry, remove coats and shoes, place cushions on the floor of the Meditation or Quiet Space. Alternatively, the Multipurpose Room could be used.

The original space program, identified by the Users' Committee in 2000, was reviewed and modified in respect of the identified site: the Koffler Institute for Pharmacy Management (see Appendix A for existing room inventory and floor plans). Most of the space program can be accommodated on the second and third floors of the Koffler Institute. A brief discussion of the Centre's facilities is provided below:

a) Foyer

It is anticipated that the Centre will accommodate large gatherings, sometimes several in a day. The main floor lobby and the second floor foyer will function as a transition zone from the outside urban environment to an interior place of relative calm and peace, and as a social space for people entering or leaving a function. As well, the second floor foyer will act as 'crush' space or transition area for incoming and outgoing groups that are using the Main Activity Hall.

Ideally, there should be an opportunity for the second floor foyer to act as an extension to the Main Activity Hall (see below), thereby expanding the capacity of the Centre for gatherings that are larger than can be accommodated in the Main Activity Hall. It is anticipated that during such an event (example, Friday afternoon Juma'ah prayers) other users of the building would be required to use another entrance (such as the Spadina Crescent entrance).

The doors from the foyer to the Main Activity Hall should have good sound insulation qualities; when these doors are closed, there should be reasonable isolation of prayer or service activities within the Hall from pedestrian traffic in the foyer.

b) Main Activity Hall

The Main Activity Hall must be simple yet versatile. It will be used for a wide range of activities, including:

- Congregational prayers
- Religious and cultural celebrations
- Rituals, including weddings and memorials, ceremonies of commitment and rites of passage
- Lectures
- Group meditation

At its largest capacity, the Main Activity Hall should be able to accommodate 200 to 210 individuals comfortably in chairs, or 210 to 220 individuals who are seated or kneeling on a flat floor. However, the Hall should have some flexibility in accommodating groups or activities of varying size. This could be achieved by:

- The Hall in its usual state would accommodate approximately 200 to 220 individuals, with capacity being expanded by another 60 to 80 individuals with the doors being opened into the foyer.

- The Hall could have a movable wall that divides it into two separate rooms (with capacities of 95 to 100 individuals each). This is a design element that should be included if it does not compromise the Hall's functionality, if it does not cause a financial burden on the project, and if the mechanical (HVAC) upgrade can accommodate this design feature.

A critical design consideration is that the Main Activity Hall should be developed to provide the appropriate orientation for Muslim prayers (that is, the congregation should be able to face eastwards).

The Main Activity Hall should be adjacent to:

- The Foyer
- The Anterooms
- The Ablutions Facility
- The "Crying" Room
- Washrooms

Ideally, the Main Activity Hall could use more than one door entry (but the existing location may not readily allow this), and the existing windows should be incorporated into the Hall's design because natural light is desirable.

It is important that the wall, floor and ceiling finishes of the Main Activity Hall be simple and durable, and should provide an environment that is resonant with spiritual reflection.

c) Alcoves within the Main Activity Hall

The challenge in designing a Multi-faith facility is to ensure that it reflects no particular faith, yet to allow religious or faith groups to adapt it quickly and easily to suit their purpose. The original program included small anterooms off the Main Activity Hall; two to three such anterooms would have been "hidden" behind sliding wall panels of the Main Activity Hall.

In order to optimize the seating capacity within the Main Activity Hall, the current proposal has replaced these anterooms with four smaller alcoves that are located within the Main Activity Hall. Alcoves will be assigned to particular faiths in which icons or religious artifacts can be stored with respect.

d) "Crying Room" off Main Activity Hall

There should be a small soundproof room at the back or side of the Main Activity Hall to accommodate parents and young children during a service or prayer. This room should be separated from the Main Activity Hall by glazed partitions (with drapers). A sound system will enable the service in the main room to be heard in the family facility. This arrangement will allow parents and young children to participate in the service without disrupting individuals in the Main Activity Hall.

e) Meditation or Quiet Space

A room that accommodates 15-20 people (without chairs) will be used for group meditation, yoga and other such practices. It will also have “open access” hours in which individuals looking for silence may come and go.

f) Multipurpose Room or Space

A room that accommodates up to 40 people should be located near the kitchen and Main Activity Hall. This room will be used for receptions, the serving of food and drink and can serve as a nursery during large events in the Main Activity Hall.

g) Offices – Campus Chaplains Association

There should be seven to eight offices. The office of the co-ordinator of the Campus Chaplains Association will be relocated to the Multi-faith Centre. The other offices will be assigned on a shared-use basis for individual campus chaplains. There should be a small reception or lounge area for these offices.

h) Meeting/Study Room

A meeting room will be used by groups planning events, for seminars and small lectures, for study groups and other purposes. It should be located near the offices.

i) Counseling Room

If enough offices cannot be provided for chaplains, then a small private counseling room that can be booked should be located near the offices of the Campus Chaplains Association.

j) Kitchen/Servery

The original program considered a single large kitchen that could be readily divided into two distinct areas for vegetarian and non-vegetarian food preparation. The Koffler Institute does not permit the development of a large kitchen. Instead, the existing first-floor, kitchen/servery will be retained and modified as needed by the food service provider. Separate counter and storage space should be identified for vegetarian use; separate storage and warming should be provided for kosher and halal food.

A second facility off the second-floor Multipurpose Room is proposed to act as a preparation/holding area for food and beverages prior to them being taken into this room or other facilities. Neither of these facilities is expected to accommodate actual cooking activities or equipment.

k) Library/Resource Centre

A small library will be shared by several faith groups. It should be located near the offices and the small meeting room and should accommodate two to three carrels.

l) Ablution Facilities

Separate men's and women's ablution facilities should be located near the Main Activity Hall. Ablution facilities will need to be accommodated within the existing second floor washrooms and the need for privacy during ablutions would have to be integrated into their design.

m) Storage Facilities

A number of storage facilities are required:

- A large storage room (for chairs when not in use, podiums, and other furniture) should be located near the Main Activity Hall.
- A smaller storage room should be located near the Multipurpose Room for equipment, tables, etc.
- Shoe Storage – cubbies for shoes should be located near the ablutions facilities and Main Activity Hall.
- Prayer Mat & Cushion Storage – cubbies or closets should be located near the Main Activity Hall.
- Storage closets for groups – approximately 10 cabinets should be located near the offices, library or meeting room.

n) Cloak Room in the Foyer

There should be a cloak room adjacent to the foyer and the Main Activity Hall that will accommodate the outerwear of students, staff and guests using the Centre.

o) Washrooms

The washrooms that are located on the second floor (where the Main Activity Hall is located) should have ablution facilities added. This arrangement will be possible by eliminating the caretaking closet between the washrooms, and re-locating this caretaking facility to the third floor.

Care must be taken in the design of these facilities to provide space that, while not completely private, allows for modesty in the performance of ablutions.

The existing washrooms on the first and third floors should be retained.

p) Elevator

The Koffler Institute has an elevator that makes all three floors barrier-free. Changes to the existing elevator are not proposed.

q) Custodial Space

The custodial closet and storage facilities that are currently located on the second floor should be re-located to the third floor.

r) Office – Student Affairs

The first floor cloakroom should be demolished and office space for Student Affairs should be built to accommodate a small reception area and work stations for administrative staff and work study students. This office will be adjacent to the “front door” of the building, from Bancroft Avenue, and will provide not only wayfinding functions to visitors but also general building security (during regular office hours).

s) Green Space

Ideally, a ground level green space in the vicinity of the Multi-faith Centre is desirable. Unfortunately, the Koffler Institute is not immediately surrounded by landscaped areas and a suitable location nearby will need to be found. Green space will provide a connection to nature that is central to many faiths; this space will also allow for some functions and rituals to be held out of doors.

Summary of Space Program

The Koffler Institute can provide the following rooms areas for the new Multi-faith Centre:

<u>Room Name/Description</u>	<u>Area (nasm)</u>
Main Activity Hall	194.88
Foyer (second floor)	(60.00) *
Ablution Facilities (2 @ 4.75 m ² each)	(9.50) *
Crying Room	15.00
Alcoves (4 @ 1.42 m ² each)	5.68
Storage Facilities	64.00
Coat Rooms (2 @ 7.00 m ² each)	14.00
Multipurpose Room	47.29
Kitchen/Servery (first & second floors)	27.12
Quiet Space	30.81
Resource Centre	40.26
Meeting Room	16.50
Counseling Room	(12.57) **
Reception & Lounge Area	30.00
Offices – Campus Chaplains Association (8)	106.40
Office Support	7.50
Office – Student Affairs	15.00
<hr/>	
Total Allocation (net assignable square metres)	614.44

* These spaces are not usually included in net assignable area totals.

** Only needed if there not enough offices available for chaplains.

More detailed descriptions of each of the above rooms are provided in Appendix E: Room Specification Sheets.

VI. PROPOSED BUILDING PLAN

As noted in the previous section, the space program for the new Multi-faith Centre can be well accommodated within the Koffler Institute for Pharmacy Management (building no 145). Major renovations are not expected; for the most part, the required changes will involve selective demolition, new demising walls, new finishes, and an upgraded ventilation system (smoke/fume extraction).

Exterior development will include the development of the Bancroft entrance into a barrier-free entry through the elimination of the existing step (re-worked paving) into the building and the addition of automatic door openers.

The following floor plans illustrate the proposed accommodation of the Multi-faith Centre's space program within the Koffler Institute for Pharmacy Management.

a.) Ground Floor

The first floor will remain substantially unchanged: the large lecture theatre (room 108) will be retained in its current arrangement with some improvement to the multi-media equipment being under consideration. The 35-seat seminar room (room 113) will also be unaffected, except for the loss of one of its entry vestibules (113B). These two rooms will continue to be part of the centrally-booked space program under the responsibility of the Office of Space Management (OSM).

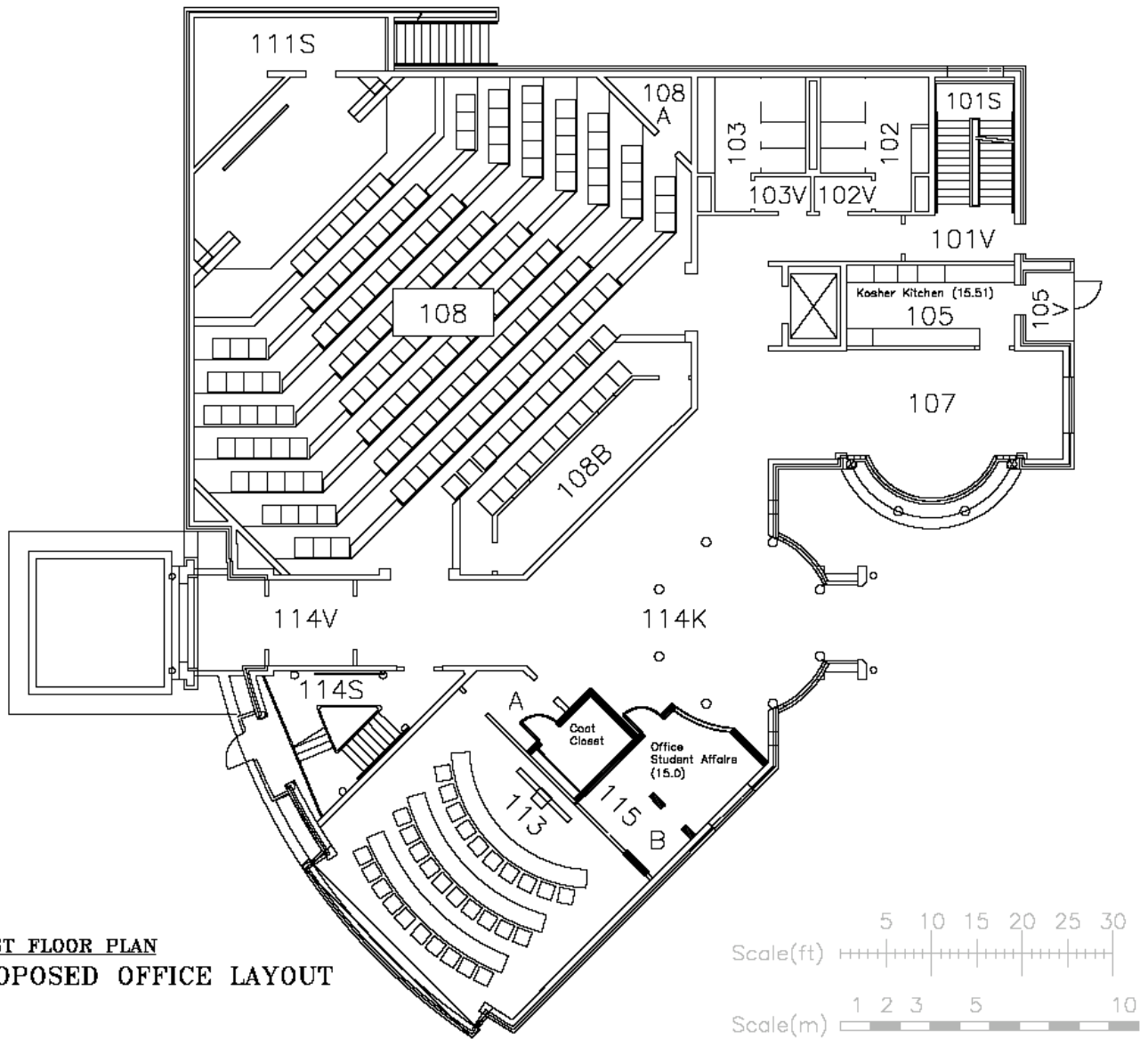
The existing cloak room (room 115) and the east entry vestibule to the seminar room (113B) will be demolished and in this area an office for Student Affairs (new room 115) and a smaller OSM cloak room will be constructed. Special attention must be given to the design of these new spaces to ensure that the architecture of the main floor lobby is not compromised while ensuring that the Student Affairs Office is readily evident to visitors.

The kitchen space (room 105) on the first floor will be modified for use as a food servery, and a request for proposals to operate this location as a provider of vegetarian, halal and kosher food items will be issued to appropriate food service providers. Physical changes will be primarily limited to lowering the existing service counter to a more comfortable height. There will be a need to ensure that needed separation of vegetarian, non-vegetarian, and kosher foods can take place in this space (storage and handling).

The only other anticipated improvements will include signage for wayfinding, the Centre's identification, and for information and display purposes.

b.) Second Floor

The second floor of the Koffler Institute will be an important space for the Multi-faith Centre as it will be renovated to accommodate the primary facilities that are associated with prayer and service activities.



An important element on the second floor is the development of the Main Activity Hall within the space currently used as computer training facilities (rooms 208 and 210). These rooms currently are separated by a solid demising wall and both have tiered flooring. This proposal recommends that the demising wall be demolished and replaced with a moveable partition with good sound insulation properties. A new floor will need to be constructed over the existing tiers; this floor will be level with the foyer floor and will be finished in manner suitable for seating both in chairs and directly on the floor.

