



# UNIVERSITY OF TORONTO

## Office of the Vice-Provost, Space & Facilities Planning

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March 7<sup>th</sup>, 2002.

### MEMORANDUM

**To:** Planning and Budget Committee  
**From:** Ron Venter, Vice-Provost, Space and Facilities Planning  
**Re:** Revised Project Planning Report for the Sidney Smith Infill.

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#### Item Identification

Update on increased scope of work required to complete the Sidney Smith Infill Project.

#### Sponsor

Ron Venter, Vice-Provost, Space and Facilities Planning

#### Jurisdictional Information

The Committee considers reports of Project Committees and recommends to the Academic Board approval in principle of projects and changes of scope as required to complete the project.

#### Highlights

In February 2001, the Planning and Budget Committee approved the Users' Report for the Sidney Smith Infill project at a projected cost of \$2,164,000. The project was intended to create new space within the Sidney Smith Building to accommodate faculty and graduate students within the Departments of History and Political Science.

In the period from September, 2001 through to February 2002, a number of issues and difficulties have arisen that have required that this project now be resubmitted for approval by the Planning and Budget Committee. The scope of the project has not changed; however, the cost has increased to an extent that now requires resubmission. The revised project cost is \$3,075,000.

The first difficulty arose as a result of the architectural design of the proposed project. The Sidney Smith Building is the home for the Faculty of Arts and Science and given its prominent location on the revitalized St. George Street, it was important for the planned Infill design to maintain and enhance the architectural features of the Sidney Smith Hall. This was not an easy task and required, with advice from the Design Review Committee, that alternate designs be considered. This resulted in the appointment of a second architect with an anticipated increase in cost of some \$163,000. These designs were completed and approved by the user; the design exteriors were acceptable and allowed for increased internal natural lighting within offices and the Sidney Smith lobby. During the latter part of this design phase it became clear that the initial construction estimates had been significantly under-estimated as a result of existing structural conditions of the building and their required compliance to current building codes. Additionally, asbestos removal costs were identified further adding to the project cost.

It should also be noted that the architectural design has now also extended to include the conceptual design of the Sidney Smith Patio Enclosure, a subsequent project already approved

and scheduled to be undertaken at a future date. This will ensure that a comprehensive plan will be in place for this prominent building.

As a result of these compounded difficulties, the project can no longer be completed by September 2002 and the next appropriate completion date to coincide with academic needs would be September 2003, although completion could be achieved by February 2003.

**Resource Implications**

Additional resources need to be identified for the Sidney Smith Infill project to proceed to completion. Alternate accommodation options are being investigated to allow for the delay in completion, now anticipated to be February, 2003. Initially \$1,289,000 had been allocated from the UIIF towards this project with the balance of \$875,00 being provided by the Faculty of Arts and Science.

**Recommendations**

THAT the Planning and Budget Committee recommend to the Academic Board:

1. THAT the revised Sidney Smith Infill project be approved in principle,
2. THAT the revised Sidney Smith Infill project be undertaken at a cost of \$3,075,000, and
3. THAT the funding sources for this project be approved as follows:
  - (i) An allocation of \$ 875,000 from the Faculty of Arts and Science
  - (ii) The allocation of \$1,289,000 from the University Investment Infrastructure Fund [UIIF] previously approved be increased by \$711,000 to an total allocation of \$2,000,000, and
  - (iii) An allocation of \$200,000 from the funds available to the Accommodation & Facilities Directorate [AFD]

**Project Title: Sidney Smith - 3rd Floor Infill (Phase 1 &2)**

**TABLE 1: Total Project Cost Estimates**

Column 1 will be completed with the Project Planning Report.  
 Column 1-5 will be included in the Project Implementation Report.

Items	Project Planning Report	Concept Design	Design Devel't	Drawings @ 90%	Tender	100% Complete
Construction Cost [from Table 2] [Note A]	1,455,000	1,658,000	2,212,160			
Construction Contingency	146,000	165,800	221,800			
Applicable GST	33,000	42,129	56,360			
<b>Total Construction Costs, plus taxes</b>	<b>\$1,634,000</b>	<b>\$1,865,929</b>	<b>\$2,490,320</b>			
Site Services Relocates	10,000	10,000				
Infrastructure Upgrades in Sector						
Secondary Effects						
Demolition						
Landscaping						
Permits & Insurance	24,000	6,000	9,210			
Professional Fees *	223,000	369,918	412,970			
Computer Wiring & Telephone Terminations	5,000	5,000	11,000			
Moving & Staging	10,000	10,000	10,000			
Furnishings & Equipment	243,000	243,000	123,000			
Miscellaneous Costs [signage, security..]			6,500			
Commissioning	12,000	12,000	12,000			
Donor Recognition						
Finance Costs						
Project Cost Escalation [to xx/xx]						
<b>Total Project Cost Estimate GST included</b>	<b>\$2,161,000</b>	<b>\$2,521,847</b>	<b>\$3,075,000</b>			

Notes:

A. Cost estimate prepared by PMDC.

\* Architect's fees

Project Management fees

Cost Consultants

Misc

**Report of  
the Users Committee  
for the  
Sidney Smith Hall 3<sup>rd</sup> Floor Infill Project**

February 16, 2001

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# Faculty of Arts and Science

UNIVERSITY OF TORONTO

THE DEAN

February 13, 2001

The User's Committee for the Sidney Smith Hall 3<sup>rd</sup> Floor Infill Project is pleased to submit its completed report.

R. Vipond (Chair)

R. Pruessen

R. deSouza

J. Seto

M. Szala

J. Adams (Secretary)

J. McCammond

I. Kotowycz

A. Zimmerman



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# REPORT OF THE USERS COMMITTEE FOR THE SIDNEY SMITH HALL 3<sup>RD</sup> FLOOR INFILL

## 1. EXECUTIVE SUMMARY

The Departments of History and Political Science are each recognized as leading North American departments. Each is committed to maintaining its reputation for excellence in research and teaching, with a strong emphasis on graduate education – yet each is now critically hampered in its ability to do this by the severe limitations of current Sidney Smith locations.

Both departments are confronting especially difficult challenges with respect to the recruitment of first-class graduate students, for example. In an increasingly competitive international environment, the departments have been seriously handicapped by a shortage of resources for graduate student support and by virtually non-existent graduate student workspace. Problems involving financial support are being energetically addressed by the Provost – and it is now time to turn to the space problem with the same kind of drive and resources. To do any less places the high quality of two large and significant graduate programs at risk.

History and Political Science each have approximately 180 Masters and Ph.D. students, but only some 40nas of designated graduate student space. An OCGS review of History in the spring of 2000 severely criticized what it described as the absurd inadequacy of graduate student space. The recent review of Political Science is bound to reach the same severe conclusion.

Although graduate student space is a particularly high priority for History and Political Science, a close second concern is the impact of Sidney Smith Hall problems on *faculty* recruitment. Spurred by the large number of recent and anticipated retirements, both fields are witnessing a significant increase in hiring activity. As Toronto seeks to maintain key areas of faculty strength – and build new ones – it will inevitably be operating in a highly competitive international environment. Even now, faculty offices in Sidney Smith Hall are stretched far beyond demand and it is only the housing of some faculty in college offices that prevents total gridlock. At the least, newly hired colleagues would not be able to immediately move to college quarters. More importantly, however, it should not be necessary to make such a move – and the perceived need to do so will hinder our energetic efforts to attract top-flight new faculty.

The Users' Committee proposes the addition of space for the departments of History and Political Science that will begin to address the need to adequately accommodate graduate students and faculty. This space is proposed on the 3<sup>rd</sup> Floor level of Sidney Smith Hall above the existing two-storey lobby, adjacent to the existing departmental spaces.

The new office wing will house a mix of graduate student office carrels grouped together in offices of 3 to 16 persons, individual faculty offices, a seminar room with the capacity of 50 persons and faculty meeting room.

Increasing the office capacity for History and Political Science will occur in two stages: the shell of the enclosure will first be constructed including connecting corridors to the existing 3<sup>rd</sup> floor tower. In this first phase only the seminar room, meeting room, one graduate student office to accommodate 9 students and 3 individual faculty offices will be partitioned. The remaining space will have a finished floor and outside walls and will be equipped with light, power and data. This space will be furnished in the interim with 15 additional graduate student office carrels that will be moved to room 3050 in the second phase. Additional graduate student space may be accommodated here in the interim where furnishings can be found. In the second phase all remaining partitions will be installed providing an additional 20 faculty offices.

As this site – the roof of the Sidney Smith lobby -- was not one designated as a pre-approved envelope in negotiations with the City, permission will have to be sought from the City for any construction. The committee recommends that this approval process begin immediately. It will be critical to provide ample evidence that this project enhances rather than detracts from the Sidney Smith Hall design. Careful planning and design of the new in-fill structure should be paired with the design of the Sidney Smith Patio Enclosure Project in order to ensure a coherent, unified design – one that will reflect the existing structure in materiality and proportion.

The space program for the Sidney Smith Hall 3<sup>rd</sup> Floor In-fill Project (both stages combined) totals ~ 7,182 gross square feet or ~667 gross square meters to be divided equally between the two departments. The estimated cost of construction, including all furnishings is \$2,164,000 assuming a tender date of September 2001. Tendering after this date will be subject to 9% escalation per year or ¾% escalation per month. The first phase of the in-fill is estimated at \$1,844,000 and is primarily funded by \$455,000 identified for this project by the Faculty of Arts and Science and \$100,000 available for the construction of the seminar room. An additional \$1,289,000 is required to go forward with this first phase. An additional \$320,000 is required to complete the second phase. In total, to complete both phases of work for the Sidney Smith 3<sup>rd</sup> Floor In-fill, an additional \$1,609,000 will be required. It is recommended that the project be implemented with funding of \$1,609,000 from the UIIF.

## 2. **MEMBERSHIP**

Professor R. Vipond (Chair), Chair, Department of Political Science  
Professor R. Pruessen, Chair, Department of History  
Mr. R. Desouza, Director, Planning and Infrastructure, Faculty of Arts and Science  
Ms. J. McCammond, Planner, Faculty of Arts and Science  
Ms. Jane Seto, Undergraduate Student Representative, ASSU  
Mr. Michael Szala, Graduate Student Representative  
Mr. I. Kotowycz, Facilities and Services  
Ms. A. Zimmerman, Environmental Protection Advisory Committee Representative  
Ms. J. Adams (Secretary), Planning and Budget Officer, Office of the Vice-Provost, Planning and Budget

Additional Attendees:

Ms. R. O'Brien, Department Manager, Department of Political Science

## 3. **TERMS OF REFERENCE**

1. Make recommendations about a detailed space plan or program indicating how space and facilities should be organized.
2. Identify equipment and moveable furnishings necessary to the project.
3. Identify requirements for networking and other electronic and data communications.
4. Identify the site plan and zoning implications of the proposal.
5. Identify any staging or transitional costs which may be necessary during the period of construction.
6. Identify all resource implications including a preliminary estimate of capital costs and projected increases to the annual operating costs of the University.
7. Identify a funding plan for the project.
8. Report by September 30, 2000.

## 4. **BACKGROUND INFORMATION**

Additional space to meet the demands for the Political Science and History departments in Sidney Smith Hall is necessary to accommodate graduate and undergraduate students, faculty and staff. The Users Committee has examined the potential for providing additional space for these activities within new construction over the area of the existing lobby. No other space is available within the existing envelope for additional offices to be built.

## 5. STATEMENT OF ACADEMIC PLAN

### A. **History Department**

Recognized as one of the leading departments in North America, the Department of History at the University of Toronto has had an abiding commitment to excellence both in research and teaching. It enjoys a national and international reputation for the quality of its faculty, and its undergraduate and graduate enrolments are the highest of any history department in Canada. The Department is confronting an increasingly competitive environment, however, with respect to the recruitment of top-quality M.A. and Ph.D. students. U.S. graduate programs, in particular, are currently able to offer both more substantial funding packages and enriched infrastructure support – enough, in too many cases, to attract first-rate students who are otherwise inclined to work with distinguished Toronto faculty.

#### Graduate Students:

Further detracting from recruitment is the lack of office space for graduate students – a problem compounded by the shortage of carrels at the Robarts Library. Currently graduate students have to book times in one small shared office for consultation with their students and have little or no access to office space to conduct their research and writing. Only 40sqm of space is available for ~180 M.A. and Ph.D. students – which translates into a very small number of offices and one modest-sized computer room. And History graduate students have no meeting room and no lounge space at all. The 2000 OCGS review of History pointed very critically to the department's lack of graduate student facilities.

#### Faculty:

The History Department stands at the threshold of the most far-reaching change in its faculty complement since the 1960's. Between 1999 and 2004 the St. George campus will lose 11.6 FTE's through retirement while the suburban campuses will lose a total of 4.34 FTE's. This retirement bulge follows a decade during which faculty resources on the downtown campus have already shrunk in a number of fields of study because individuals who have left the Department for retirement and other reasons have not been replaced. The Department believes that it is imperative that it receive a substantial infusion of new appointments in the new planning period – and it is likely that approximately ten new faculty will join the department in the 2000-2004 period (by way of Raising Our Sights authorizations and additional opportunities created by the Canada Research Chairs program, the Jackman Chair initiative, and newly endowed positions like the Gluskin Chair in Canadian History).

In order to attract strong new candidates, adequate facilities including appropriate individual faculty office space must be available. Spaces vacated by retiring faculty members will be allocated to new faculty. However, where several retiring faculty members have offices elsewhere (i.e. the colleges) they will be

replaced by new appointments who will need offices in Sidney Smith Hall as College space is generally allocated to the particular faculty member not the Faculty. Further, colleagues from the suburban campuses who do some of their teaching on the downtown campus must make do with inadequate shared office space as must retirees who either regularly or periodically visit the Department. Temporary teaching faculty must also often share office space.

Other Departmental Needs:

The Department's infrastructure needs extend beyond office space. History has no meeting room for its committees and no conference/seminar room large enough for department meetings, faculty-student functions, or public events. An existing "Common Room" is now heavily used for meetings and non-course seminars/colloquia, essentially eliminating its availability as a social space for faculty and graduate students.

**B. Political Science Department**

The Department of Political Science is the largest graduate department in political science in Canada, and one of the largest in North America. Despite its size, the Department is committed to fostering a collegial environment for graduate students with an emphasis on personal interaction between faculty and students. Its reputation is shaped by two qualities: its abiding commitment to what it judges to be the central elements of the study of politics; and its capacity to act decisively, at crucial moments of fundamental change, to anticipate and lead – in the discipline, the University and the world. Through the 1999 *Raising Our Sights* planning efforts, the Department found itself at one of those moments of fundamental change, and, as at other such junctures, it was confronted with a dual challenge, namely, to preserve the core of its academic mission, and to innovate creatively in an environment of change. The Department's central goal is to maintain its status both as the preeminent political science department in Canada, and as a strong, yet distinctive voice within the larger North American and European community of political scientists.

Graduate Students:

Just as graduates of the Department are increasingly part of a global academic market, so the Department is competing with other universities all over the world to recruit the most promising graduate students to the U of T. Each year approximately 20 students are admitted to the Ph.D. program and 40 to 45 to the various MA programs. In any given year, the Department has between 180-200 students moving through the various graduate programs. With increased funding from the University, the Department expects to be able to provide the majority of new Ph.D. students with stable funding. However, in addition to funding, it is also imperative that the Department provide adequate resources especially office space.

There are serious concerns about the lack of adequate study space for graduate students. Indeed, as far back as 1990 when Marsha Chandler left the Chair, her

Chair's Report highlighted the need to provide graduate students with more adequate office space, both to write dissertations and, as TA's, to meet with students. Continued lack of space over several years has had an impact on the Department's ability to recruit top graduate students. In post application interviews, several students have indicated that one of the reasons for not choosing U of T is the absence of study space during their tenure as graduate students. They see this as a crucial part of their integration into the intellectual life of the University. In fact adequate space ought to be a precondition to fostering the intellectual community we are committed to creating.