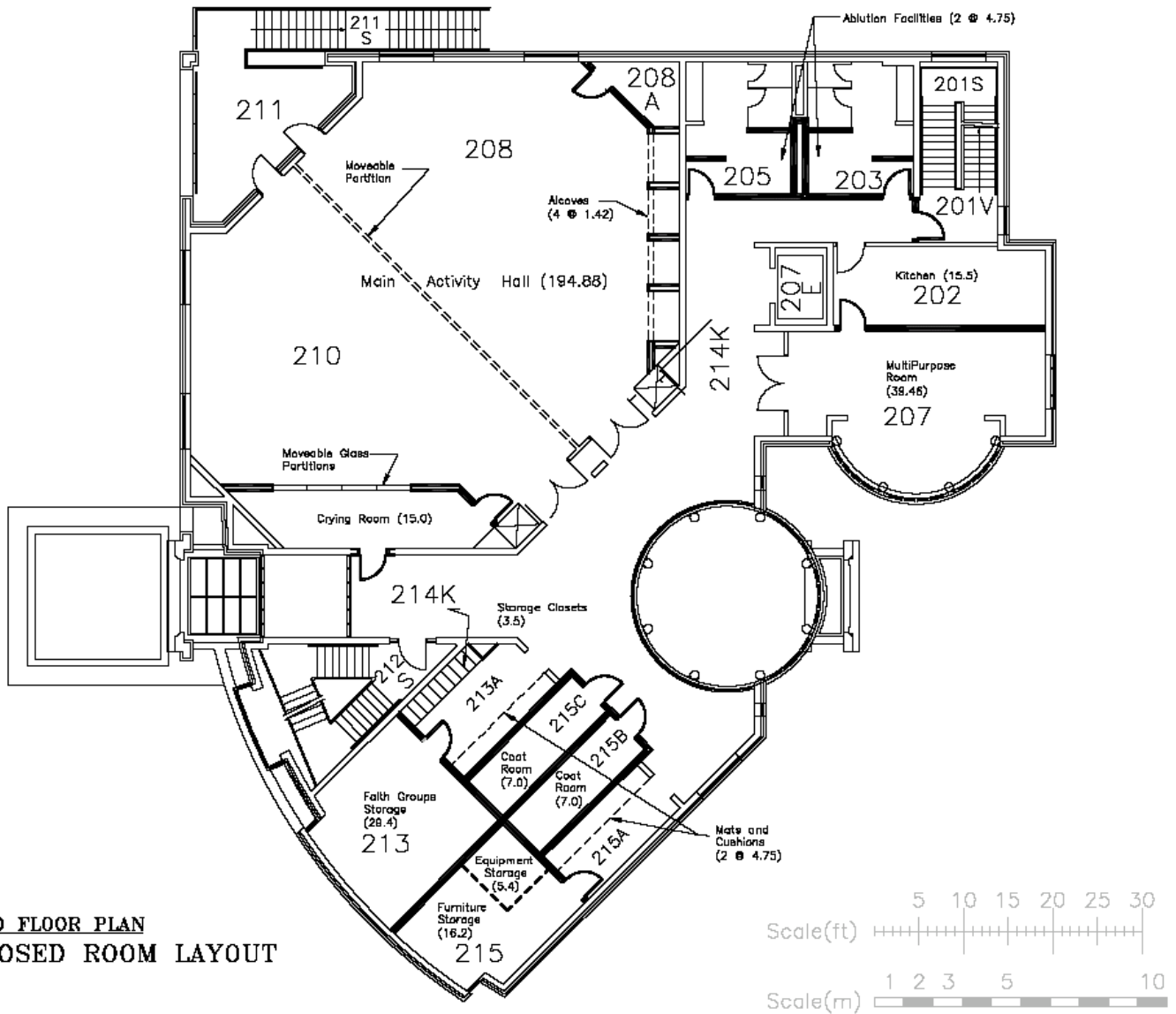
The development of the Main Activity Hall will also include the construction of four alcoves that will accommodate religious artifacts and icons for the various faith groups. There is currently a small room (108A) with one of the training facilities that is assigned as an electrical room. If this room is not needed for building infrastructure, then it could be assigned as a larger alcove. As well, the Crying Room could be constructed in the south end of the Main Activity Hall; this room will have glazed partitions and can have a door connection with the Hall and the adjacent corridor. The glazed partition will be supplied with blinds to enable this room to be scheduled independently of the Main Activity Hall.

The foyer (214K) will not only act as the main circulation space on the floor, but also accommodate spill-over seating for the Main Activity Hall and other Centre functions such as, faith group displays, conference and workshop registration, etc. Significant changes are not proposed for this floor's foyer except to ensure that suitable electrical services are available throughout the foyer; it may also be desirable to provide several telecommunication outlets next to these electrical outlets.

This floor will also accommodate the Multipurpose Room in the existing conference room (room 207). It is recommended that this room be reduced slightly in floor area to allow the construction of a food servery in an expanded room 202 (that includes the small storage closet in 207A). This servery will allow food, beverages and associated dishes/cutlery to be readied prior to being brought out into the Multipurpose Room or elsewhere on the floor.

In order to fit ablution facilities into the existing washrooms, it is recommended that the custodial closet (204) be demolished and its space used for the necessary fixtures and furnishings. It likely will be necessary to shift the existing washroom doors to the opposite ends of their respective corridor walls; this will ensure not only that sufficient space will be available for the ablution facilities but also there will be as much separate as possible between the two genders.

The rooms currently used as a small seminar room (room 213), its associated vestibules (213A and 213B), and a coat room (215) will be demolished and re-developed into the Centre's storage facilities (such as, faith groups general storage, furniture storage, equipment storage, and men's and women's prayer mats and cushion storage). These storage facilities will allow the optimal functional use of the Main Activity Hall. As well, this floor area can be developed to include coat rooms for male and female visitors to the Centre.



SECOND FLOOR PLAN
PROPOSED ROOM LAYOUT

c.) Third Floor

The third floor of the Koffler Institute is intended to accommodate the Multi-faith Centre's administrative functions as well as its more "quiet" activities.

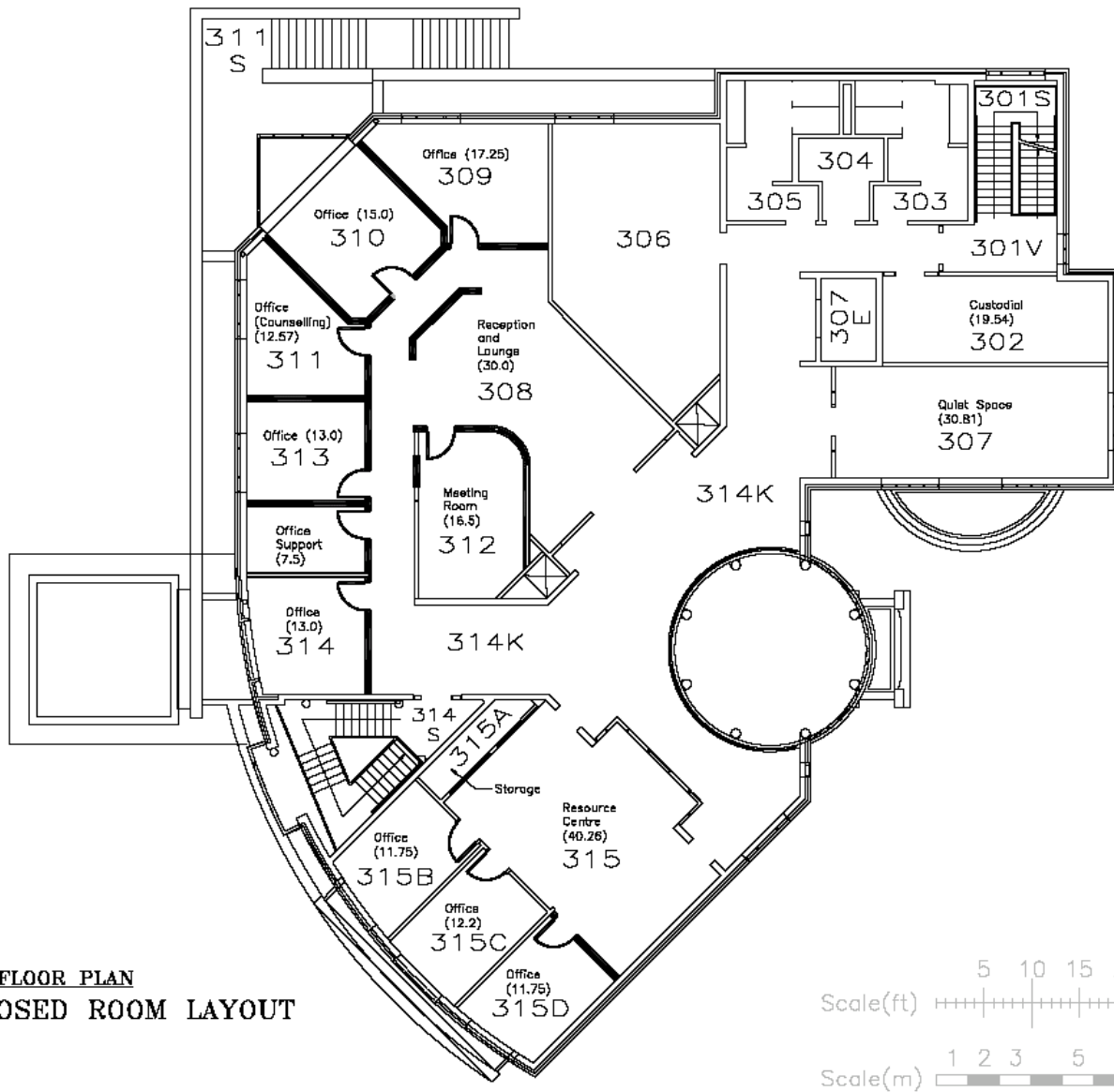
The current graduate student office in room 307 will not be physically altered, but will be refinished in a manner suitable for use as the Centre's Meditation or "Quiet" Space. This room will likely require some ventilation upgrades as some activities will include the burning of incense, sweet grass, or other materials. This room will have 'open access' hours such that individuals looking for silence can come and go.

The existing suite of pharmacy offices and support space (rooms 308 to 314, inclusive) will be renovated to provide five (of eight) offices for the Campus Chaplains Association, a small meeting room, reception and lounge area, and an office support room. One of the offices can be assigned as a counseling room if there are not enough offices to be privately assigned to chaplains. The lounge area can be separated from the foyer by either glazed partitions and doors or moveable, glass partitions that can be folded out of the way to fully open the lounge into the foyer. A small free-standing partition can be located behind the reception area to screen the offices from the lounge.

The remaining three chaplains' offices can be provide by refinishing the existing offices (rooms 315B, 315C and 315D) found within the current Pharmacy administrative support office (room 315). The only significant change is to remove the 'jogged' wall for room 315D (to align all three office walls). Room 315 can be renovated to accommodate the Centre's proposed Resource Centre; the small storage closet (315A) can be retained to provide secure storage for resource materials.

Room 302 is currently used by Pharmacy as a faculty office; however, this proposal recommends that this room be assigned to Custodial Services to replace the closet (204) released on the second floor for the new ablution facilities and the storage room (202) needed for the Centre's servery.

It should be noted that room 306 currently contains the building's mechanical and electrical equipment, and is not available for reassignment. The impact of any needed improvements to the building's ventilation system (for heat and fume extraction) is not clearly known at this time.



VII. ENVIRONMENTAL IMPACT

The University of Toronto is strongly committed to the development and maintenance of exemplary strategies that are aimed at enhancing not only the campus but also the global environment. This commitment is set out in the University's *Environmental Protection Policy*, dated 7 March 1994 that is reproduced in Appendix D along with an *Environmental Checklist*.

This policy has had, and will continue to have, an important impact on construction projects that range from siting policy to material selection. The University does not under-estimate the difficulties in making the most effective environmental choices nor can the budget implications of such choices be ignored. On campus, buildings represent the single most important element that affects the environment; they give it a recognizable form and are major consumers of natural resources in their construction and operation. Building design professionals have an inherent responsibility to foster good environmental practices as do building users and university administrators.

In order to encourage building designs that meet the University's environmental policy, an environmental section has been incorporated into the University's *Design Standards Manual*. This section obligates the design team to adhere to a set of environmental design principles:

- When making decisions about designs, processes and products that influence resource use (e.g., energy, water, materials) and other environmental impacts (e.g., indoor air quality, lighting, waste management), alternative choices, including innovative but proven alternatives, be considered;
- When making decisions about life cycle costs to consider those which also offer environmental benefits; and,
- To assess environmental impact broadly – recognizing that impacts in one area must be assessed in relation to others so that the “system” can be effective.

Although these standards and strategies have the greatest impact on the design and construction of new buildings, significant advances can still be realized in the renovation of existing structures.

VIII. SPECIAL CONSIDERATIONS

a) Design Considerations

There are a number of design considerations that must be incorporated to ensure the Centre's multi-faith mandate can be met and to create a sense of sanctuary or retreat.

1) Use of Light

In all of the facilities visited by members of the Project Committee, light – both natural and artificial – was used creatively. A flexible system of artificial light, for example, can provide different “moods” to different events. Above all else, the lighting should connote a sense of peace.

2) Access to Nature

The natural world is fundamental to many faiths. The plan for the Multi-faith Centre should include a garden designed for contemplation and a connection to nature, located within the Bancroft “neighbourhood”. Elements of nature – natural light, a small waterfall, or plants – should be incorporated into the interior of the facility as well.

3) Ceiling Height

If possible, ceilings in the Main Activity Hall should be higher than that of the surrounding space, to emphasize the transcendent dimension of one’s faith or deity.

4) Furnishings

All furnishings in the Main Activity Hall and Multipurpose Room should be easily movable and stackable. The Meditation Room should be unfurnished.

5) Flooring

The Main Activity Hall and Meditation/Quiet Room should be a hard surface, such as hardwood. This will facilitate cleaning and lengthen use. Carpeting is required for prayer by many groups, and will be brought into the hall when required. The Multipurpose Room should not be carpeted as it will be used for food service.

6) Walls

There should be no permanently affixed wall decorations in either the Main Activity Hall, Multipurpose Room or Meditation Room. However, all rooms should be affixed with hooks for the hanging of objects by particular groups. The Foyer should include a bulletin board for notices and should allow for the possibility of art. The waiting area near the offices should include mailboxes for student and other groups. The colour scheme of the walls should be relatively neutral.

b) Standards of Design & Construction

The alterations to the Koffler Institute that are needed to accommodate the Multi-faith Centre will be done in a manner that matched and complements the existing finishes in the building.

c) Accessibility

All floors and rooms should be barrier-free in the building. There should be at least one barrier-free washroom for each sex in the building. Currently, only the washrooms on the ground floor are accessible to wheelchair users.

d) Computing and Communications

The offices, library and meeting room should be fully wired for computer and telephone connections.

e) Security Issues

Careful attention should be paid to security throughout the building, given the sensitive nature of many of the activities it is expected will occur there. Lockable storage lockers

should be provided to key groups. The design of the Main Activity Hall, Multipurpose Room and Quiet/Meditation Room should maintain the privacy of the groups inside but should provide some level of visibility from the foyer and halls.

Special consideration should be given to ensure that the classroom activities on the main floor and the Centre's upper floor activities can be operated independently. This is especially important outside of normal building operating hours.

f) Ventilation

The Main Activity Hall, Multipurpose Room and Quiet/Meditation Room should be equipped with separate exhaust systems to allow for the burning of candles, incense, and offerings.

g) Parking

As the Multi-faith Centre is drawing mainly from people who are already on campus, it is not anticipated to have a major effect on parking. However, there should be parking within walking distance to accommodate the possible rental of the facility on weekends.

h) Family-friendly Features

Design of the Centre should anticipate use of the main facilities by children and should therefore keep child safety in mind. Washrooms should be equipped with diaper-changing facilities and, a comfortable area for breastfeeding should be provided somewhere in the Centre.

i) Site

The identified location for the Multi-faith Centre is the Koffler Institute for Pharmacy Management. In its location and design, it represents an ideal opportunity: close to transit; a small and human-scale design, with abundant natural lighting and many features that lend themselves to contemplation and reflection. It is located in a natural "neighbourhood" for the multi-faith programs and activities, close to the Graduate Students' Union, the Women's Centre, First Nations' House and OPIRG, as well as the New College Residence.

IX. RESOURCE IMPLICATIONS

a) Capital Cost Estimate

The firm of AW Hooker Associates was retained to provide a budget estimate for the construction work in the Koffler Institute for Pharmacy Management and provided this in September 2002. The scope has remained essentially unchanged since then, so this estimate has received some internal revision to accommodate the increased HVAC requirement, and has been adjusted for cost escalation to a planned tender in March/April 2006.

The total project cost estimate for the work in the Koffler Institute is \$2,245,400. The estimate includes taxes, contingency, permits, professional fees, furnishings and equipment, miscellaneous minor costs, and financing charges.

The secondary effect of the renovation to 256 McCaul Street, to accommodate the relocation of the Administrative Management System's training facility, has been estimated by the University's Design and Engineering Group to have a total project cost of \$1,144,000.

The total project cost of the Multi-faith Centre is therefore estimated to be \$3,389,400. Further details and notes can be found in Appendix C.

b) Secondary Effects

In order to accommodate the Multi-faith Centre within the Koffler Institute, the spaces on the second and third floors will need to be vacated and available for renovation.

1) Faculty of Pharmacy

The primary user of this building is the Leslie Dan Faculty of Pharmacy with a space allocation of 329.03 net assignable square metres (NASM); an inventory of existing space allocations and floor plans for the Koffler Institute can be found in Appendix A. The new Pharmacy Building is expected to be ready for occupancy in December, 2005. It is anticipated that the Pharmacy functions in the Koffler Institute will have moved out just prior to the start of any renovations and is not considered a cost to the Multi-faith Centre project.

2) Administrative Management Systems

Administrative Management Services (AMS) utilize two tiered classrooms on the second floor for computerized instruction to administrative staff. Rooms 208 and 210 total 216.73 nasm and are crucial in the Multi-faith Centre's development as this area will accommodate the Main Activity Hall. New accommodations would need to be found on the St. George Campus for these rooms' activities, equipment and furnishings.

It is recommended that these computer training facilities be relocated to the first floor of 256 McCaul Street; currently, the first floor of this building accommodates OSM classrooms that could be released to AMS and other Human Resources(HR) functions. This location has an accessible access off a parking lot and the recommended floor area has male, female and accessible washrooms, and can be isolated from the rest of the building to allow access after normal building operating hours.

A proposed layout of the first floor and a description of the scope of work is provided in Appendix B; this proposal shows not only the two AMS computer training facilities but also a training room for Environmental Health and Safety (EHS), a multipurpose meeting room that can be scheduled by HR, and a small administrative office suite that can support these training facilities. This proposal is projected to cost \$1,144,000 and is included in the project's total cost estimate.

In the corner of one of the existing training rooms (208) there is an electrical closet, (208A) that, if it is not needed to support the building's infrastructure, could be used to support the Centre's proposed Main Activity Hall.

3) Office of Space Management

The Office of Space Management (OSM) is responsible for the scheduling of academic programs into a tiered lecture theatre (room 108) and two flat-floor seminar rooms (rooms 113 and 213). OSM is also responsible for the existing servery (room 105), the adjacent lounge area (room 107), and two coat rooms. All of these rooms have a total area assignment of 92.34 nasm.

The Centre does not propose to make use of the OSM lecture theatre and seminar room on the first floor. However, the project will require the release of the second floor seminar room (213) and coat room (215) for the Centre's storage facilities and coat rooms, and the partial release of the first floor coat room (115) for the new office for Student Affairs.

The first floor kitchen/servery will be retained for the most part in its current configuration and will undergo only minor alterations to accommodate food services suitable to the Centre. The lounge (107) will also be retained in its current form; the Centre would like access to this area.

At this time, OSM are confident that the release of the second floor seminar room will not adversely affect the scheduling of academic activities on the St. George Campus and that the remaining lecture theatre and seminar room can be booked by the Centre for events and functions when the rooms are not scheduled by OSM.

4) Non-Assignable Areas

It should be noted that the proposal for the Multi-faith Centre recommends that Caretaking be assigned room 302 (19.54 sm) in exchange for rooms 202 and 204 that are needed for the Centre's second food servery and ablution facilities, respectively. The cost to relocate these custodial functions is included in the Multi-faith Centre project.

c) Deferred Maintenance

The Koffler Institute for Pharmacy Management is a relatively new academic building on the St. George Campus with a construction date of 1990. The findings of an investigation into deferred maintenance by the Department of Facilities and Services were presented in the report *Crumbling Foundations; Report on St. George Campus Facilities, December 2002*. At that time, the Koffler Institute had not undergone a detailed audit of its condition, but was considered to have a very good Facilities Condition Index (FCI) and would not be audited until a later phase. A detailed audit is expected to be completed later this spring or summer.

At the time of this project planning report, Facilities and Services did not expect to find any major deficiencies in the Koffler Institute and only identified a concern with the condition of the building's carpet. As part of the renovations needed for the Multi-faith Centre, these deficiencies will be addressed.

X. OPERATING COSTS

With the development of the Koffler Institute into the Multi-faith Centre for Study and Spiritual Practice, the Office of Student Affairs will need to assume the operating costs of this facility. In the 2003/2004 fiscal year, the Koffler Institute had a total operating cost (both direct and indirect costs) of \$147.23 per net assignable square metres (nasm). With a Centre space program of 614.44 nasm, Student Affairs' portion of the Koffler Institute's operating costs is estimated to be \$90,464 per annum (in 2003/4 dollars).

XI. FUNDING SOURCES & CASH FLOW ANALYSIS

The Multi-faith Centre project cost of \$3,389,400 will be carried by the operating budget of the University.

An analysis of cash flow during the project's projected schedule is provided in Appendix C: Total project Cost Estimate and Cash Flow Analysis.

XII. SCHEDULE

In order for this project to proceed in a timely fashion, it would be necessary for this project to receive appropriate approval to proceed by June 2005 and for the Faculty of Pharmacy and AMS to have moved out of the Koffler Institute by May 2006.

The following schedule is assumed:

Approval	June 2005
Design of 256 McCaul Alterations	June – October 2005
Tender of 256 McCaul Alterations	November 2005
256 McCaul Street Occupancy	May 2006
Design of Koffler Alterations	July 2005 – March 2006
Tender of Koffler Alterations	April 2006
Relocate Pharmacy and AMS	By end of May 2006
Commence Construction in Koffler	June 2006
Construction Completion/Centre Occupancy	By December 2006

XIII. RECOMMENDATIONS

That the Planning and Budget Committee Recommend to the Academic Board:

1. THAT the Project Planning Report for the Multi-faith Centre for Study and Spiritual Practice be approved in principle to be located on the second and third floors of the Koffler Institute for Pharmacy Management Building at 569 Spadina Avenue including the renovation of approximately 615 net assignable square metres;
2. THAT the space program to accommodate expanded training facilities in support of the Administrative Management Systems (AMS) and Human Resources (HR) activities that is to be relocated to the ground floor at 256 McCaul Street be approved in principle;
3. THAT the funding for the project be approved at an estimated total project cost of \$3,389,400. The full cost of this project, in the amount of \$3,389,400, to be acquired from a mortgage, amortized over twenty-five years, to be repaid from the operating budget of the University of Toronto.

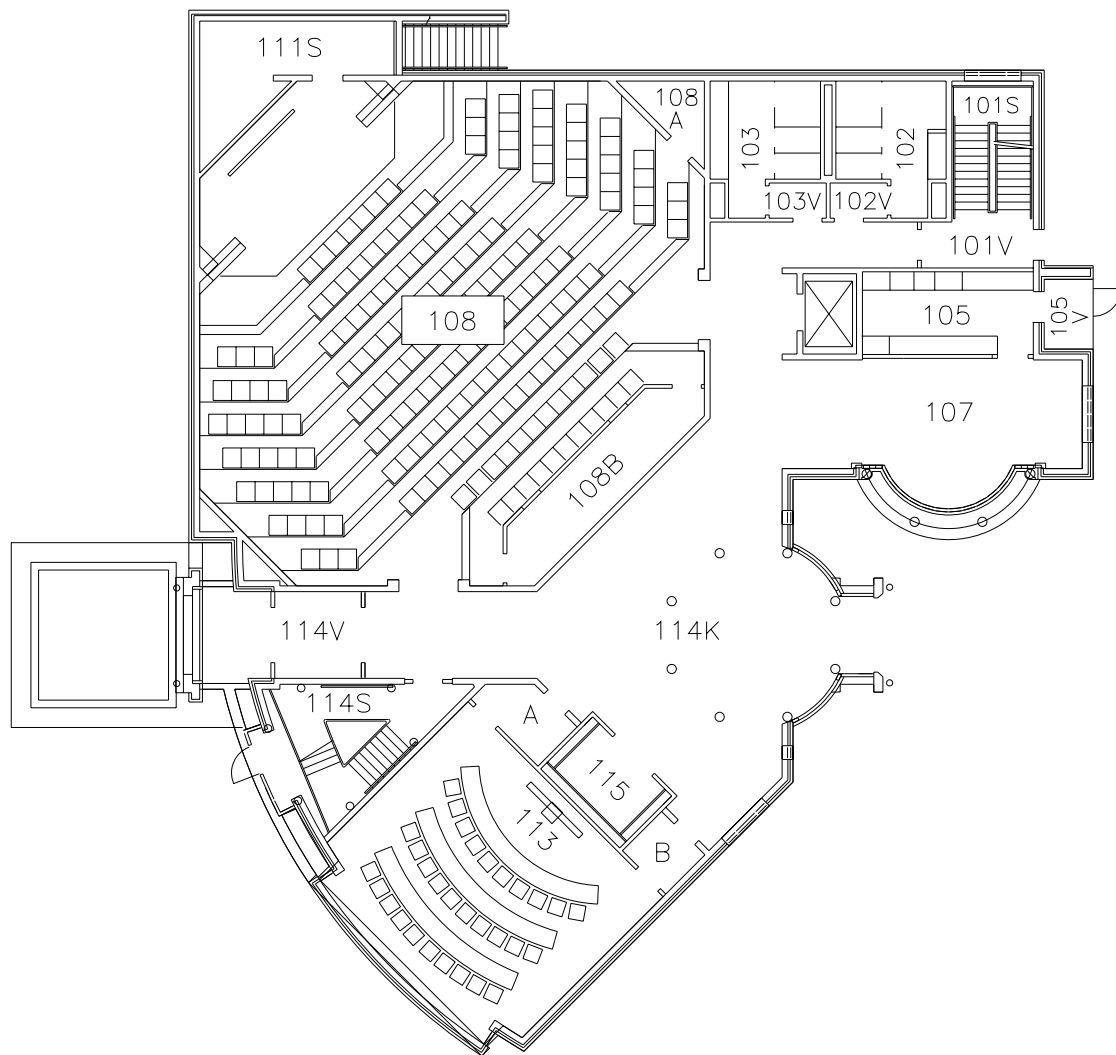
Appendix A:

**Koffler Institute for Pharmacy Management
Existing Room Inventory
And Floor Plans**

**Koffler Institute for Pharmacy Management
Existing Room Inventory**

FIRST FLOOR

Room No.	Description	Department	Area (m²)
102	Washroom (Women's)		13.28
103	Washroom (Men's)		13.43
105	Kitchen/Servery	Office for Space Management	15.51
107	Lounge	Office for Space Management	39.67
108	Tiered Lecture Hall (181 stations)	Office for Space Management	205.81
108A	Electrical Room		4.72
113	Seminar Room (30 stations)	Office for Space Management	68.66
113A	Vestibule (to Room 113)		5.11
113B	Vestibule (to Room 113)		2.56
114K	Main Entrance Lobby (Circulation)		130.22
115	Coat Room	Office for Space Management	6.07