Today, the majority of Political Science graduate students remain inadequately accommodated in the Department. Of the 180-200 graduate students (both Masters and Ph.D. students) 2 offices are currently provided. One is in the basement of the Sidney Smith building and a second office on the 3<sup>rd</sup> floor is used exclusively for T.A. office hours. Carrel space at Robarts Library has been hard for many 3<sup>rd</sup> and 4<sup>th</sup> year Ph.D. students to obtain; some have had to share carrels as a result. In fact, a survey of other graduate departments in Sidney Smith suggests that Political Science is especially poor in graduate space resources. The Department was reviewed by OCGS in January 2001 and in order to be in compliance with the University standards board, it was necessary to demonstrate a commitment to the provision of further graduate student space. This is particularly important in light of the recent opening of the Munk Centre, where many of the Department's students in international studies have first-class workspace and a sense of second-class citizenship for those not at Munk has been established.

#### Faculty Members:

Through the Raising Our Sights planning Report, the Department identified several considerations from which their request for faculty positions is driven. These are:

- the Department teaches many more students with fewer faculty resources than 5 years ago
- the Department faces 8 retirements over the next planning period
- the Department wants to maintain and deepen its commitment to interdisciplinary programs in the Faculty.
- the Department's contribution to and leadership within the University has been huge on a number of fronts. The Department cannot sustain this role without additional faculty resources.
- we are living through an especially dynamic period of transformation in the life of the discipline of political science. There are several new or emerging areas of study that, consistent with the Department's mandate, it must occupy in order to maintain its leadership in the field.

The Department has 7 new positions approved by the Dean and Provost for the 1999-2004 "Raising Our Sights" planning cycle. In addition to this, and based on previous commitments, an additional 4 hires will be made over the next two years

in order to replace faculty members who have left the University. Of these combined 11 positions, 3 may be accommodated in offices vacated by retiring faculty with offices in Sidney Smith Hall. 8 net additional faculty offices are required to properly accommodate the additional faculty hires.

Other Departmental Needs:

The Department has also been extremely successful in attracting Post Doctoral Fellows and, in fact, Political Science now has on average 4 Post Doctoral Fellows resident in the Department each year. This is highly desirable for both the Department and University but it is absolutely crucial that the Department can provide them, at a minimum, with shared office space.

In addition to this, the Department administers a large research portfolio and cannot provide adequate office space for research assistants or personnel working on research grants. This has become a difficult problem; the Department and University encourages faculty to apply for research grants but is unable to provide faculty with the necessary resources, namely space, to administer these grants.

**6. SPACE PROGRAM**

**A. Overview of Existing Space**

**i) History**

The Department of History occupies approximately 877 net assignable square meters (nasm) at Sidney Smith Hall, as well as approximately 390nasm of space in several college locations and at the Munk Center for International Studies for a total departmental allocation of 1267nasm. The departmental space is inventoried in the following categories:

<b>SPACE CATEGORY</b>	<b>NASM</b>
<b>Sidney Smith Hall</b>	
Faculty Offices (38 offices accommodate 45 faculty)	555.60
Graduate Student T.A. offices (2 shared)	18.00
Student Office Space (1 office ea. for grad. & undergrad. student union)	17.59
Non-Academic Staff Offices (8 single offices)	111.27
Departmental Support Space	138.31
Classrooms (2 seminar rooms)	36.41
<b>Faculty Offices at Colleges</b>	
University College (5 single offices)	107.98
New College (1 single office)	12.42
Louis Odette Hall (SMC) (1 single office)	13.37
Victoria College (2 single offices)	26.86
Northrop Frye Hall (Victoria College) (5 single offices)	66.28
<b>Graduate Student Offices Elsewhere</b>	
Gerald Larkin Building (1 shared office)	6.00

<b>Munk Center for International Studies</b>	
Faculty Offices (9 single offices)	128.30
Graduate Student Offices (1 IR student society, 1 shared office)	14.98
Office Support Space	13.58
<b>TOTAL</b>	<b>1266.95</b>

**ii) Political Science**

The Department of Political Science occupies approximately 916 net assignable square meters (nasm) at Sidney Smith Hall, as well as approximately 118.71nasm of faculty offices in several college locations and 145nasm in the Munk Center for International Studies for a total departmental allocation of 1180nasm. The departmental space is inventoried in the following categories:

<b>SPACE CATEGORY</b>	<b>NASM</b>
<b>Sidney Smith Hall</b>	
Faculty Offices (36 offices accommodate 46 faculty)	538.8
1 Graduate Student T.A. Office, 1 Grad. Computer Lab	18.0
Student Computer Room	10.74
Non-Academic Staff Offices (6 offices accommodate 9 staff)	131.98
Departmental Support Space (includes 1 seminar room and lounge)	216.82
<b>Faculty Offices at Colleges</b>	
University College (4 single offices)	65.87
New College (1 single office)	5.63
Alumni Hall (St. Michael's College) (1 single office)	11.48
Northrop Frye Hall (Victoria College) (2 single offices)	29.73
<b>Graduate Student Offices Elsewhere</b>	
Gerald Larkin Building (1 shared office)	6.00
<b>Munk Center for International Studies</b>	
Faculty Offices (9 single offices)	118.91
Graduate Student Offices (2 shared)	14.98
Office Support Space	11.17
<b>TOTAL</b>	<b>1180.11</b>

A detailed space inventory of the existing facilities can be found in Appendix A.

**B. Nominal Space Allocation Required**

To determine the nominal space allocation required, a space utilization analysis using the Council of Ontario Universities space standards and the internal university guidelines, was conducted. The analysis was based on the following profile of the departments:

<b>Departmental Profile</b>	<b>History</b>	<b>Political Science</b>
<b>Faculty:</b>		
FTE Full time faculty members	41FTE	31FTE
Scarborough and Mississauga Faculty (w/teaching commitments)*	15 (headcount)	
FTE Cross /Fractional appointments	1.3FTE	21FTE (=64 headcount)
Other (CLTA)	1.0FTE	1FTE
Active Professors Emeriti	13FTE	2FTE
*suburban faculty members require shared space when on the St. George Campus		
<b>Staff:</b>		
Stipend Staff	5.6FTE	
FTE Non-Academic Staff	11FTE	10FTE
<b>Students:</b>		
FTE Ph.D. Students	65FTE	125FTE
FTE Masters Students	114FTE	55FTE

Details of the utilization analysis can be found in Appendix B.

Based on this analysis a space programme for the department was developed. This programme takes into account existing office space only within Sidney Smith Hall. The proposed space program provides for an increase in space for the departments of History and Political Science respectively. The proposed changes in space allocation within Sidney Smith Hall are as follows:

<b>Category of Space</b>	<b>History</b>		<b>Political Science</b>	
	<b>Existing</b>	<b>Required</b>	<b>Existing</b>	<b>Required</b>
Faculty Offices	41	41	29	31
Cross Appt. Fac. Offices	14	14	30 (18 in SSH)	29*
Retirements (SSH offices)	09	0	03	00
New hires	0	11	0	11
Returning Administrators	0	02	0	01
	64	68	62	72
<b>Net Faculty Office Req'd</b>		<b>4</b>		<b>10</b>
<b>Graduate Student Space</b>	<b>6</b>	<b>179</b>	<b>3</b>	<b>180</b>
<b>Net Grad. Stu. Office Req'd</b>		<b>173</b>		<b>177</b>

\* Cross or Fractionally Appt. Faculty with greater than 50% appointment are entitled to a full faculty office (provided this is their declared home base). 11 Cross or Fractionally appointed faculty have a 67% appointment, 53 have an appointment less than 50%. Therefore, according to the Council of Ontario University Standards, 11 individual faculty offices + 18 (53/3) shared offices are required to fully provide for these faculty members.

## **Faculty Offices**

23 offices of 13 nasm each can be accommodated in the in-fill project along with a seminar room and graduate student office space to accommodate 9 students from the political science department. Of these offices, Political Science will be allocated 8 offices and History will be allocated 15 offices, 5 of which will be given over to Statistics in exchange for graduate student space in room 2096.