**Koffler Institute for Pharmacy Management
Existing Floor Plan
First Floor**

**Koffler Institute for Pharmacy Management
Existing Room Inventory**

SECOND FLOOR

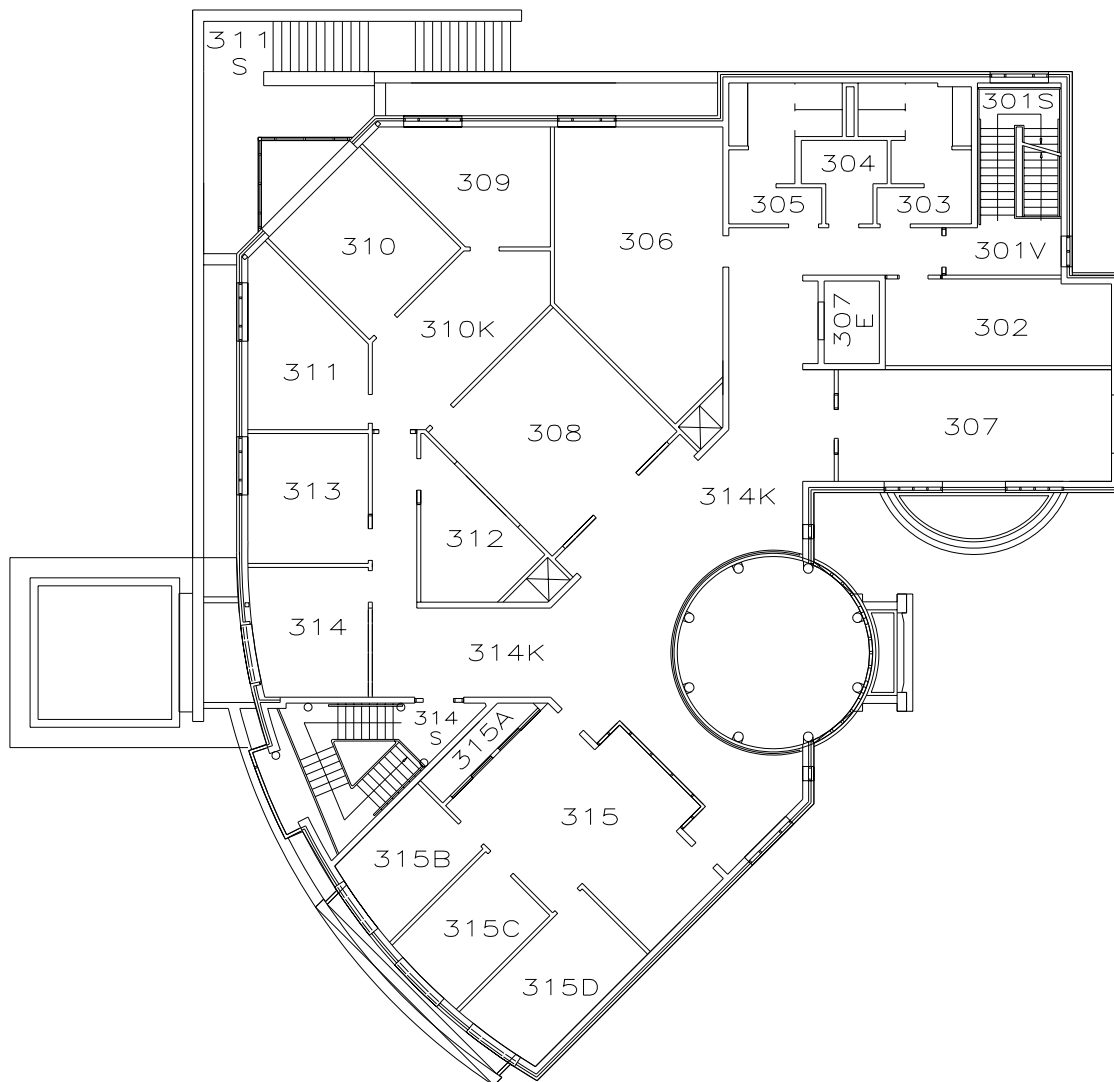
Room No.	Description	Department	Area (m²)
202	Caretaking Storage	Building & Grounds	7.68
203	Washroom (Men's)		13.72
204	Janitor's Closet		5.81
205	Washroom (Women's)		13.23
207	Conference Room	Faculty of Pharmacy	47.29
207A	Audiovisual Storage	Faculty of Pharmacy	3.93
208	Computer Training Room (25 stations)	Administrative Mgmt Systems	108.73
208A	Electrical Room		4.27
210	Computer Training Room (25 stations)	Administrative Mgmt Systems	108.00
213	Seminar Room (39 stations)	Office for Space Management	67.81
213A	Vestibule (to Room 113)		5.11
213B	Vestibule (to Room 113)		3.08
214K	Lobby (Circulation)		105.77
215	Coat Room	Office for Space Management	5.98



**Koffler Institute for Pharmacy Management
Existing Room Inventory**

THIRD FLOOR

Room No.	Description	Department	Area (m²)
302	Faculty Office	Faculty of Pharmacy	19.54
303	Washroom (Men's)		13.15
304	Janitor's Closet		5.66
305	Washroom (Women's)		12.90
306	Mechanical Room		41.90
307	Graduate Student Office (6 stations)	Faculty of Pharmacy	30.81
308	Resource Centre	Faculty of Pharmacy	31.19
309	Faculty Office	Faculty of Pharmacy	17.25
310	Faculty Office	Faculty of Pharmacy	18.76
310K	Academic Support Office	Faculty of Pharmacy	20.02
311	Faculty Office	Faculty of Pharmacy	17.42
312	Academic Office (Shared)	Faculty of Pharmacy	12.56
313	Faculty Office	Faculty of Pharmacy	15.79
314	Faculty Office	Faculty of Pharmacy	14.89
314K	Lobby (Circulation)		95.16
315	Academic Support Office	Faculty of Pharmacy	36.27
315A	Office Support Space (Closet)	Faculty of Pharmacy	3.99
315B	Faculty Office	Faculty of Pharmacy	11.75
315C	Faculty Office	Faculty of Pharmacy	12.20
315D	Faculty Office	Faculty of Pharmacy	15.37



**Koffler Institute for Pharmacy Management
Existing Floor Plan
Third Floor**

Appendix B:

**Multi-faith Centre for
Study and Spiritual Practice**

Secondary Effects

Relocation of the Administrative Management Systems Computer Training Facility from Koffler Institute to 256 McCaul Street

Existing Situation

This building is located just to the south of College Street on the west side of McCaul Street. Until several years ago, this building accommodated the Department of Occupational Therapy, the Department of Physical Therapy, and centrally scheduled classrooms (the Office of Space Management). Since these two academic departments have moved out, 256 McCaul Street has not only continued to accommodate OSM classrooms but also provided temporary accommodations for academic departments and units, and other University functions.

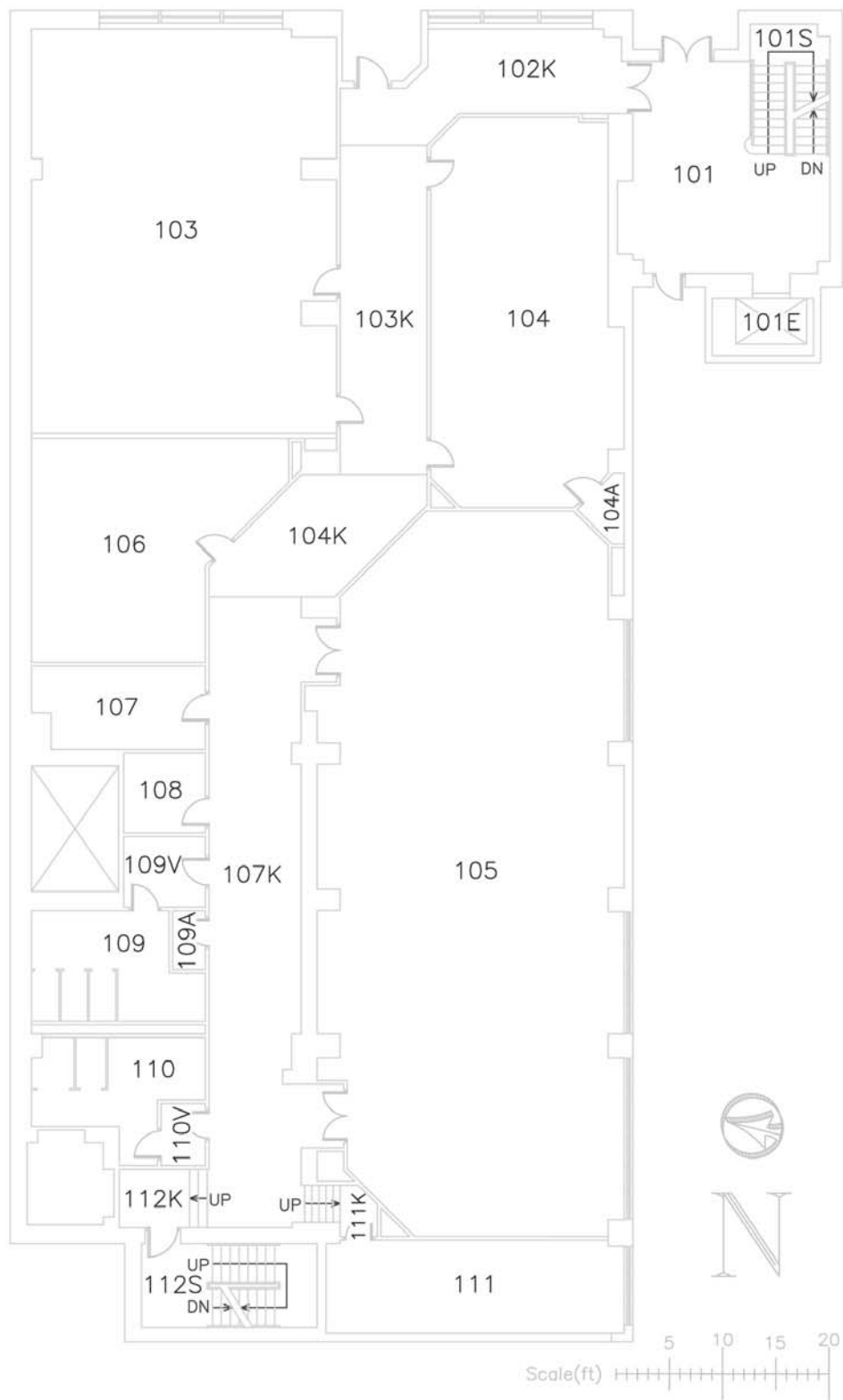
Until recently, the Department of Family and Community Medicine was located here (now in 263 McCaul Street), but this location continues to house the costume and prop collection of the Graduate Centre for Study of Drama (basement), the offices of Caretaking Services (third floor), and the Faculty of Pharmacy's Pharm.D. program (fifth floor). A significant amount of the available floor space (especially on the second, fourth and fifth floors) remain vacant and unassigned; however, these floor levels are not recommended locations for AMS' computer training facilities.

The ground floor of 256 McCaul Street is the recommended location for AMS' computer training facilities. This floor currently accommodates instructional spaces that are the responsibility of the Office of Space Management (OSM). One of these OSM rooms is a small classroom that has been furnished by the Faculty of Pharmacy's Pharm.D. program (room 104) and is its primary instructional facility. However, when this unit relocates to the new Pharmacy Building in December 2005, this classroom will be returned to the OSM inventory.

The current room inventory on the ground floor of 256 McCaul Street is (also see accompanying existing floor plan):

Room	Occupancy	Area (nasm)
101	Main Lobby	--
103	OSM Classroom (64 seats)	99.37
104	OSM Classroom/Pharm.D. (28 seats)	57.16
105	OSM Classroom (85 seats)	166.69
106	OSM Classroom (20 seats)	37.83
107	Caretaking	--
108	Accessible Washroom	--
109	Washroom – Women's	--
110	Washroom – Men's	--
111	OSM Seminar Room (10 seats)	22.64
Total Floor Area (nasm)		383.69

It should be noted that a number of full lockers are located in the corridors, some of which are currently used by Pharm.D. students (the remainder are unassigned).



256 McCAUL STREET
FIRST FLOOR PLAN—EXISTING

Relocation Proposal

The Office of Space Management is willing to release space on this floor not only for the relocation of the two ASM Computer Training Facilities that are currently located on the second floor of the Koffler Institute but also for the development of other Human Resources (HR) facilities.

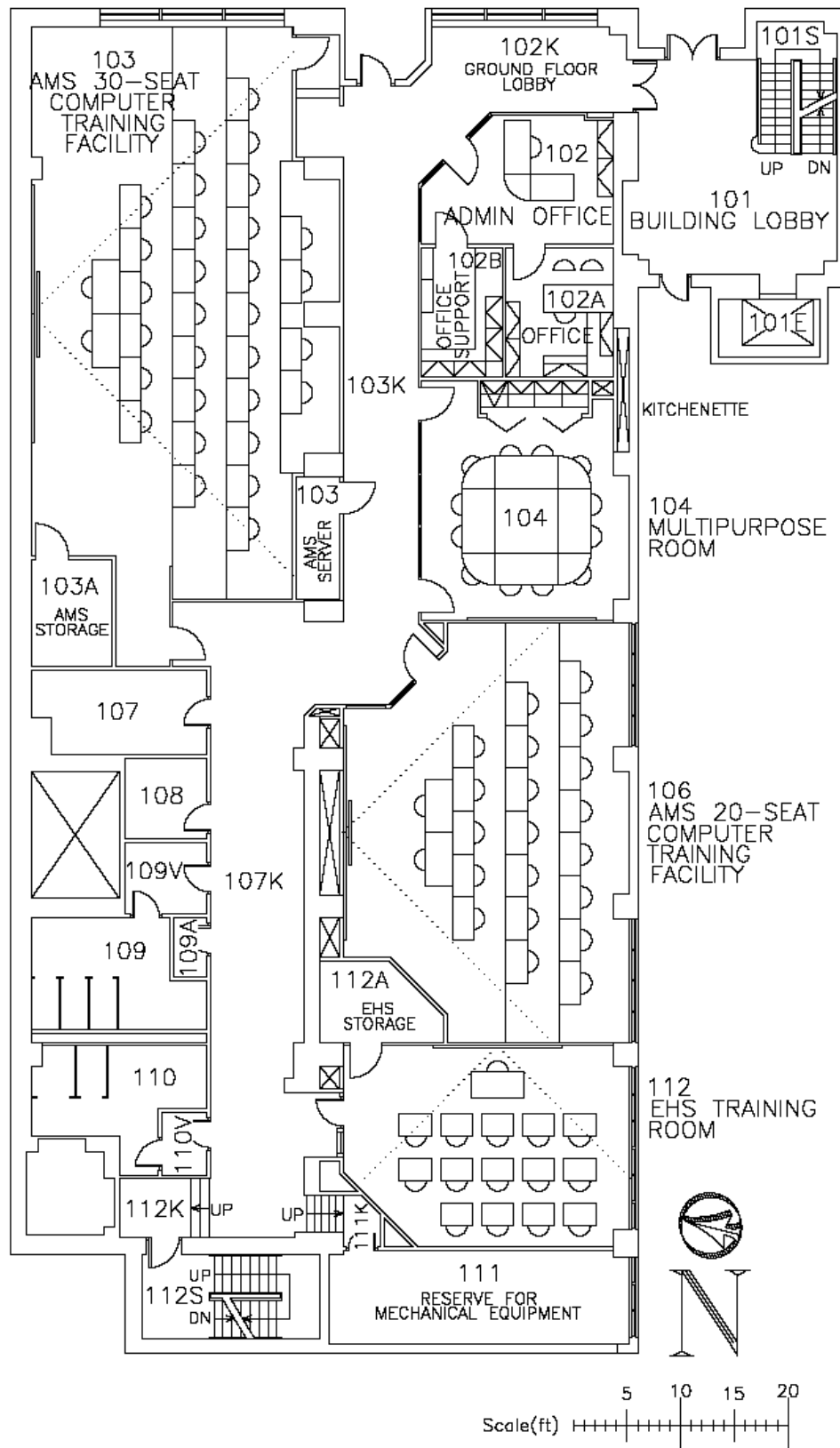
This proposal recommends that all of the assignable areas and corridors be demolished, and completely renovated into a training centre for AMS and HR. The accompanying sketch illustrates the proposed new arrangement on the first floor that is needed to accommodate the two AMS Computer Training Facilities, associated storage and server rooms, and other HR facilities.