### **1. Department of Political Science**

Of the Political Science offices, all 8 will be furnished as 13 nasm faculty offices. This allocation will fulfill the need for all new hires in the department (or all but two offices according to the Council of Ontario University standards). As much as possible, file storage and bookshelves will be provided as built-in furnishings. Each office will have access to natural light through a generous sized, operable window where possible or a skylight where not. Both direct and indirect artificial lighting will be provided as an energy savings measure. Individual control of lighting, heating, cooling and ventilation should be explored by the design team.

### **2. Department of History**

Of the 15 History offices, 13 will be furnished as faculty offices (5 to be allocated to the Statistics Department in exchange for their graduate student space in room 2096 on the second floor of the building). Two of the History offices will be used to replace those which will be lost to accommodate a corridor into the new space. All faculty offices will be identical to those provided for Political Science. A net increase of 6 additional offices for the History department faculty will be added. As 4 faculty offices are required according to projected demand, 2 of these offices may be used for research purposes. Alternately, these two offices may be furnished each with 3 graduate student lockable carrels increasing the allocation of graduate student space by 6 office carrels.

The remaining 2 faculty offices will be combined to create a faculty meeting room. The meeting room, at approximately 26 net assignable square meters, will be furnished with a meeting table to seat 12-15, a white board and built-in lockable cabinetry to hold minimal AV equipment. The meeting room will have access to natural light through large operable window(s) and will be equipped with both direct and indirect dimmable lighting.

## **Non-Academic Staff Offices and Departmental Support Space**

No non-academic staff offices or departmental support space will be allocated here. Demand dictates that academic offices and graduate student offices take precedent for any new space created. It is believed that the spaces currently allocated for both non-academic staff offices and departmental support are sufficient to provide for their constituencies.

## Graduate Students Space

### **1. Department of History**

A total of 22 History Graduate Students will be accommodated in:

- one large room on the 2<sup>nd</sup> floor (2096) adjacent to the History reading room to accommodate 16 students. A small student lounge and kitchenette will be constructed in this area as part of a different project. This space currently accommodates Statistics graduates who will be moved into space in room 6026 being used to temporarily accommodate faculty in cubicle-like offices. These faculty members will, in turn, move to 5 permanent offices in the new 3<sup>rd</sup> floor office wing.

Some partitioning will be needed in order to separate quieter activities of research and study from those more social activities taking place around a lounge and kitchenette. This, again will be work undertaken as a separate project. For the purposes of this project, the room will remain in its current condition as will the furnishings that include adequate graduate student carrels equipped with data and electricity for computer use.

- 1 renovated room will be constructed to accommodate 6 student office spaces (3083 changed to accommodate graduate students after corridor connecting existing and new corridors is run through). This room will be furnished with lockable carrels equipped with data and electricity, shelving and filing storage.

### **2. Department of Political Science**

A total of 24 Political Science Graduate Students will be accommodated in:

- one large room (room 3050) renovated to provide lockable carrels for 15 students. Each carrel will be equipped with data and electricity for computer use, shelving for book storage and a lockable filing cabinet. No activities beyond research and study will be conducted in this space in order to keep the area quiet. The graduate student lounge is located in close proximity on the 3<sup>rd</sup> Floor and should remain suitable for more social interaction. Adequate light and air must be provided to the room so that at maximum capacity all students are able to do their work in relative comfort.
- One room to accommodate 9 students adjacent to the seminar room will be constructed in the new 3<sup>rd</sup> Floor wing. Each workstation will be equipped with data and electricity for computer use, shelving for book storage and a lockable filing cabinet.

## Interview Rooms

The committee agreed that inadequate facilities currently exist for TA's to provide one-on-one assistance within the department's space. However, such rooms are not necessarily required to be exclusive to any one department. Where currently a number of seminar rooms in Sidney Smith Hall are underutilized, the group discussed the re-designation of a number of these rooms from seminar room, to bookable Interview Rooms. It is important that, if this solution is

followed, the seminar rooms be taken out of the inventory of useable classrooms in order that TA meetings with students not be interrupted by class hours. Dedicated space is required to adequately serve this function.

### Research Project Offices

Research Project Offices are becoming more and more necessary as research becomes more computer based rather than library based. Today, offices with computers are required to conduct most research. However, the departments find that deficiencies in faculty and graduate student offices are more pressing and should be addressed first in this project. A maximum of 2 faculty office spaces in the History Department inventory may be allocated here for research. As a further temporary measure, the departments agree that offices vacated for a semester or a year by faculty members on sabbatical may be temporarily allocated to research associates to conduct their work. Additional permanent research office space should remain a priority and should be allocated where possible in the future.

### Classrooms

1 seminar room of approximately 90 net assignable square meters will be constructed for the Department of Political Science at the western end of the 3<sup>rd</sup> Floor In-fill to accommodate approximately 50 people. The Department has studied room 3050 as a possible space to accommodate this use, but has found that not enough air is available for a group of 50. However, room 3050 does have enough air for 15-20 people which make it ideal for newly renovated graduate student office space.

The seminar room will include a center boardroom table and will have built in audio-visual capabilities, including spot and dimmable lighting. Built in lockable cabinetry will allow for the storage of AV equipment. Raised platform floors, similar to the Governing Council Chamber, will be built along two or more outside walls in order to provide space for elevated seating thereby maximizing available sight-lines.

### Space Programme Summary

<b>HISTORY</b>		<b>POLITICAL SCIENCE</b>	
8 faculty offices - 13nasm ea.	104 nasm	8 faculty offices	104 nasm
1 meeting room	24 nasm	1 seminar room	90 nasm
graduate student office space (to accommodate 16 students)	94 nasm	(to accommodate 15 stu.)	60 nasm
graduate student office space (to accommodate 6 students)	24 nasm	(to accommodate 9 stu.)	40 nasm
<b>SUBTOTAL</b>	<b>246 NASM**</b>		<b>294 NASM*</b>

\* Room 3050, here shown to accommodate 15 graduate students, is already part of the Political Science space allocation. Therefore, newly allocated space for this department equals 234 nasm.

\*\* Space allocated to accommodate 6 History graduate students is already part of the History space inventory. Therefore, newly allocated space for this department equals 222 nasm.

### STATISTICS

5 faculty offices – 13 nasm ea.	65 nasm*
<b>SUBTOTAL</b>	<b>65 NASM</b>

\* 5 new History faculty offices are allocated to Statistics in exchange for graduate student space in room 2096 adjacent to the History department lounge.

### TOTAL NEW AND RENOVATED SPACE

History	246 nasm
Political Science	294 nasm
Statistics	65 nasm
	<b>605 NASM</b>

Room Specification Sheets outlining all physical and furnishing requirements for individual rooms may be found in Appendix A.

## 6. FUNCTIONAL PLAN

### a. Design Principles

- maximize space utilization to include as many office spaces as possible.
- provide warm, comfortable, academic atmosphere
- maximize control of natural and artificial light – direct and diffused, heating, cooling and ventilation. Large operable windows should be provided wherever possible – skylights where not.
- offices made as generic as possible to allow flexibility of space within the building
- provide as much built in furniture as possible including pilasters for adequate bookshelf storage
- provide adequate connection to existing 3<sup>rd</sup> floor tower corridor

### b. Functional Space Allocation Relationships

A new wing of faculty and student offices will be constructed on one level - the 3<sup>rd</sup> Floor level –adjacent to the existing 3<sup>rd</sup> floor tower and above the existing lobby roof. The structure will extend to the edge of the roof both east and west extending down to enclose the second floor balconies. Structural loading on existing foundations of Sidney Smith Hall allows for only this one floor of new construction in this location.

The new space will be served by a corridor lighted by overhead skylights and wall sconces at intervals between offices. Office doors may be indented from the corridor at certain intervals to provide some relief from the monotony of the typical office corridor. Seating areas with benches for students waiting to meet with a faculty member should be provided where possible. These areas should also allow for impromptu meeting and seating spaces. Display cases, notice boards and signage can all be utilized to create a space identified with the particular departments.