After renovations the room and area allocations will be as follows:

Room	Occupancy	Area (nasm)
101	Main Building Lobby	--
102K	Floor Lobby	--
102	HR Administrative General Office	17.29
102A	HR Administrative Private Office	11.15
102B	HR Administrative Office Support	7.99
103	AMS Computer Training (30 seats)	133.11
103A	AMS Storage Room	6.97
104	HR Multipurpose Room (12 seats)	38.81
105	AMS Server Closet	4.27
106	AMS Computer Training (20 seats)	84.27
107	Caretaking	--
108	Accessible Washroom	--
109	Washroom – Women's	--
110	Washroom – Men's	--
111	New Mechanical Room	--
112	EHS Training Room (14 - 16 seats)	43.98
112A	EHS Storage Closet	6.32
Total Floor Area (nasm)		354.16

The 30-seat and 20-seat AMS computer training rooms will be readily accessed off the corridor. Each training room's arrangement assumes that trainees will be accommodated at continuous writing surfaces - as is currently found in the Koffler Institute. Each writing surface has a depth of 610 mm (24 inches) and there is no less than 914 mm (36 inches) between the back of one writing surface and the front of the next. The clearance between work surfaces should allow an instructor to circulate behind trainees.

Each trainee will have approximately 1,219 mm (48-inch) wide work area and with a 610 mm (24-inch) deep work surface will be large enough to accommodate not only a personal computer but also a 'desk' area for printed materials and non-computer instruction.



256 McCAUL STREET
PROPOSED FIRST FLOOR PLAN

The 30-seat computer training room will consist of four rows of continuous writing surfaces with the first row on the room's floor elevation and the other three rows on progressively higher tiers (at approximately 178 mm each tier). The 20-seat training room will have three rows of instructional work surfaces and seating, with the front row being at floor level and the next two rows on progressively higher tiers. In both rooms, the instructor(s) will be accommodated immediately in front of the first row of seating and will face the trainees.

The new 30-seat training room will include a small storage room for AMS equipment and materials and the AMS server will be accommodated in a small room off the corridor. The redevelopment of the first floor could include the provision of a training room for Environmental Health and Safety (EHS) and a multipurpose room that can be scheduled by AMS, EHS and HR for other training activities. It is recommended that the multipurpose room include an area for a small kitchenette that could be furnished with a full-width counter that has cupboards above and below, a small sink unit, and an under-counter bar-style refrigerator. The sink unit should be supplied with cold and hot domestic water, and sink, and the counter should have appropriate electric outlets for a microwave, kettle and coffee service.

Sufficient space will be available at the west end of the first floor to develop a small administrative office cluster that can support the training functions in the other rooms. This cluster can consist of a general office (with glazed partitions that overlook the entry lobby), a small private office, and a small support room (e.g. photocopier, supplies, etc.). This area is flexible and could accommodate a smaller office arrangement with a larger multipurpose room (or another small meeting room).

The small room currently assigned as an OSM seminar room will be reserved for the new mechanical equipment that will be needed to provide appropriate environmental conditions (i.e. HVAC) on the floor. It was assumed that it will be difficult to locate the needed mechanical equipment outside of the building and that space would need to be identified inside.

For planning and cost estimating purposes, it was assumed that:

- the floor's interior will be completely demolished (except for the floor's non-assignable facilities; such as, the washrooms, custodial rooms, etc.)
- new walls (some glazed) and doors will be constructed as per the proposed floor plan
- new HVAC system will be installed and distributed throughout the floor
- construction of new tiers for continuous writing surfaces (careful attention will need to be paid in room 103 at the interface with the exterior windows sill)
- all existing interior finishes removed (including suspended ceilings) and replaced with new floor (carpet in assignable areas, sheet vinyl or tiles in corridors), wall and ceiling finishes (suitable for a comfortable learning environment for trainees)
- new window coverings on both exterior and interior windows (glazing)
- overhead light fixtures replaced and appropriately arranged; lighting controls revised as required
- supply and installation of new continuous writing surfaces and instructors' stations
- existing arrangement of electrical, voice and data communications, and audio-video services will be duplicated
- existing computer hardware, audio-video equipment, black/chalk/tack boards, and loose seating will be relocated from the existing facilities

- relocate existing door security system from current facilities to new doors and supplement as required
- AMS server room will be appropriately equipped and furnished to accommodate existing server
- for the kitchenette (with bi-fold doors) supply and install new counter with cupboards below and above, small sink unit (with domestic cold and hot water, and drain), under-counter, bar-style refrigerator, and appropriate electrical service for the refrigerator, microwave and kettle
- supply and install new loose seating, tables and miscellaneous furnishings

This proposal also included the following items within the scope of work:

- allowance for new wall-mounted message centre, room and way-finding signage, and door security system for entry doors between the main lobby (101) and corridor 102K (to allow independent access to AMS facilities after normal building hours)
- allowance for the supply and installation of new cabling for voice/data communications
- allowance for improvements to the building's exterior including a new canopy over the main McCaul Street entrance, improved lighting at all entrances and the adjacent parking lot, and new building and way-finding signage

This location will work well for the AMS' training functions as the building is fully accessible on the ground floor with has an accessible entrance (with power operator) off the parking lot and an accessible washroom (on the first floor opposite room 106). The proposed area can be isolated from the remainder of the building; this will allow AMS, EHS and HR training facilities to be independent of the building's other occupants.

The cost estimate for this proposal is detailed in Appendix C and is included in the total project cost (TPC) estimate for the Multi-faith Centre project.,

An advantage of this location is that sufficient unassigned space (especially the second floor office space vacated by Family and Community Medicine) is available to further develop HR's training centre.

A disadvantage of this location is that this building and the adjacent property to the south (former parking structure) are a potential development site for future construction initiatives. However, there are currently no long-term proposals or plans for this development site, and it's not known at this time whether the existing would be demolished or incorporated into any new development.

Appendix C:

**Multi-faith Centre for
Study and Spiritual Practice**

**Total Project Cost Estimate
and
Cash Flow Analysis**

Project Title:

Multi-faith Centre for Study & Spiritual Practice

TABLE 1: Total Project Cost Estimates

	Phase 1, renovation at 256 McCaul	notes	Phase 2, renovation at Koffler Pharmacy	notes	Total, Multi Faith project
Items					
Construction amount	\$760,000	A	\$1,379,500	B	\$2,139,500
Construction Contingency	\$76,000		\$138,000		\$214,000
Applicable GST	\$19,312		\$35,000		\$54,312
Total, including GST	\$855,312		\$1,552,500		\$2,407,812
Infrastructure Upgrades in Sector	na		na		na
Secondary projects	na		Phase 1		na
Demolition, (hazmat)	\$15,000		inc		\$15,000
Landscaping	\$0		na		na
Permits & Insurance	\$8,500		\$7,200		\$15,700
Professional Fees	\$138,580		\$271,200		\$409,780
Computing Infrastructure	\$0		\$10,000	C	\$10,000
Telephone Terminations	\$1,500	C	\$10,000	C	\$11,500
Audio/Visual	\$0		\$0		\$0
Moving	\$4,000		\$10,000		\$14,000
Staging	\$0		\$0		\$0
Furnishings: Department	\$15,000	D	\$138,000	D	\$153,000
Furnishings: Classrooms	\$70,000	D	\$0		\$70,000
Equipment	\$28,000	D	\$5,500	D	\$33,500
Security & access systems	\$3,000		\$40,000	E	\$43,000
Signage: Interior & Exterior	\$3,000		\$15,000		\$18,000
Signage: Donor Recognition	\$0		\$5,000		\$5,000
Groundbreaking & Building opening	\$0		\$10,000		\$10,000
Miscellaneous	\$2,108		\$10,000		\$12,108
Project Contingency	\$0		\$97,000		\$97,000
Finance Costs	\$0		\$64,000		\$64,000
Total Project Cost Estimate incl. GST	\$1,144,000		\$2,245,400		\$3,389,400

prepared

jcb Apr 20 2005

Notes:

A Per Cap Proj Design group estimate April 20 2005

for relocation of AMS group to 256 McCaul

B Per AW Hooker Sep 2002, 568 GSM on three floors ,
plus escalation to January 2006

Base estimate 568 SM

\$1,045,000

Escalation

\$209,000

Added design contingency

\$125,500

Total Construction Contract Estimate

\$1,379,500

C Allowances for minor mods & relocates

D Allowances per data sheets

E Allows for up to 6 doors in Koffler to have card control.



University of Toronto

CAPITAL PROJECTS DEPARTMENT, DESIGN & ENGINEERING
215 Huron Street, Toronto, Ontario M5S 1A2
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MEMORANDUM

April 12, 2005

**To: Julian Binks
Manager, Project Planning**

**Subject: 256 McCaul Street
First Floor Renovations
Project No. 083-05-041**

With reference to the above project, we are pleased to provide our cost estimate for renovating the first floor of 256 McCaul Street to accommodate the two AMS Computer Training Facilities from Koffler Institute and to create one EHS training room, one multi-purpose room and offices as per the attached Alternate Layout in your Appendix B: Multi-faith Centre for Study and Spiritual Practice Secondary Effects. As discussed, this option is the most cost effective and will involve the complete floor demolition and renovations. Also included in this cost estimate is the replacement of windows along the south façade.

The scope of work in this proposal will be as follows:

General Trades work will generally include those highlighted in your Appendix B mentioned above plus the replacement of windows along the south façade.

Mechanical Trades work will include provision of a new air conditioning system for the entire floor with indoor air handling unit located in room 111 and outdoor air-cooled condensing unit located on the roof. The complete air distribution system will be renewed plus some plumbing work for the kitchenette. No sprinkler system will be included.

Electrical Trades work will generally include those highlighted in your Appendix B with the additional work for fire alarm devices, power supply for new mechanical systems and upgrade of existing backbone connectivity.

Construction cost estimates for the disciplines:

General Trades	\$440,000
Mechanical Trades	\$243,000
Electrical Trades	<u>\$170,000</u>
	\$853,000

Assumptions made in the above cost estimate include:

1. The work is to be done during normal hours.
2. Soft costs have been added to cover 10% contingency and costs for building permit, asbestos consultant and removal, our design fee, project management fee and Utilities Services.
3. The building has spare electrical power capacity for this project.

The Total Project Cost Estimate as per the attached TPC form is \$1,144,000.

The cost per sq. ft. of renovation area is \$220 which is comparable to those of our recent projects of similar nature. The cost is based on current dollars and if the project is to proceed at a later date an escalation of 8% per annum is to be added to the total project cost estimate.

We trust the foregoing information is of assistance to your project planning.

C.Y. Lam
Senior Engineer

c. W. Yasui I. Kotowycz H.Hung P.Bedi File

Multifaith Centre, project cashflow estimate.

Approval in June 2005.

Cash flow by quarter

Quarter		start	finish	may-jul 2005	aug-oct 2005	nov-jan 2005/6	feb-apr 2006	may-jul 2006	aug-oct 2006	nov-jan 2006/7	feb-apr 2007/8	totals
Approval & Cons. Select		May 05	Jun 05									
Design 256 McCaul		Jun 05	Oct 05									
Tender & Construction, 256 McCaul		Nov 05	May 06									
Design, Koffler		July 05	Apr 06									
Tender & Construction, Koffler		.May 06	Nov 06									

Funding:

UIIF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,389	\$0

Expenditure:

proff fees & permits 1	\$100	\$28	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$163
proff fees & permits. 2	\$0	\$68	\$68	\$75	\$23	\$23	\$21	\$0	\$23	\$21	\$0	\$278
construction 1	\$0	\$0	\$325	\$325	\$325	\$325	\$0	\$0	\$0	\$0	\$0	\$975
construction 2	\$0	\$0	\$0	\$0	\$517	\$517	\$517	\$0	\$517	\$517	\$0	\$1,551
furn,equip, misc.	\$0	\$0	\$0	\$0	\$0	\$0	\$358	\$0	\$0	\$358	\$0	\$358
subtotal, not including interest	\$100	\$96	\$428	\$400	\$865	\$540	\$896	\$0	\$540	\$896	\$0	\$3,325

net cash flow

1 interest rate	2.80%	2.80%	3.05%	3.05%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%	3.05%	
open bal	\$0	(\$100)	(\$197)	(\$629)	(\$1,035)	(\$1,912)	(\$2,469)	(\$3,389)	(\$1,912)	(\$2,469)	(\$3,389)	
change	(\$100)	(\$96)	(\$428)	(\$400)	(\$865)	(\$540)	(\$896)	(\$3,389)	(\$540)	(\$896)	\$3,389	
int exp	(\$0)	(\$1)	(\$3)	(\$6)	(\$12)	(\$18)	(\$24)	\$0	(\$18)	(\$24)	\$0	(\$64) est. project
close bal	(\$100)	(\$197)	(\$629)	(\$1,035)	(\$1,912)	(\$2,469)	(\$3,389)	(\$0)	(\$2,469)	(\$3,389)	(\$0)	intr. expense.

Notes:

1 expect to pay 90 Day T-Bill rate plus 0.25% for short term financing.

prepared jb 15th Apr 2005.

Appendix D:

**University of Toronto
Environmental Protection Policy
And
Environmental Checklist**

University of Toronto Environmental Protection Policy

PREAMBLE

The University of Toronto is committed to being a positive and creative force in the protection and enhancement of the local and global environment, through its teaching, research and administrative operations. Recognising that some of its activities, because of their scale and scope, have significant effects on the environment, the University as an institution, and all members of the university community, have the responsibility to society to act in ways consistent with the following principles and objectives:

FUNDAMENTAL PRINCIPLES

- Minimisation of negative impacts on the environment
- Conservation and wise use of natural resources
- Respect for bio-diversity

SPECIFIC OBJECTIVES

In adopting these fundamental principles, the University will be guided by ethical attitudes towards natural spaces, and will take all reasonable steps to meet the following objectives:

- Minimise energy use, through efficient management and practice
- Minimise water use, through efficient management and practice
- Minimise waste generation through reduction, reuse and recycling
- Minimise polluting effluent and emissions into air, land and water
- Minimise noise and odour pollution
- Minimise and where possible eliminate use of chemicals, including outdoor salt, pesticides herbicides and cleaning agents
- Include bio-diversity and environmental concerns in planning and landscape decisions
- Meet and where possible exceed environmental standards, regulations and guidelines

IMPLEMENTATION

To implement this Environmental Protection Policy:

- An Environmental Protection Advisory Committee (EPAC) will be established consisting of administrative staff, academic staff and student groups, to be chaired by a member of the University's academic staff. The Committee will provide advice to the Assistant Vice-President, Operations and Services, on programs to meet the environmental protection objectives. Membership of the committee will be made known to the community to ensure that new and existing initiatives are brought forward for consideration. The meetings of EPAC will be open.
- Facilities and Services, through the Waste Management Department will facilitate the development, implementation and evaluation of environmental protection programs, and will liaise with the EPAC and all three campuses on the programs.
- In this role Facilities and Services will:
 - Regularly review university policies to ensure consistency with this policy;
 - Carry out appropriate environmental audits and pilot projects;
 - Undertake education and training programs to inform the University Community about this and how its members, both personally and collectively, can best meet the objectives set forth in it;
 - Inform all contractors, service operations and users of University facilities that they must comply with the requirements of the policy;
 - Annually issue a report concerning the University's impact on the environment, summarising initiatives undertaken and identifying matters which require particular attention.

Approved by Business Board of the Governing Council on March 7, 1994.

Environmental Checklist for Users Committees (5/99)

1. General planning principles: Consideration of alternatives, Life cycle approach
2. Minimize Energy Use
 - a) Thermal Energy: Heating, Cooling
 - b) Lighting/Use of Natural Light
 - c) Ventilation/Windows
 - d) Machinery/Equipment
 - e) Orientation of Building - effect on building energy needs
 - f) Roof Design
3. Minimize Water Use (Maximize Reuse)
 - a) Flushing
 - b) Washing - hands and body
 - c) Building Cleaning
 - d) Drinking
 - e) Experimental/Labs
 - f) Equipment Cooling
 - g) Outdoor Vegetation - choice and watering (see #4)
4. Utilization and Diversion of Rainwater
 - a) Use of Roof Water
 - b) Porous Pavements
5. Waste Management (offices, classrooms, food outlets, outdoors, construction/demolition)
 - a) Reduction
 - b) Reuse
 - c) Recycling
 - d) Treatment and Disposal - possible on campus
6. Effluent and Emissions (reduce, reuse, recycle, dispose)
 - a) Indoor (Air Toxics, Noise, Odours, Ventilation)
 - b) Outdoor Air - laboratory emissions
 - c) Water - Hazardous Wastes
 - d) Land
7. Reduce Harmful Chemicals
 - a) Outdoor Salts
 - b) Pesticides/Herbicides
 - c) Cleaning Agents
8. Outdoor Environment
 - a) Encourage Bio-diversity (encourage and protection of species)
 - b) Landscaping/Shading - effect on building energy needs in summer and winter
 - c) Use of outdoor space (e.g. rest areas, roof gardens)
9. Monitoring and Metering of Use of Resources and Wastes
 - a) Water
 - b) Electricity
 - c) Heat
 - d) Wastes
10. Visibility of Environmental Concerns
 - a) Pilot Projects
 - b) Posters/Displays
11. Material Choice (Use of endangered/exotic materials, off-gassing)
 - a) Building Fabric
 - b) Fixtures and Furnishings

Appendix E:

**Multi-faith Centre for
Study and Spiritual Practice**

Room Specification Sheets

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Main Activity Hall

ROOM CODE:

Room Area (NASM): 194.88

No. Rooms: 1

Total NASM: 194.88

SECTION B:

A. Space Purpose and Type of Activity:

This room's layout and design must be simple yet versatile as it will accommodate a wide range of activities; such as, congregational prayers, religious and cultural celebrations, rituals (including weddings and memorials, ceremonies of co-commitment and rites of passage), lectures, and group meditation. This room should be divisible into two distinct and functional areas through the use of an acoustic (soundproof), moveable partition.

B. Number of Occupants, Resident:

This room will not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

When the Hall is used in its 'open' format, approximately 200 to 210 individuals can be accommodated at loose chairs (room capacity will depend on furniture orientation and specific needs of activity that is being accommodated) or 210 to 220 individuals who are directly on the floor (assuming an approximate area of 0.75 nasm per worshipper who are observing Salat and are appropriately orientated to the Qibla wall while maintaining minimal circulation and safe egress space). Direct floor seating capacity might be slightly higher if orientation is not critical.

If the Hall is sub-divided into two rooms (at the same line as the existing demising wall between rooms 208 and 210), then approximately 110 individuals could be accommodated in loose chairs in the north-east portion (currently room 208) and about 90 persons in the south-west room (currently room 210). If participants are accommodated directly on the floor, then occupancy would be approximately 110 to 115 persons in the north-east room and 95 to 100 persons in the south-west room.

The number of individuals who can participate in an activity could be increased by opening the main doors to the Foyer.

D. Space Relationships:

Adjacent to: Foyer, Crying Room, Alcoves, Patio

Close to: Ablution facilities, Storage Rooms, Multipurpose Room, Kitchen

Separate from: Not critical

E. Visual Relationships:

Adjacent to: Direct view from Crying Room, direct view from and into Alcoves, view to and from Foyer

Close to: Not critical

Separate from: Not critical

F. Communications:

Voice: Standard connection in each half of the Hall

Data: Standard network connection in each half of the Hall

Audio Video: Audio link via microphones to speakers in the Crying Room

G. Furniture and Equipment, Fixed:

This Hall is to be a flexible, multiple-use facility and as such there will not likely be any fixed furniture or furnishings. However, the ability to readily hang religious items, decorations, etc. from walls and the ceiling will be beneficial in the room's design. The only feature that will be needed is a moveable partition system that has good acoustic and sound insulation qualities, and be readily operable by anyone.

H. Furniture and Equipment, Moveable:

Although this Hall will need to accommodate a wide range of activities, the design parameters are based on the need to accommodate individuals in loose seating and on prayer mats in the numbers discussed under Section C.

SECTION C:

I. Lighting Requirements:

- light fixtures must be suitable for a variety of activities (probable combination of direct and indirect full-spectrum overhead lighting, wall sconces, etc.)
- natural light with drapes and/or blinds
- independent switching control for both portions of the Hall

J. Power Requirements:

- standard 110V/15A duplex outlets conveniently located throughout room with an outlet by each door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- individual thermostatic control for both portions of the Hall
- ceremonies and activities might include the burning of incense, sweet grass or other materials – the HVAC system should ‘gently’ extract away smoke, prevent migration to other areas of the building, and ensure that smoke and/or thermal detectors are not inadvertently activated
- suitable rate of air exchange and conditioning for the occupant loads expected in the Hall in either configuration (i.e. larger room or two sub-divided facilities)

N. Plumbing:

- none specified

O. Special Finishes:

- existing tiered floor to be restored to a flat floor with the same elevation as the Foyer
- floor finishes should be not only durable, easy to clean, and readily maintained but also warm and inviting and be comfortable for individuals seated or kneeling directly on it – if hard-surface flooring is provided, then consideration should be given to the ability to temporarily and readily provide a carpeted surface
- wall and ceiling finishes should also be durable and readily maintained as well as being warm, inviting and suitable for a diverse range of spiritual and social activities

P. Special Requirements & Other Considerations:

- as previously noted under HVAC that activities might include the burning of incense or other materials
- the programmed Alcoves (see separate specification sheets) must not be visually intrusive when they are not in use and the glazing between the Hall and Crying Room should be provided with curtains

Q. Safety & Security Considerations:

- standard lock sets for both sets of entry doors off the foyer
- lock sets for Alcoves
- panic hardware for exterior exit doors with hold open devices

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Foyer

ROOM CODE:

Room Area (NSM): 60

No. Rooms: 1

Total NSM: 60

SECTION B:

A. Space Purpose and Type of Activity:

The Centre is expected to accommodate large gatherings, sometimes several in a day. A large foyer will act as a transition area for incoming and outgoing groups. The design of this foyer should not only take into account its transitional function of moving visitors from the outside environment to a place of relative calm and peace but also its role as a social space for people entering or leaving a function.

There should be an opportunity for the foyer to act as an extension of the Main Activity Hall that will enable the capacity of the Centre to be expanded for a very large gathering (for example, Salat ul-Jum'a on Fridays). In that event, it may be necessary for other users of the Centre to enter and move through the building without using this foyer.

The Foyer can also act as spill-over space for functions that require more space than can be accommodated in the Multipurpose Room.

B. Number of Occupants, Resident:

This room will not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

Ideally, the foyer should accommodate approximately the same number of individuals as may be using the Main Activity Hall. However, the maximum occupancy (as determined under the current Ontario Building Code) would be 150 persons.

D. Space Relationships:

Adjacent to: Main Activity Hall, Coat Rooms, Ablution Facilities

Close to: Crying Room, Multipurpose Room

Separate from: Not critical

E. Visual Relationships:

Adjacent to: Main Activity Hall

Close to: Multipurpose Room

Separate to: Not critical

F. Communications:

Voice: Several standard outlets located conveniently throughout Foyer

Data: Several network connections located conveniently throughout Foyer

Audio Video: None specified

G. Furniture and Equipment, Fixed:

The Foyer is not an assigned area and will not typically have permanently fixed furniture and furnishings. However, consideration must be given into appropriately locating a wayfinding system, notice and event boards, and displays.

H. Furniture and Equipment, Moveable:

Except for specific events or activities, loose furniture or furnishings will not normally be located in the Foyer. Although not furniture, the Foyer might benefit from the placement of potted plants.

SECTION C:

I. Lighting Requirements:

- natural light is very important in this area
- light fixtures and lighting control must be suitable not only for use as a public corridor but also for a wide range of Centre activities

J. Power Requirements:

- standard 110V/15A duplex outlets conveniently located throughout foyer for occasional equipment use (i.e. computer event registration), housekeeping purposes, and displays

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- system to ensure that activities in adjacent areas (such as, Main Activity Hall) involving smoke or odours are not transferred into or through the Foyer
- as the Foyer will be used as an extension of adjacent programmed facilities, suitable air exchanges for expected occupant loads will be needed

N. Plumbing:

- none specified

O. Special Finishes:

- finishes should not only be durable and readily maintained but also be warm, inviting and suitable for a diverse range of spiritual, cultural and social activities

P. Special Requirements & Other Considerations:

- it should be noted that foyer's are not normally included in a listing of a building's programmed or assignable space but is included in this section to ensure that it's functional importance is not ignored

Q. Safety & Security Considerations:

- as the Foyer is a 'public' area it cannot be properly secured except when the building has been closed; however, this area must ensure that visitors can traverse and use this space safely

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Ablution Facilities

ROOM CODE:

Room Area (NSM):	4.75	No. Rooms:	2	Total NSM:	9.50
-------------------------	-------------	-------------------	----------	-------------------	-------------

SECTION B:

A. Space Purpose and Type of Activity:

Separate facilities for men and women are required to provide worshippers with a private place to perform Wudu' or ablution prior to Salat. Ideally, distinct facilities next to the Main Activity Hall would be provided; however, it is proposed that the second floor custodial closet (room 204) be split between the existing men's (room 203) and women's (room 205) washrooms to allow the development of ablution facilities in each of these areas. During the reconfiguration of these areas, it would be beneficial to include a diaper changing station in each of the washrooms.

B. Number of Occupants, Resident:

These facilities are not permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

The number of worshippers that will use each of these ablution facilities will vary. However, dependent upon the design of these facilities, it is expected that between 2 to 4 individuals could perform ablution at any given time.

D. Space Relationships:

Adjacent to: Foyer
Close to: Main Activity Hall
Separate from: Not critical

E. Visual Relationships:

Adjacent to: Foyer
Close to: Main Activity Hall
Separate from: Not critical

F. Communications: None required

G. Furniture and Equipment, Fixed:

Each ablution facility should be appropriately designed to include a bench or benches for 2 to 4 individuals, faucets and non-splash drain (trough). Also, each washroom should retain at least one stall for use by persons with disabilities, one other fixture (stall or urinal), two hand basins, two hand dryers, paper towel dispensers, and a diaper changing station.

H. Furniture and Equipment, Moveable:

None have been specified.

SECTION C:

I. Lighting Requirements:

- light fixtures and lighting control appropriate for washrooms

J. Power Requirements:

- appropriate service for each hand dryer

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- appropriate arrangement for washrooms

N. Plumbing:

- hot and cold water, and drain at each hand basin
- tempered water faucet for each ablution position
- appropriate drain for each ablution area
- appropriate supply and drain at each stall and washroom fixture

O. Special Finishes:

- finishes should be durable, readily maintained and appropriate for washrooms

P. Special Requirements & Other Considerations:

- special attention should be given to the design of the ablution facilities and to the selection of fixtures and fittings to ensure that users can readily perform ablution

Q. Safety & Security Considerations:

- none specified; however, floor finish should be non-slip

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Crying Room

ROOM CODE:

Room Area (NASM): 15.0

No. Rooms: 1

Total NASM: 15.0

SECTION B:

A. **Space Purpose and Type of Activity:**

A small soundproof room is required at the back of the Main Activity Hall for use by parents with young children during service or prayer. This room should have direct visual connection to the Main Activity Hall through glazed partitions and have speakers to allow occupants to hear the activities in the adjacent hall. Direct access from the Main Activity Hall and a main corridor is desirable.

B. **Number of Occupants, Resident:**

This room will not be permanently assigned to any particular staff or organization.

C. **Number of Occupants, Transient:**

This room should be able to readily accommodate 8 to 10 parents and children (depending on the age of the children).

D. **Space Relationships:**

Adjacent to: Main Activity Hall, public corridor

Close to: Ablution Facilities, washrooms

Separate from: Not critical

E. **Visual Relationships:**

Adjacent to: Main Activity Hall

Close to: Public corridor

Separate from: Not critical

F. **Communications:**

Voice: None specified

Data: None specified

Audio Video: Speakers connected to microphones in Main Activity Hall

G. Furniture and Equipment, Fixed:

None specified however it may be beneficial to mount a tack board by an entry door for announcements and a number of coat hooks. Drapes in front of the glazed partitions are recommended in order to visually isolate this room from the Main Activity Hall when it is being used independently.

H. Furniture and Equipment, Moveable:

Eight (8) loose stackable chairs are suggested. A toy bin might also be desirable.