The layout and furnishings of the faculty offices will be built to a standard size. However, furnishings should be flexible to allow for individual tastes. As one of the most distinguishing features of the faculty office is the burgeoning bookshelf, the dimensions of the office should allow for the maximum number of shelving units. For example, as in the new construction for the Sociology Department at 371 Bloor Street, there is the opportunity here to place the entrance door to each office out from the wall by 12 inches in order to allow for a bookcase to be placed behind the door.

The committee identified a number of basic design considerations. A high priority has been placed on the requirement for comfortable, quiet personal office spaces for faculty members and graduate students to fulfill their academic responsibilities. There was a preference for use of warm materials. Flexibility in lighting was desired with both fluorescent and incandescent lighting provided in offices. Sound proofing between offices was considered critical.

**c. Functional layout for Sidney Smith Hall**

The new space will be accessed by two entries, one each at the east and west end of the wing by connecting corridors running between the existing 3<sup>rd</sup> floor tower corridor and the new wing. As both Political Science and History occupy space on this floor currently, it is assumed that those offices and spaces to the western end of the in-fill will be allocated to the Political Science department in order to create as seamless a transition between existing and new spaces for this department. Similarly, those offices and spaces built at the east-end of the in-fill will be allocated to the History department.

**7. ENVIRONMENTAL IMPACT**

The committee sought the advice of Prof. Anne Zimmerman, a representative of the Environmental Protection Advisory Committee, and the Environmental Checklist for Users Committees. This checklist, as well as, the University Environmental Protection Policy are included in Appendix C.

The committee strongly supports adherence to both the letter and the intent of the University's Environmental Protection Policy and its Open Space Plan. These have important implications for University construction in terms of design, materials selection, landscaping and disposal of materials. The committee enquired as to the suitability for a green roof structure here. However, it was found that inadequate structural capacity negates this option. The option for a green-wall solution should be explored during the design phase.

The committee endorses progressive environmental design. Barrier-free accessibility for all, is expected, including access to handicapped parking, ramps and walkways to be integrated into the overall design. The committee

recommends that design choices (e.g. use of natural light), process options (e.g. indoor air handling, water use) and product choices (e.g. flooring, furnishings) with implications for resource use consider all proven alternatives with preferences given to choices which minimize life-cycle costs. Choices offering greater environmental benefits than simply lowest life-cycle costs are to be presented for consideration (either by Facilities and Services or evidenced in the choice of architects). The building envelope should maximize the use of natural energy for lighting and perhaps heating, to provide air movement in excess of minimum standards for air exchange and to recapture heat before air is exhausted to the outside.

Using the Draft Environmental Checklist for Users Committees as a guide, the Committee gives the following specific recommendations to realize energy savings, to reduce impact on the environment and to stimulate environmental awareness:

- allow for use of task lighting in offices (i.e.: electrical outlets in appropriate places for functionality).
- building materials, fixtures and furnishings should minimize environmental impacts in their production use and eventual disposal (e.g. do not use exotic woods; avoid materials that give off-gases; use materials that have recycled content)
- materials from any demolition should be used on site or be sent to be recycled or reused.
- convenient spaces for recycling bins must be provided. Sidney Smith should also be one of the campus spaces where bins can be provided for more exotic recycling (batteries, printer cartridges, etc.).

It is assumed that Facilities and Services will ensure that every opportunity for energy and water conservation measures in lighting, HVAC, etc. will be pursued and all proven designs evaluated before decisions with resource implications are made.

## **8. SPECIAL CONSIDERATIONS**

### **a. Accessibility**

Sidney Smith Hall is already handicapped accessible. There is an entrance with ramp to the lobby level located on the west side of the building off Huron Street with a drop-off location for Wheel-Trans. The elevator in the tower portion of the building is handicapped accessible and rises to reach the 3<sup>rd</sup> Floor In-fill site.

The design of the space itself, too, must take into account accessibility by persons with disabilities. In addition to requirements laid out in the Design Standards developed by Operations and Services, consultation with the University's Co-ordinator of Special Services for the Persons with Disabilities should be

undertaken prior to finalization of the concept design. Every realistic provision should be made in the design for the needs of people with disabilities.

**b. Campus Planning**

**I) Zoning:**

As this site is not one of the existing development sites on the University Campus for which building envelopes have been approved, permission must be sought for an additional building envelope on the 3<sup>rd</sup> Floor In-fill site of Sidney Smith Hall. The University has every reason to believe that the City will allow for a variance in the zoning of this site to permit such construction provided that the design respect the existing structure of Sidney Smith Hall in terms of building materials and proportions.

**II) Visual Impact:**

Sidney Smith Hall, first and foremost the flagship academic space of the Faculty of Arts and Science at the University of Toronto, is prominently located mid-way along the major spine running through campus. It is a very visible building to the campus community and the larger community of the city. As such, the building should present the image of a vital, active and welcoming center for Arts and Sciences education on the University of Toronto campus. Any additions to the building should contribute to enhancing this image.

Sidney Smith Hall, built in 1961, is a good example of the ideological style of “high functionalist modernism.” That is, as early as 1930 buildings were being built following the functional demands and needs of the user, in the spirit of the statement “form follows function”. We see such an expression of the functions of the building manifested in the individual wings devoted to particular uses – the tower for faculty and administrative functions, the lower wing for classrooms. The material palate is comprised of simple limestone, brushed aluminum and glass. A similar palate of materials and respect for existing proportions will be critical in reaching consensus around the building of additional space above this structure.

The enclosure of space under the patio overhang is currently being planned by another Users’ Committee. The enclosure is expected to extend in front of the lobby entrances both on the east and west patios. The façade of the 3<sup>rd</sup> Floor In-fill structure will extend downward to enclose the existing second floor balcony space where it will meet the roof of the patio enclosure project. As such, the Third Floor Infill project directly relates to the Patio Enclosure Project in that the two will meet at the point where the lobby is extended and the second floor balconies are enclosed. The committee feels strongly that, for reasons of consistency of design the same architect should be hired to plan and design both projects. Similarly, significant cost savings may be possible if the two projects

should be carried out at the same time, as this would allow for a single staging of both projects.<sup>1</sup>

**c. Computing and Communications**

One hundred St. George Street is on the university backbone and already has a high level of connectivity.

**d. Security Issues**

Access control cards will be used to all offices. The In-fill space will be connected via hallways at either end to the existing Sidney Smith hall and will require the same level of security as the existing space.

**e. Secondary Effects**

- The stand-alone HVAC system and lobby skylights currently located on the roof of the 3<sup>rd</sup> floor will be removed. The HVAC system services the second floor computer room. While construction is under way, the computer room will have to be serviced through alternate means. The HVAC for the 3<sup>rd</sup> Floor In-fill will ultimately service the second floor computer room as well.
- For safety reasons, a full scaffolding will need to be constructed in the building lobby in order that it remain functional during the time of construction.
- Four existing offices will be rendered window-less with the construction of the adjacent 3<sup>rd</sup> Floor In-fill. Any design should provide for new transom windows to these existing offices in order that the maximum possible natural light remain.

**9. RESOURCE IMPLICATIONS**

**A. Capital Costs**

The 3<sup>rd</sup> Floor In-fill will be constructed in two phases. Together, the two phases are estimated to cost \$2,164,000. The phases are as follows:

**Phase One:**

Phase One will provide a new third floor of 7,182 gross square feet over the existing link between the tower and the undergraduate wing. Connections to this new space will be provided from the tower in two locations. The 3<sup>rd</sup> Floor In-fill will extend to the edge of the roof, including the enclosure of the east and west balconies on the second floor of the building. Only partitions to accommodate three faculty offices, the History Meeting Room, and both the Political Science Conference Room and Small Graduate Student Office (accommodating 9 student spaces) will be constructed. The remaining open space may be used to accommodate 15 additional graduate student offices in this phase. The total project cost for this phase of the work is estimated at \$1,844,000.

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<sup>1</sup> Text about the building refers to both Sidney Smith Hall projects - 3<sup>rd</sup> Floor In-fill and Patio Enclosure - and therefore is repeated in each committee report.