SECTION C:

I. Lighting Requirements:

- overhead fluorescent fixtures with independent lighting control

J. Power Requirements:

- standard 110V/15A duplex outlet in each wall with one conveniently located by entry door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- suitable rate of air exchange and conditioning for the occupant load with individual thermostatic control

N. Plumbing:

- none specified

O. Special Finishes:

- floor finishes should be not only durable, easy to clean, and readily maintained but also warm and inviting and be comfortable for individuals seated or kneeling directly on it
- wall and ceiling finishes should also be durable and readily maintained as well as being warm, inviting and suitable for a diverse range of spiritual and social activities

P. Special Requirements & Other Considerations:

- the glazed partition between the Crying Room and the Main Activity Hall should be well, sound insulated to ensure that disruptive noise does not pass through it

Q. Safety & Security Considerations:

- standard lock sets
- glazed partition should be made with tempered or laminated safety glass

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Alcoves

ROOM CODE:

Room Area (NASM): 1.42

No. Rooms: 4

Total NASM: 5.68

SECTION B:

A. Space Purpose and Type of Activity:

Due to the diverse range of faiths that will make use of the Centre, the Main Activity Hall will need to be relatively flexible in its arrangement and design. Some users of the Hall will be able to move their religious artifacts and icons, as required, from storage facilities that are located elsewhere in the Centre. However, some groups may have icons, artifacts and other materials that are too difficult to move because they may be too delicate, awkward or heavy, or are time-consuming to install. For these users, it is recommended that at least four lockable alcoves be provided inside the Hall. These alcoves should be located along the Main Activity Hall's east wall (to accommodate the Mihrab for Islamic worship) and should be visually unobtrusive when not in use. Each alcove's doors should be easily operated and should ideally be fully retractable (or open flat to the wall) to ensure that they are not intrusive when the alcove is in use.

B. Number of Occupants, Resident:

Each alcove will be assigned to a specific faith group, but will not be actually occupied by any particular individual or individuals.

C. Number of Occupants, Transient:

Some alcoves may be used to simply accommodate religious artifacts and icons. Others may also need to accommodate religious leaders during worship (e.g. function as a Mihrab).

D. Space Relationships:

Adjacent to: Main Activity Hall

Close to: Foyer, washrooms

Separate from: Each other

E. Visual Relationships:

Adjacent to: Main Activity Hall

Close to: Public corridor

Separate from: Each other

F. Communications: None specified

G. Furniture and Equipment, Fixed:

To be determined.

H. Furniture and Equipment, Moveable:

To be determined.

SECTION C:

I. Lighting Requirements:

- light fixtures must be suitable for the accommodated activities – probably a combination of direct and indirect overhead fixtures, wall sconces, spot lights, etc.
- independent switching control for each fixture

J. Power Requirements:

- standard 110V/15A duplex outlets conveniently located within the anteroom each alcove

K. Building Services Requirements:

- to be determined

L. Special Systems:

- to be determined

M. HVAC:

- ceremonies and activities might include the burning of incense, sweet grass or other materials – the HVAC system should 'gently' extract smoke, prevent migration to other areas of the building, and ensure that smoke and/or thermal detectors are not inadvertently activated

N. Plumbing:

- to be determined

O. Special Finishes:

- to be determined

P. Special Requirements & Other Considerations:

- to be determined

Q. Safety & Security Considerations:

- standard lock sets on each set of alcove doors

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: **Storage Facilities**

ROOM CODE:

Room Area (NASM):	TBD	No. Rooms:	TBD	Total NASM:	64.00
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SECTION B:

A. **Space Purpose and Type of Activity:**

In order to accommodate a diverse range of spiritual practices and activities, the Centre will require a number of storage areas for mats and cushions (men and women separately), furniture (chairs & tables), furnishings and equipment (podium, A/V), and individual faith groups (religious icons and artifacts). Rooms 213, 213A, 213B and 215 can be developed into two storage areas for mats and cushions, one area for furniture, a small area for furnishings and equipment, a larger general area that could be subdivided into secure, caged areas for individual faith groups, a small area for half-lockers (for Centre users with small storage needs), and two coat rooms (see separate specification sheet). The existing rooms have a total, adjusted area of 78.0 NASM of which 64.0 NASM could be available for storage (if 14.0 NASM are assigned to the coat rooms).

For planning purposes, the following distribution is suggested:

- | | |
|----------------------------------|-----------|
| a. furniture storage | 16.2 nasm |
| b. equipment/furnishings storage | 5.4 nasm |
| c. faith groups storage | 29.4 nasm |
| d. mats/cushions (2 @ 4.75 each) | 9.5 nasm |
| e. lockers | 3.5 nasm |

B. **Number of Occupants, Resident:**

Specific storage areas may be assigned to specific groups, but will not be actually occupied by any particular individual or individuals.

C. **Number of Occupants, Transient:**

The number of individuals present in any of the storage areas will depend on the activity and the items being removed or put into storage.

D. **Space Relationships:**

- | | |
|-----------------------|---------------------------------------|
| Adjacent to: | Public corridor |
| Close to: | Main Activity Hall, Multipurpose Room |
| Separate from: | Not critical |

E. Visual Relationships: Not critical

F. Communications: None specified

G. Furniture and Equipment, Fixed:

The types and amount of furnishings that may be required will be dependent on the types and amount of items that will need to be accommodated in these rooms. The selected storage method should not only be readily accessible by users but also secure and efficient. At this time, it is expected that most of the storage facilities will be relatively open. However, for planning purposes, it should be assumed that the Faith Groups Storage Area will contain eight (8) wire-caged lock-ups, and the two mats and cushions will each consist of a wall of built-in cubby holes.

H. Furniture and Equipment, Moveable:

As with fixed furniture and furnishings, the types and amount of loose furnishings will be dependent on the types and amount of items that will need to be accommodated in these rooms. The selected storage method should not only be readily accessible by users but also secure and efficient.

For planning purposes, it should be assumed that the Furniture Storage Area will accommodate 240 stacking chairs that are stored on eight (8) transport carts and 30 folding tables (30" deep by 72" wide each) that are stored on three (3) transport carts. Also, the Locker Area will accommodate, at least, eleven (11) double, steel lockers (30cm wide by 55cm deep by 180cm high).

SECTION C:

I. Lighting Requirements:

- overhead fluorescent fixtures with independent switching control in each room or area

J. Power Requirements:

- standard 110V/15A duplex wall outlets should be located conveniently throughout each room or area

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- none specified

N. Plumbing:

- none specified

- O. Special Finishes:**
- finishes should be durable and readily maintained
- P. Special Requirements & Other Considerations:**
- none specified
- Q. Safety & Security Considerations:**
- standard lock sets on doors for each room or unique storage area

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Coat Rooms

ROOM CODE:

Room Area (NASM): 7.0

No. Rooms: 2

Total NASM: 14.0

SECTION B:

A. Space Purpose and Type of Activity:

One room each for men and women that will accommodate 100 coats each or a single room that will hold approximately 200 coats for users of the Centre's facilities. These rooms will be developed along with the Storage Facilities described in a separate Room Specification Sheet. It should be noted that a smaller coat room will also be available on the ground floor of the Centre.

B. Number of Occupants, Resident:

These rooms will not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

These rooms will be accessed by the Centre's visitors and users as required.

D. Space Relationships:

Adjacent to: Foyer

Close to: Main Activity Hall, Multipurpose Room

Separate from: Not critical

E. Visual Relationships: Not critical but should not be openly evident to casual or transient visitors that these are coat rooms

E. Communications: None specified

F. Furniture and Equipment, Fixed:

The types and number of fixed or loose furniture or furnishings will have to be determined; however, provision for coat racks with a total capacity of 100 should be included in the floor plan and project budget. As well, shoe/boot shelves below and hat/parcel shelves above should be included.

G. Furniture and Equipment, Moveable:

See Section F on Fixed Furniture and Equipment.

SECTION C:

I. Lighting Requirements:

- overhead fluorescent fixtures with independent switching control

J. Power Requirements:

- standard 110V/15A duplex wall outlet located in each wall with one outlet conveniently located by entry door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- none specified

N. Plumbing:

- none specified

O. Special Finishes:

- finishes should be durable and readily maintained

P. Special Requirements & Other Considerations:

- none specified

Q. Safety & Security Considerations:

- standard lock sets on entry doors

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Multipurpose Room

ROOM CODE:

Room Area (NASM): 47.29

No. Rooms: 1

Total NASM: 47.29

SECTION B:

A. Space Purpose and Type of Activity:

The Multipurpose Room will be used primarily for receptions with food being served from the adjacent kitchen/servery. This room will also be used as a nursery during large events in the Main Activity Hall and can be scheduled by Centre users for any social, spiritual or educational activities. It is proposed that room 207 be retained in its existing configuration and be assigned as the Multipurpose Room. The adjacent custodial storage room (202) and A/V closet (207A) would be converted into a small servery/food pass-through area that could be accessed directly from the corridor.

B. Number of Occupants, Resident:

This room will not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

Depending on whether users will be seated at chairs (with or without tables) or standing, the number of users can vary between 20 and 59 individuals (the room's capacity is limited to 59 because 60 or more occupants will require 2 exits as per the Ontario Building Code).

D. Space Relationships:

Adjacent to: Servery
Close to: Main Activity Hall, Foyer
Separate from: Not critical

E. Visual Relationships:

Adjacent to: Servery, Foyer
Close to: Main Activity Hall
Separate from: Not critical

F. Communications:

- Voice:** Standard connection
- Data:** Standard network connection
- Audio Video:** None specified

G. Furniture and Equipment, Fixed:

This room will be flexible in its furniture arrangements and it's not anticipated that any fixed furniture, furnishings or equipment will be installed.

H. Furniture and Equipment, Moveable:

This room will normally be empty and the necessary loose furniture, furnishings and equipment will be brought out of storage and set up as required.

SECTION C:

I. Lighting Requirements:

- light fixtures must be suitable for a variety of activities and will likely be a combination of direct and indirect overhead lighting, wall sconces, etc.
- natural light with drapes and/or blinds
- independent switching control

J. Power Requirements:

- standard 110V/15A duplex wall outlets located conveniently throughout the room with one outlet located by entry door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- individual thermostatic control
- suitable rate of air exchange and conditioning for variable occupant loads and activities
- although this room is not anticipated to be a primary location for activities that involve the burning of incense, sweet grass or other materials, it is a possible venue and food odours are likely – the HVAC system should be capable of 'gently' extracting away smoke and odours, prevent the migration to other areas of the building, and ensure that smoke and/or thermal detectors are not inadvertently activated

N. Plumbing:

- none specified

O. Special Finishes:

- all finishes should be durable and readily maintained as well as being warm, inviting and suitable for a diverse range of spiritual and social activities

P. Special Requirements & Other Considerations:

- if possible the shared wall with the corridor/foyer should be glazed and capable of being opened completely in order to create a contiguous space with the corridor and Foyer – this will be desirable for large events that are held in the Main Activity Hall
- direct door access between the servery and the Multipurpose Room is required

Q. Safety & Security Considerations:

- standard lock sets

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Kitchen/Servery

ROOM CODE:

Room Area (NASM): --

No. Rooms: 2

Total NASM: 27.12

SECTION B:

A. Space Purpose and Type of Activity:

Originally, a single large kitchen, that was divided into two distinct areas (for vegetarian and non-vegetarian food preparations) and was located next to the Multipurpose Room, was proposed. However, a suitable room is not available within the Koffler Institute. Instead, two smaller facilities are proposed.

A kitchen/servery currently exists on the main floor (room 105) and is suggested that this area be converted to a kosher food service. Minor furnishings and equipment modifications may be required and the existing counter will have to be lowered to a more reasonable height. Depending on how this service is provided (internal organization or outside contractor i.e. Sodexo), it may be open regularly through the academic day and week.

A second servery can be developed by converting the custodial storage room (room 202) and the A/V storage closet (room 207A). It is proposed that a doorway be provided between the two rooms; this will allow prepared food platters to be transported from the main floor (either from room 105 or via caterers) and await their final delivery without having to enter the Multipurpose Room. Room 202 can be provided with 'flip-up' temporary counters that can be used to hold food platters and the door between rooms 202 and 207A would allow room 207A to act as a pass-through to the Multipurpose Room.

B. Number of Occupants, Resident:

The ground floor kitchen may be assigned to an outside food service provider or to an on-campus organization to operate a kosher service. This area is not likely to accommodate more than two kitchen staff at any given time. The second floor facility will not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

During special events, the first floor facility may have waiting staff that will access the area; the number of staff will vary with the size of the event. The second floor facility will have waiting staff pass through it to the Multipurpose Room.

D. Space Relationships:

Adjacent to: Lounge (ground floor), Multipurpose Room (second floor), corridor
Close to: Main Lobby (ground floor), Foyer & Main Activity Hall (second floor)
Separate from: Not critical

E. Visual Relationships:

Adjacent to: Lounge, Multipurpose Room, corridors
Close to: Main Lobby, Foyer
Separate from: Not critical

F. Communications:

Voice: Standard connection in each kitchen
Data: None specified
Audio Video: None specified

G. Furniture and Equipment, Fixed:

Ground floor facility is already set up as a kitchen and servery; only minor alterations are likely needed to make it suitable for kosher food preparation and service, and to lower the existing counter height. The second floor facility will need to have wall-mounted, hinged counters that can be stowed flat against the wall when they are not in use. Some wall-mounted shelving may also be useful in accommodating food service materiel; these should be located high enough such that they won't interfere with cart movements or individuals but low enough to be readily reached.

H. Furniture and Equipment, Moveable:

None specified.

SECTION C:

I. Lighting Requirements:

- overhead and task fluorescent light fixtures with independent switching control

J. Power Requirements:

- standard 110V/15A duplex outlets conveniently located at the counters with a single wall-mounted duplex by entry door for housekeeping purposes
- electrical services for kitchen equipment as required

K. Building Services Requirements:

- none specified

- L. Special Systems:**
- none are specified as the first floor facility is expected to have a re-heat and serve function and the second floor facility will have a serve-only function
- M. HVAC:**
- suitable system to ensure odours do not migrate throughout the building
- N. Plumbing:**
- two stainless steel, double sink units are recommended for each kitchen with hot and cold water, and drain at each sink unit
 - some equipment (e.g. coffee machine) may require water and drain service to be directly connected
- O. Special Finishes:**
- all finishes must not only be durable and readily maintained but also be readily disinfected and suitable for the handling, preparation and serving of food
- P. Special Requirements & Other Considerations:**
- independent room access from the outside or public corridor
- Q. Safety & Security Considerations:**
- standard lock set on doors
 - cupboards and refrigerators/freezers may require individual locks

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Quiet Space

ROOM CODE:

Room Area (NASM): 30.81

No. Rooms: 1

Total NASM: 30.81

SECTION B:

A. Space Purpose and Type of Activity:

A room that readily accommodates 15 to 20 individuals (without chairs) is needed for group meditation, yoga and other similar practices. This room will have "open access" hours where individuals looking for silence may come and go. It is suggested that room 307 be assigned to this function.

B. Number of Occupants, Resident:

This room will not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

This room can be booked by individuals or groups for specific 'quiet' activities and will have 'open access' at other times.

D. Space Relationships:

Adjacent to: Public corridor

Close to: Centre office

Separate from: Not critical

E. Visual Relationships:

Adjacent to: Public corridor

Close to: Centre offices

Separate from: Not critical

F. Communications:

Voice: Standard connection

Data: Standard network connection

Audio Video: None specified

G. Furniture and Equipment, Fixed:

None specified; however, a white board (60" wide by 36" high) and a tack board (36" wide by 36" high) might be beneficial.

H. Furniture and Equipment, Moveable:

None specified – furniture, furnishings or equipment can be brought in from storage as needed.

SECTION C:

I. Lighting Requirements:

- light fixtures must be suitable for a variety of activities and will likely be a combination of direct and indirect overhead lighting, wall sconces, etc.
- natural light with drapes and/or blinds
- independent switching control

J. Power Requirements:

- standard 110V/15A duplex wall outlets conveniently located throughout room with one outlet by entry door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- individual thermostatic control
- ceremonies and activities might include the burning of incense, sweet grass or other materials – the HVAC system should 'gently' extract away smoke, prevent migration to other areas of the building, and ensure that smoke and/or thermal detectors are not inadvertently activated
- as this room will be used for meditation or quiet contemplation, the HVAC system should not be a source of any background noise or vibration that may be annoying or distracting

N. Plumbing:

- none specified

O. Special Finishes:

- floor finishes should not only be durable, easy to clean, and readily maintained but also warm and inviting, and be comfortable for individuals seated or kneeling directly on the floor
- wall and ceiling finishes, and window coverings should also be durable and readily maintained as well as being warm, inviting, and suitable for diverse range of spiritual practices

P. Special Requirements & Other Considerations:

- as previously noted under HVAC that activities might include the burning of incense or other materials

Q. Safety & Security Considerations:

- this room will normally be accessible throughout the week; however, a standard lock set should still be supplied to the entry door(s)

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Resource Centre

ROOM CODE:

Room Area (NASM): 40.26

No. Rooms: 1

Total NASM: 40.26

SECTION B:

A. Space Purpose and Type of Activity:

A room is needed by the faith groups to accommodate resource materials, work tables, study carrels and casual seating. Room 315 is suggested for this function.

B. Number of Occupants, Resident:

Although this facility will be assigned to several faith groups, particular staff or individuals will not be permanently located here.

C. Number of Occupants, Transient:

This room will accommodate 4 to 12 individuals at a variety of different settings (work table, study carrels, casual seating).

D. Space Relationships:

Adjacent to: Public corridor

Close to: Meeting Room, Offices

Separate from: Not critical

E. Visual Relationships:

Adjacent to: Public corridor

Close to: Offices

Separate from: Not critical

F. Communications:

Voice: Standard connection

Data: Standard network connections (4)

Audio Video: None specified

G. Furniture and Equipment, Fixed:

The following fixed furnishings are suggested:

- whiteboard (60" wide by 36" high)
- tackboard (36" wide by 36" high)
- wall-mounted cases (4 @ 36" wide by 15" deep by 36" high)
- adjustable shelving in adjoining closet (315A)
- coat hooks (6 to 8)

H. Furniture and Equipment, Moveable:

The following loose furniture is suggested:

- work table (72" wide by 36" deep)
- study carrels (4 @ 48" wide by 30" deep)
- task chairs (10)
- casual chairs (2)
- book cases (6 @ 36" wide by 12' deep by 48" high)

SECTION C:

I. Lighting Requirements:

- overhead fluorescent fixtures with independent switching control
- task lights (at carrels)

J. Power Requirements:

- standard 110V/15A duplex wall outlets conveniently located throughout room (if task lighting provided at carrels, then outlets need to be located nearby)
- standard duplex outlet near entry door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- independent thermostatic control

N. Plumbing:

- none specified

O. Special Finishes:

- all finishes should be durable and readily maintained as well as being warm and inviting

P. Special Requirements & Other Considerations:

- none specified

Q. Safety & Security Considerations:

- standard lock sets

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Meeting Room

ROOM CODE:

Room Area (NASM): 16.5

No. Rooms: 1

Total NASM: 16.5

SECTION B:

A. Space Purpose and Type of Activity:

This room will accommodate small groups that are involved in planning events, seminars, small lectures, study groups, and other purposes.

B. Number of Occupants, Resident:

This room will not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

This room can be booked by groups up to 12 individuals in size.

D. Space Relationships:

Adjacent to: Not critical

Close to: Offices

Separate from: Not critical

E. Visual Relationships:

Adjacent to: Not critical

Close to: Offices

Separate from: Not critical

F. Communications:

Voice: Standard connection

Data: Standard network connection

Audio Video: None specified

G. Furniture and Equipment, Fixed:

The following fixed furnishings are suggested:

- whiteboard (60" wide by 36" high)
- tack board (24" wide by 36" high)
- coat hooks (6)

H. Furniture and Equipment, Moveable:

The following loose furniture is suggested:

- meeting tables (3 @ 72" wide by 36" deep)
- chairs (12)
- AV equipment (i.e. projection screen, OH projector)

SECTION C:

I. Lighting Requirements:

- overhead fluorescent fixtures with independent switching control

J. Power Requirements:

- standard 110V/15A duplex outlet in each wall with one outlet conveniently located by entry door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- individual thermostatic control

N. Plumbing:

- none specified

O. Special Finishes:

- all finishes should be durable and readily maintained as well as being warm and inviting

P. Special Requirements & Other Considerations:

- none specified

Q. Safety & Security Considerations:

- standard lock set

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Counselling Room

ROOM CODE:

Room Area (NASM): (12.57)

No. Rooms: (1)

Total NASM: (12.57)

SECTION B:

A. Space Purpose and Type of Activity:

If there are not enough private offices available for campus chaplains, then a small room will be needed to accommodate private counselling sessions.

B. Number of Occupants, Resident:

This room would not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

This room should comfortably accommodate two to four individuals,

D. Space Relationships:

Adjacent to: Not critical

Close to: Offices

Separate from: Not critical

E. Visual Relationships:

It is not critical for this room to be visually close to any particular room, but it should be relatively shielded from the public to ensure that room users have a level of privacy when in the room, and when entering and leaving.

F. Communications:

Voice: Standard connection

Data: Standard network connection

Audio Video: None specified

G. Furniture and Equipment, Fixed:

As per standard Chaplain's office.

H. Furniture and Equipment, Moveable:

If this room is required, then the standard office furniture set would be replaced with casual seating (e.g sofa and easy chairs), coffee and end tables, and potted plants.

SECTION C:

I. Lighting Requirements:

- direct and indirect overhead fluorescent lighting fixtures and floor/table lamps
- natural light with drapes and/or blinds
- independent switching control

J. Power Requirements:

- standard 110V/15A duplex outlet in each wall with one outlet conveniently located by entry door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- individual thermostatic control

N. Plumbing:

- none specified

O. Special Finishes:

- all finishes should be warm and inviting

P. Special Requirements & Other Considerations:

- room should be private with little disturbance or disruption from outside activities

Q. Safety & Security Considerations:

- standard lock set

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Reception and Lounge Area

ROOM CODE:

Room Area (NASM): 30.0

No. Rooms: 1

Total NASM: 30.0

SECTION B:

A. Space Purpose and Type of Activity:

A room or area is needed within the Centre that will act as a welcoming and lounge facility for visitors. This area will allow casual interaction between individuals, and will permit the display of general information.

B. Number of Occupants, Resident:

This area may have at least one work station that will be staffed by an individual (permanent or casual staff, volunteer) who can act as a receptionist.

C. Number of Occupants, Transient:

The flow of individuals into and through this area will vary throughout the day. It should be arranged to readily accommodate six to ten individuals at any given time.

D. Space Relationships:

Adjacent to: Offices, public lobby or corridor

Close to: Quiet Space, Meeting Room

Separate from: Not critical

E. Visual Relationships:

Adjacent to: Offices, public lobby or corridor

Close to: Quiet Space, Meeting Room

Separate from: Not critical

F. Communications:

Voice: Standard connection at workstation and either a local call telephone or pay phone

Data: Standard network connection at workstation

Audio Video: None specified

G. Furniture and Equipment, Fixed:

To be determined – likely some wall-mounted display cases, notice board, etc.

H. Furniture and Equipment, Moveable:

To be determined – likely receptionist's workstation, casual seating, side tables, etc.

SECTION C:

I. Lighting Requirements:

- combination of direct and indirect overhead light fixtures, wall sconces and floor/table lamps
- natural light
- independent switching control

J. Power Requirements:

- standard 110V/15A duplex outlets located conveniently throughout area with at least two by workstation and one for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- individual thermostatic control

N. Plumbing:

- none specified

O. Special Finishes:

- all finishes should not only be durable and readily maintained but also be warm and inviting

P. Special Requirements & Other Considerations:

- none specified although the area may open out to the public lobby or corridor

Q. Safety & Security Considerations:

- standard lock set if this area is to be closed off after hours, otherwise the workstation, display cases, etc, will need to be lockable

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: **Offices – Campus Chaplains Association**

ROOM CODE:

Room Area (NASM): **13.3 (average)** **No. Rooms:** **8** **Total NASM:** **106.40**

SECTION B:

A. Space Purpose and Type of Activity:

An office is required for the Co-ordinator of the Campus Chaplains Association and a number of offices will be assigned to individual campus chaplains who currently do not have an office on-campus. If there is a need for more private offices than can be provided on the third floor of the Koffler Institute, the available offices may need to be shared and one of the offices will need to be assigned as a Counselling Room (see separate Room Specification Sheet). These offices can also be used to store printed matter (such as prayer books), and other materiel for the associated faith groups.

B. Number of Occupants, Resident:

These are private offices with one individual assigned to each office.

C. Number of Occupants, Transient:

Each office should accommodate two visitors.

D. Space Relationships:

Adjacent to: Reception/Lounge

Close to: Meeting Room

Separate from: Not critical

E. Visual Relationships:

Adjacent to: Reception/Lounge

Close to: Not critical

Separate from: Not critical

F. Communications:

Voice: Standard connection on each demising wall

Data: Standard network connection on each demising wall

Audio Video: None specified

G. Furniture and Equipment, Fixed:

Each office should be supplied with:

- white board (48" wide by 36" high)
- tack board (24" wide by 36" high)
- coat hooks (4)

H. Furniture and Equipment, Moveable:

Each office should be supplied with:

- 'L' shaped workstation (60" wide by 30" deep with return of 48" wide by 24" deep) and two pedestal units
- computer workstation (48" wide by 24" deep)
- bookcase (36" wide by 84" high with 7 moveable shelves)
- lateral filing cabinets (2 @ 42" wide by 18" deep with 4 drawers each)
- ergonomic task chair
- guest chairs (2)

SECTION C:

I. Lighting Requirements:

- direct and/or indirect overhead fluorescent light fixtures with independent switching control
- natural light with drapes and/or blinds

J. Power Requirements:

- standard 110V/15A quadplex outlet in each demising wall
- standard 110V/15A duplex outlet by door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- individual thermostatic control

N. Plumbing:

- none specified

O. Special Finishes:

- all finishes should not only be durable and readily maintained but also warm and inviting

P. Special Requirements & Other Considerations:

- none specified

Q. Safety & Security Considerations:

- standard lock set

ROOM SPECIFICATION SHEET
Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Office Support

ROOM CODE:

Room Area (NASM): 7.50

No. Rooms: 1

Total NASM: 7.50

SECTION B:

A. Space Purpose and Type of Activity:

A small room is recommended for a photocopier, facsimile machine, secure storage of office stationary supplies and printed materials.

B. Number of Occupants, Resident:

This room will not be permanently assigned to any particular staff or organization.

C. Number of Occupants, Transient:

At any given time, this room could be accessed by one or two individuals.

D. Space Relationships:

Adjacent to: Reception/Lounge

Close to: Offices

Separate from: Not critical

E. Visual Relationships: Not critical

F. Communications:

Voice: Standard connection (for facsimile machine)

Data: Standard network connection

Audio Video: None specified

G. Furniture and Equipment, Fixed:

None specified

H. Furniture and Equipment, Moveable:

Three to four shelving units and storage cabinets (36" wide by 24" deep by 72" high) are recommended. Also, a small cabinet or table to accommodate the facsimile machine and to serve as a work area for the photocopier.

SECTION C:

I. Lighting Requirements:

- overhead fluorescent fixture with independent switching control

J. Power Requirements:

- standard 110V/15A duplex outlet in each demising wall
- appropriate service for the photocopier

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- independent thermostatic control

N. Plumbing:

- none specified

O. Special Finishes:

- finishes to be durable and readily maintained

P. Special Requirements & Other Considerations:

- none specified

Q. Safety & Security Considerations:

- standard lock set
- cabinets to be lockable

ROOM SPECIFICATION SHEET

Multi-faith Centre for Study & Spiritual Practice

SECTION A:

ROOM NAME: Office – Student Affairs

ROOM CODE:

Room Area (NASM): 15.0

No. Rooms: 1

Total NASM: 15.0

SECTION B:

A. Space Purpose and Type of Activity:

An office is recommended on the main floor of the building to accommodate staff from the Office of Student Affairs who can provide supervision of the building entry, wayfinding (within the Centre), and an information centre (for the Centre and Student Affairs).

B. Number of Occupants, Resident:

This office should provide workstations for at least two staff members from the Office of Student Affairs.

C. Number of Occupants, Transient:

This office should be able to accommodate three visitors.

D. Space Relationships:

Adjacent to: Main building entry/lobby

Close to: Not critical

Separate from: Not critical

E. Visual Relationships:

Adjacent to: Main building entry/lobby

Close to: Not critical

Separate from: Not critical

F. Communications:

Voice: Standard connection at each workstation

Data: Standard network connection at each workstation

Audio Video: None specified

G. Furniture and Equipment, Fixed:

To be determined but suggest counter with built-in workstation for at least one staff member and a tack board (36" wide by 36" high).

H. Furniture and Equipment, Moveable:

To be determined but suggest one 'L' shaped workstation (similar to chaplain's office) with single pedestal unit, two ergonomic task chairs, two guest chairs, small side table, display units (for printed material), two lateral filing cabinets (42" wide by 18" deep with 4 drawers each), and a bookcase (36" wide by 15" deep by 72" high).

SECTION C:

I. Lighting Requirements:

- combination of direct and indirect overhead fluorescent fixtures with independent switching control
- task lighting at workstations
- natural light with drapes and/or blinds

J. Power Requirements:

- standard 110V/15A quadplex outlet at each workstation
- several standard 110V/15A duplex wall outlets throughout room with one located by entry door for housekeeping purposes

K. Building Services Requirements:

- none specified

L. Special Systems:

- none specified

M. HVAC:

- independent thermostatic control

N. Plumbing:

- none specified

O. Special Finishes:

- all finishes should not only be durable and readily maintained but also be warm and inviting

P. Special Requirements & Other Considerations:

- suggest glazed partition or glass block wall visible from lobby

Q. Safety & Security Considerations:

- standard lock set