**PHASE ONE CAPITAL BUDGET GUIDELINE:**

<b>HARD COSTS</b>	
New Construction	\$1,199,000
Renovation	\$50,000
Balcony Enclosure	<u>\$70,000</u>
Total Tender Cost	\$1,319,000
GST (Net 2.31%)	\$30,000
Construction Contingency (10%)	<u>\$132,000</u>
<b>Net Construction Cost</b>	<b>\$1,481,000</b>
<b>SOFT COSTS</b>	
Permits, Legal Fees	\$21,000
Professional Fees	\$203,000
Services to Site	\$10,000
Computers and Equipment	\$2,000
Furnishings	\$121,000
Commissioning	<u>\$6,000</u>
<b>Total Soft Costs</b>	<b><u>\$363,000</u></b>

**TOTAL PHASE I PROJECT COST ESTIMATE: \$ 1,844,000**

**Phase Two:**

Phase two will provide the remaining partitions and furnishings to complete the project. The temporary 15 graduate student office spaces accommodated in the open space of Phase One will be moved to a renovated room 3050 to accommodate Political Science graduate students. This Phase will also include the interior retrofit and completion of a curtain wall enclosure of the east and west balconies. The total project cost for Phase Two is estimated at \$320,000.

**PHASE TWO CAPITAL BUDGET GUIDELINE:**

<b>HARD COSTS</b>	
New Construction	\$74,000
Renovation	0
Balcony Enclosure	<u>\$62,000</u>
Total Tender Cost	\$136,000
GST (Net 2.31%)	\$3,000
Construction Contingency (10%)	<u>\$14,000</u>
<b>Net Construction Cost</b>	<b>\$153,000</b>
<b>SOFT COSTS</b>	
Permits, Legal Fees	\$3,000
Professional Fees	\$23,000
Services to Site	0
Computers and Equipment	\$3,000
Furnishings	\$122,000
Moving and Staging	\$10,000
Commissioning	<u>\$6,000</u>
<b>Total Soft Costs</b>	<b><u>\$167,000</u></b>

**TOTAL PHASE II PROJECT COST ESTIMATE \$320,000**

**TOTAL COST PHASE ONE AND PHASE TWO:**

PHASE ONE	\$1,844,000
<u>PHASE TWO</u>	<u>\$320,000</u>
	<b>\$2,164,000</b>

The full Capital Cost Estimate and Functional Layout may be found in Appendix D.

**B. Annual Facilities Operating Costs**

Based on 2000-2001 budget estimates, operating costs for the additional space should cost approximately \$90 per net assignable square meter. This includes operating, maintenance and utilities.

**10. FUNDING SOURCES**

Funding in the amount of \$455,000 has been received by the Faculty of Arts and Science to construct this project. An additional \$100,000 is available for the construction of the Political Science seminar room and modest modifications to room 3050 for graduate student office space.

At the time funding was being discussed for this project (1999), construction costs were lower than today. Because of the extremely competitive construction market currently, the original estimate for this project has risen substantially. In order to complete Phase One an additional \$1,289,000 is required. To complete Phase Two, a further \$320,000 is needed. In total, to complete both phases of work for the Sidney Smith 3<sup>rd</sup> Floor In-fill, an additional \$1,609,000 will be required.

**11. SCHEDULE**

The schedule recommended by Property Management, Design and Construction assumes tender end of September 2001, tender closing end of October, award of contract mid November and 5-6 months for construction with a completion date in May/June 2002. Work on site cannot begin until the City approves a variance to existing zoning to allow for construction in this location. The earliest this would occur would be three months after an application is made.

**12. RECOMMENDATIONS**

The committee recommends:

- **That the space program identified in the report be approved.**
- **That the project be implemented with funding of \$1,609,000 from the UIIF in full and that concept design begin immediately together with the recommended space program identified in the Users' Committee Report for the Sidney Smith Hall Patio Enclosure.**

## **APPENDICES**

- A. Room Specification Sheets
- B. Capital Cost Estimate/ Total Project Cost
- C. Environmental Protection Advisory Committee Guidelines

## APPENDIX A

**SECTION A:**

Private Faculty Office

- Rooms Required:** as indicated in space program
- NASM Required:** 13 nasm each, or as indicated in space programme

**SECTION B:**

- A. Space purpose and type of activity:**  
private professorial offices for preparation of class material and student counseling and research
- B. Number of occupants, resident:** 1
- C. Number of occupants, transient:** 2-3
- D. Space relationship, proximity to other rooms/facilities:** contiguous with other academic spaces
- E. Visual relationship, proximity to other rooms/facilities:**
- F. Furniture and equipment, fixed:**  
for each: 1 bulletin board or white board (approximately 2' x 3')  
flush mounted pilasters (shelf standard) with shelves provided for the full wall length on both sides, 7ft. high  
heavy duty coat hook on back of door
- G. Furniture and equipment, moveable:**  
for each: 1 L shaped desk with computer station (minimum 6'x 6') with computer tray  
1 lateral filing cabinet with lock (3ft., 5 drawer)  
1 ergonomic desk chair on casters  
2 side visitors chairs with arms  
1 meeting table (in offices where space allows)  
garbage and recycling bins  
task lighting

**SECTION C:**

- H. Lighting:** natural light is essential (operable window preferred, with meco type blind)  
over head fluorescents with parabolic reflectors
- I. Power requirements:**  
for each station: 1 telephone line  
1 data link  
1 duplex receptacle in each wall (every 2 offices share 1 circuit)
- J. Special systems:** access control card entry locking system
- K. HVAC:** individual control where possible, zone control if not
- L. Plumbing:**
- M. Special finishes:** 2ft. glazed transom panel to match existing Sidney Smith offices (to allow maximum amount of natural light into both corridor and offices)  
side vision panels at doorways with attached blind for privacy  
signage including name plate, room # and bulletin board affixed to outer side of door  
use of warm materials desired including wood where possible
- N. Special Needs:** acoustic isolation from all adjacent rooms  
door set back to allow maximum bookcase space

**SECTION A:**

**Graduate Student Office Carrel**

- Rooms Required:** as indicated in space program
- NASM Required:** 4 nasm each, or as indicated in space programme

**SECTION B:**

- A. Space purpose and type of activity:**  
offices for research and preparation of thesis material
- B. Number of occupants, resident:** 1
- C. Number of occupants, transient:** 2
- D. Space relationship, proximity to other rooms/facilities:**  
3 to 15 lockable carrels grouped together in varying enclosed office spaces.
- E. Visual relationship, proximity to other rooms/facilities:**
- F. Furniture and equipment, fixed:**  
for each: 1 bulletin board (approximately 2' x 3')  
coat hook attachable to carrel
- G. Furniture and equipment, moveable:**  
for each carrel: 1 30" desk unit with computer arm and keyboard tray  
lockable file drawer to fit under desk unit.  
three-foot wide bookcase with adjustable shelves hung above desk  
1 ergonomic armchair on castors

**SECTION C:**

- H. Lighting:** natural light is essential (operable window preferred, with blinds )  
over head fluorescent with parabolic reflectors
- II. Power requirements:**  
for each: 1 data link  
1 quad receptacle  
for each 3 carrels:  
1 telephone drop
- J. Special systems:**  
Special attention should be paid to acoustics so to diminish ambient noise due to shared office space. Absorptive materials are preferred to baffle sound.  
Punch code entry to room or access card key locking system
- K. HVAC:**  
Adequate zone control necessary
- L. Plumbing:**
- M. Special finishes:**
- N. Special Needs:** acoustic isolation from all adjacent rooms

**SECTION A:**

**Seminar Room**

**Rooms Required:** as indicated in space program

**NASM Required:** 90 nasm each

**SECTION B:**

**A. Space purpose and type of activity:**

Group meetings, seminar and workshop bookings

**B. Number of occupants, resident:** 0

**C. Number of occupants, transient:** 50

**D. Space relationship, proximity to other rooms/facilities:**

Adjacent to Political Science Department faculty and graduate student offices

**E. Visual relationship, proximity to other rooms/facilities:**

**F. Furniture and equipment, fixed:**

Coat hooks adjacent to entry

Built in lockable cabinetry to hold AV equipment and to be used to serve coffee and refreshments during meetings or seminars.

Electronically operated screen

White Board

**G. Furniture and equipment, moveable:**

Board Room table to seat 30

30 chairs suitable to fit around table

20 additional chairs to be set up on risers around table for large discussions and seminars

**SECTION C:**

**H. Lighting:**

natural light is essential

over head fluorescents with parabolic reflectors

dimnable pot lights on separate switches for sections of room

**III. Power requirements:**

1 dual data link

1 quad receptacle in each wall

**J. Special systems:**

**K. HVAC:**

individual room control of heating and ventilation

**L. Plumbing:**

**M. Special finishes:**

**N. Special Needs:** acoustic isolation from all adjacent rooms

**SECTION A:**

**Meeting Room**

**Rooms Required:** 1

**NASM Required:** 25 nasm

**SECTION B:**

- A. Space purpose and type of activity:**  
Faculty meetings
- B. Number of occupants, resident:** 0
- C. Number of occupants, transient:** 12-15
- D. Space relationship, proximity to other rooms/facilities:**  
Adjacent to History Department faculty offices
- E. Visual relationship, proximity to other rooms/facilities:**
- F. Furniture and equipment, fixed:**  
Coat hooks adjacent to entry  
Built in lockable cabinetry to hold AV equipment  
Electronically operated screen  
White Board
- G. Furniture and equipment, moveable:**  
Board Room table to seat 15  
15 chairs suitable to fit around table

**SECTION C:**

- H. Lighting:** natural light is essential  
over head fluorescents with parabolic reflectors  
dimmable pot lights on separate switches for sections of room
- IV. Power requirements:**  
1 dual data link  
1 quad receptacle in each wall
- J. Special systems:**
- K. HVAC:** individual room control of heating and ventilation
- L. Plumbing:**
- M. Special finishes:**
- N. Special Needs:** acoustic isolation from all adjacent rooms

## **APPENDIX B**



## MEMORANDUM

February 9, 2001

To: Professor Rob Vipond  
Chair, User Committee  
Sidney Smith Hall – Third Floor In-Fill Project

From: Ihor Kotowycz, Manager, Design

Re: Sidney Smith Hall – Third Floor In-Fill Project  
U of T Project 33-98-179

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Based on our last meeting, the following is the scope of work and the project cost estimate for Phase I and Phase II of the project:

### Phase I

This phase would consist of constructing a new, single storey addition on the roof of the existing link between the Sidney Smith tower and the Undergraduate Wing. Partitioned offices would be located in the east and west ends, leaving a large, open area in the centre. The entire Phase I area would be carpeted and equipped with HVAC and lighting. Some telephone lines, data cabling, and furniture would be provided. The curtain wall would be extended to enclose the balcony on the second floor.

Total Project Cost Estimate for construction of Phase I  
(as detailed on attached TPC) would be \$1,849,000

### Phase II

This phase would consist of constructing internal partitions for offices to be located in the large, central open area. Additional power, lighting and HVAC modifications would also be provided. The interior of east and west balconies would be retrofitted.

Total Project Cost Estimate for Phase II  
(as detailed on attached TPC) would be \$315,000

### Total

The total project cost for Phase I and Phase II \$2,164,000

More specifically the scope of the work for each phase is made up of the following items:

Phase I

General Trades:

- The existing roof will be removed
- The existing skylights will be removed and skylight opening closed
- A new floor slab will be provided
- A new, light-weight steel structure will be erected covering the full width and depth of the existing link
- A new skylight will be installed along the full length of the proposed corridor
- A new exterior double-glazed, insulated, metal-clad curtain wall will be installed on the East, West and South sides
- Scaffolding will be erected in the existing lobby to allow the lobby to be used throughout the course of construction
- The new curtain wall will be provided to enclose the two existing balconies on the second floor
- New 2' x 4' lay-in tile ceilings will be installed
- Partition walls at east and west ends of the space will be constructed and painted.
- The floor will be carpeted.

Mechanical:

- The HVAC unit, now located on the existing roof serving the computer lab on the West side of the second floor just below the proposed new addition, will be removed to accommodate the new addition.
- A new HVAC unit for the new addition (and the computer room serving the computer lab mentioned above) will be provided and installed on the new roof
- A primary main feed and some horizontal secondary feeds will be installed

Electrical:

- A new transformer will be provided and installed on the roof
- A new panel would be installed as required
- A primary main feed would be installed. Partial secondary distribution system will be provided at this time.
- New lighting will be provided
- New power distribution, outlets, light switches, etc. will be installed along the perimeter of the new space. (Total 24, of which 18 in open space area)
- Telephone lines and data cabling will be installed along the perimeter of the new space. (Total 13 each, of which 7 each in open space area)

Phase II

- General Trades:
- Internal partitions will be installed and painted creating 18 faculty offices
  - The ceiling will be modified where necessary
- Mechanical:
- The secondary distribution system and controls for all the offices will be installed
- Electrical:
- Light switches and additional power and data outlets will be installed in 18 faculty offices

In general, the project would be completed in phase II.

These estimates are based on the following factors and assumptions:

- 1) The project would be tendered in September 2001. If the project is to be done at a later date, the cost must be escalated using a factor of 8% per year.
- 2) No financing costs have been included.
- 3) Only a minimum amount of moving has been allowed and any staging requirements would have to be funded by the Faculty. A sum totalling \$10,000 has been designated for this purpose. If a different strategy is proposed in the future, the estimate would have to be adjusted accordingly.
- 4) No secondary effects have been included.

It should be noted that the present overall size of the project (6,150 sq. ft. gross floor area) is substantially larger than the original preliminary proposal (3,140 sq. ft. gross floor area) dated January 8, 1999.

I trust this will be of assistance to you.



Ihor Kotowycz

Attachments

c: J. Adams F. Galberg J. Oliver G. McCabe File

**CAPITAL BUDGET GUIDELINE**

**Project Name: Sidney Smith Hall - Third Floor In-Fill, Phase I**  
**Project No: 33-98-179**

February 9, 2001

	Gross Sq. Metres	Gross Sq. Feet	Cost/ Sq. ft.	Cost
<b>I NEW CONSTRUCTION</b>				
<b>A</b> New third floor on top of roof over existing link between tower and undergraduate wing. Includes some fit-out	571	6,150	\$195	1,199,000
<b>II RENOVATION</b>				
<b>A</b> Modifications to tower to allow for connection to new addition.				50,000
<b>III BALCONY ENCLOSURE</b>				
<b>A</b> Curtain wall enclosure of east and west balconies in existing link area of second floor	96	1,032	\$68	70,000

<b>TOTAL TENDER COST</b>	<b>\$1,319,000</b>
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<b>CALCULATION OF NET CONSTRUCTION COST</b>				
<b>1.0 Construction (including site development)</b>				
Total estimated tender price (Items I to III)				1,319,000
GST (Net 2.31%)				30,000
<b>Total Tender &amp; GST Cost</b>				<b>1,349,000</b>
<b>2.0 Construction Contingency (10%)</b>				132,000

<b>NET CONSTRUCTION COST</b>	667	7,182	206.2	<b>\$1,481,000</b>
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**CAPITAL BUDGET GUIDELINE**

Project Name: Sidney Smith Hall - Third Floor In-Fill, Phase I  
 Project No: 33-98-179

February 9, 2001

	Gross Sq. Feet	Cost/ Sq. ft.	Cost
<b>SUMMARY - SOFT COSTS</b>			
<b>3.0 Permits, Legal Fees</b>			
Building Permit			20,000
Legal fees			1,000
<b>Total Permits/Legal Fees</b>			<b>21,000</b>
<b>4.0 Professional Fees</b>			
Consultants-architect/engineers @ 10% of 1,451,000			145,000
Project Management @ 2.5% of 1,451,000			36,000
Material testing concrete, steel			5,000
Cost consultant			5,000
Asbestos testing & consultants			8,000
Commissioning			2,000
Miscellaneous			2,000
<b>Total Professional Fees</b>			<b>203,000</b>
<b>5.0 Services to Site</b>			
Central Services - electrical upgrade			
-mechanical upgrade			
-City service hook up			
Other utilities			
Other site development			10,000
<b>Total Services to Site</b>			<b>10,000</b>
<b>6.0 Computers, Telephones, A/V &amp; Equipment</b>			
Telephones only			2,000
<b>Total Telephones</b>			<b>2,000</b>
<b>7.0 Moving and Staging</b>			
			5,000
<b>8.0 Furnishings</b>			
Furnishings - W. side grad. stu. offices 9 x \$2,500			23,000
Furnishings - Seminar room 50 seats			20,000
Furnishings - Central area stu. offices 15 x \$2,500			38,000
Furnishings - History grad. stu. offices 6 x \$2,500			15,000
Furnishings - History faculty offices 3 x \$5,000			15,000
Furnishings - History meeting room 12 seats			10,000
<b>Total Furnishings</b>			<b>121,000</b>
<b>9.0 Commissioning - Misc. Supplies &amp; Trades</b>			
NIC Trades			6,000
<b>Total Commissioning</b>			<b>6,000</b>
<b>Sub Total - Soft Costs</b>			<b>\$368,000</b>
<b>TOTAL PROJECT COST ESTIMATE</b>			<b><u>\$1,849,000</u></b>

Prepared by:



Ihor A. Kotowycz, Manager of Design  
 Project Management, Design & Construction  
 Facilities & Services, University of Toronto

**CAPITAL BUDGET GUIDELINE**

Project Name: Sidney Smith Hall - Third Floor In-Fill, Phase II  
 Project No: 33-98-179

February 9, 2001

	Gross Sq. Metres	Gross Sq. Feet	Cost/ Sq. ft.	Cost
<b>I NEW CONSTRUCTION</b>				
<b>A</b> Interior Retrofit and completion of New third floor on top of roof over existing link between tower and undergraduate wing.	362	3,894	19	74,000
<b>II RENOVATION</b>				
<b>A</b> Modifications to tower to allow for connection to new addition.				0
<b>III BALCONY ENCLOSURE</b>				
<b>A</b> Interior Retrofit and completion of Curtain wall enclosure of east and west balconie in existing link area of second floor.	96	1,032	60	62,000

<b>TOTAL TENDER COST</b>				<b>\$136,000</b>
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<b>CALCULATION OF NET CONSTRUCTION COST</b>				
<b>1.0 Construction (including site development)</b>				
Total estimated tender price (Items I to III)				136,000
GST (Net 2.31%)				<u>3,000</u>
<b>Total Tender &amp; GST Cost</b>				<b>139,000</b>
<b>2.0 Construction Contingency (10%)</b>				14,000

<b>NET CONSTRUCTION COST</b>	458	4,926	31	<b>\$153,000</b>
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**CAPITAL BUDGET GUIDELINE**

Project Name: Sidney Smith Hall - Third Floor In-Fill, Phase II  
 Project No: 33-98-179

February 9, 2001

	Gross S Feet	Cost/ Sq. ft.	Cost
<b>SUMMARY - SOFT COSTS</b>			
<b>3.0 Permits, Legal Fees</b>			
Building Permit			2,000
Legal fees			1,000
<b>Total Permits/Legal Fees</b>			<b>3,000</b>
<b>4.0 Professional Fees</b>			
Consultants-architect/engineers @ 10% of 150,000			15,000
Project Management @ 2.5% of 150,000			4,000
Material testing concrete, steel			0
Cost consultant			0
Asbestos testing & consultants			0
Commissioning			2,000
Miscellaneous			2,000
<b>Total Professional Fees</b>			<b>23,000</b>
<b>5.0 Services to Site</b>			
Central Services - electrical upgrade			
-mechanical upgrade			
-City service hook up			
Other utilities			
Other site development			
<b>Total Services to Site</b>			<b>0</b>
<b>6.0 Computers, Telephones, A/V &amp; Equipment</b>			
Telephones only			3,000
<b>Total Telephones</b>			<b>3,000</b>
<b>7.0 Moving and Staging</b>			
			5,000
<b>8.0 Furnishings</b>			
Furnishings - Faculty offices 18 x \$5,000			90,000
Blinds			20,000
Security			10,000
Signage			2,000
<b>Total Furnishings</b>			<b>122,000</b>
<b>9.0 Commissioning - Misc. Supplies &amp; Trades</b>			
NIC Trades			6,000
<b>Total Commissioning</b>			<b>6,000</b>
<b>Sub Total - Soft Costs</b>			<b>\$162,000</b>
<b>TOTAL PROJECT COST ESTIMATE</b>			<b><u>\$315,000</u></b>

Prepared by:



Ihor A. Kotowycz  
 Manager - Design  
 Facilities & Services - Design & Construction

## APPENDIX C

## UNIVERSITY 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. Recognizing 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 a responsibility to society to act in ways consistent with the following principles and objectives:

### FUNDAMENTAL PRINCIPLES

- Minimization of negative impacts on the environment
- Conservation and wise use of natural resources
- Respect for biodiversity

### 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:

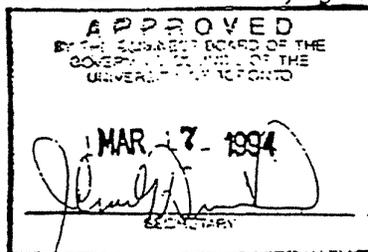
- Minimize energy use, through efficient management and practice
- Minimize water use, through efficient management and practice
- Minimize waste generation through reduction, reuse and recycling
- Minimize polluting effluent and emissions into air, land and water
- Minimize noise and odour pollution
- Minimize and where possible eliminate use of chemicals, including outdoor salt, pesticides, herbicides and cleaning agents
- Include biodiversity 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 representatives of the 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 & 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 the EPAC will be open.
- Facilities & 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 & Services will:
  - Regularly review University policies and procedures to ensure consistency with this policy;
  - Carry out appropriate environmental audits and pilot projects;
  - Undertake education and training programmes to inform the University community about this policy 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 requirements of the policy.
  - Annually issue a Report concerning the University's impact on the environment, summarizing initiatives undertaken and identifying matters which require particular attention.

March 7, 1994



*Janice Oliver*  
Janice Oliver,  
Assistant Vice-President,  
Operations & Services

## Draft Environmental Checklist for Users Committees/Design Standards (4/98)

### 0. General planning principles: Consideration of alternatives, Life cycle approach

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1. Minimize Energy Use
  - a) Thermal Energy: Heating, Cooling
  - b) Lighting
  - c) Ventilation
  - d) Machinery/Equipment
2. Minimize Water Use
  - a) Flushing
  - b) Washing-hand and body
  - c) Building Cleaning
  - d) Drinking
  - e) Experimental/lab
  - f) Outdoor
3. Utilization and Diversion of Rainwater
4. Waste Management
  - a) Reduction
  - b) Reuse
  - c) Recycling
  - d) Treatment and Disposal - possible on campus
5. Effluent and Emissions (reduce, reuse, recycle, dispose)
  - a) Indoor Air
    - Toxic
    - Noise
    - Odour
    - Ventilation
  - b) Outdoor Air - Laboratory emissions
  - c) Water - Hazardous Wastes
  - d) Land
6. Reduce Harmful Chemicals
  - a) Outdoor Salts
  - b) Pesticides/Herbicides
  - c) Cleaning Agents
7. Outdoor Environment
  - a) Encourage Biodiversity (encourage and protection of species)
  - b) Landscaping
  - c) Use of outdoor space (e.g. rest areas, roof gardens)
8. Monitoring and Metering of Use of Resources and Wastes
  - a) Water
  - b) Electricity
  - c) Heat
  - d) Wastes
9. Visibility of Environmental Concerns
  - a) Pilot Projects
  - b) Posters/Displays
10. Material Choice (Use of endangered/exotic materials, off-gassing)
  - a) Building Fabric
  - b) Fixtures and Furnishings