

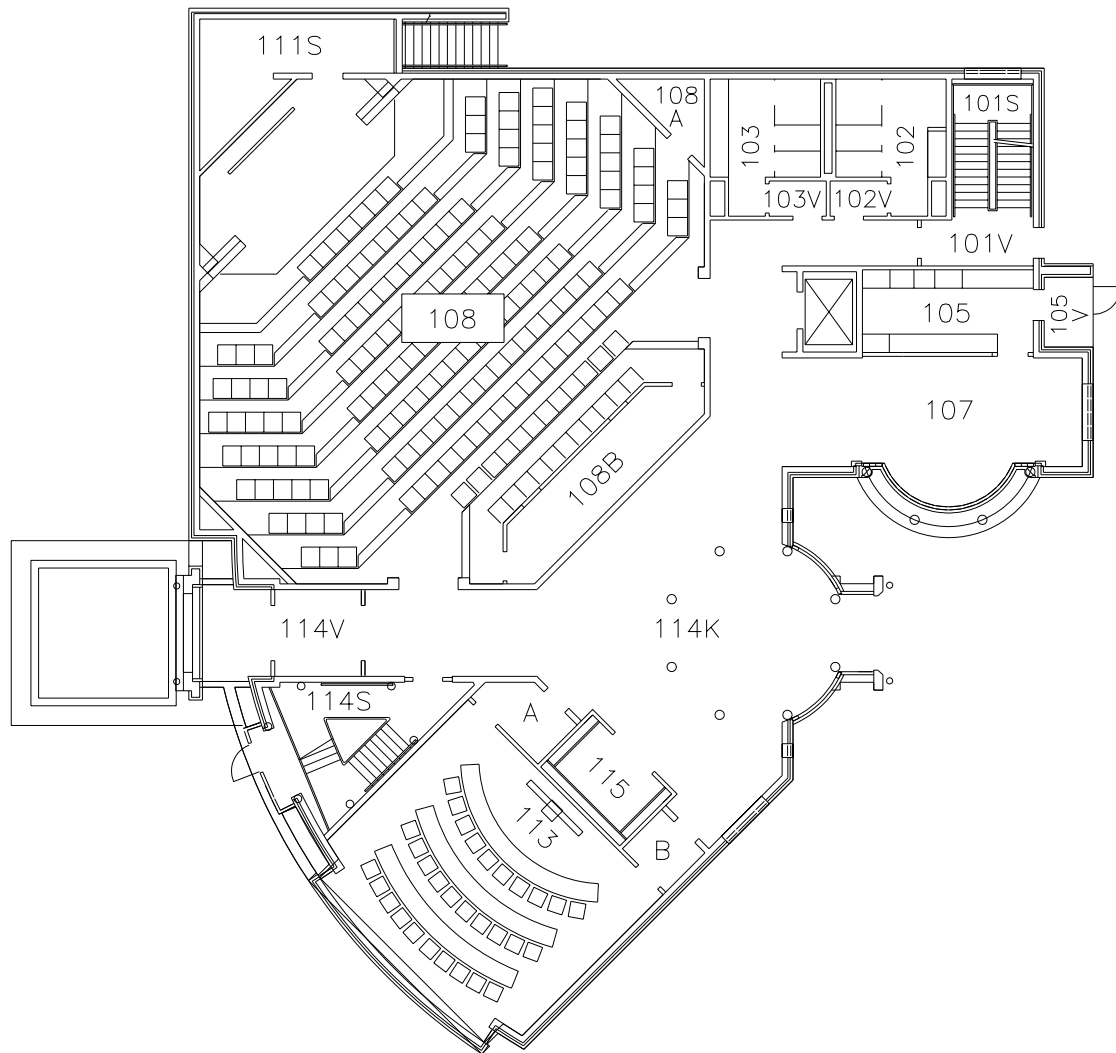
Appendix A:

**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

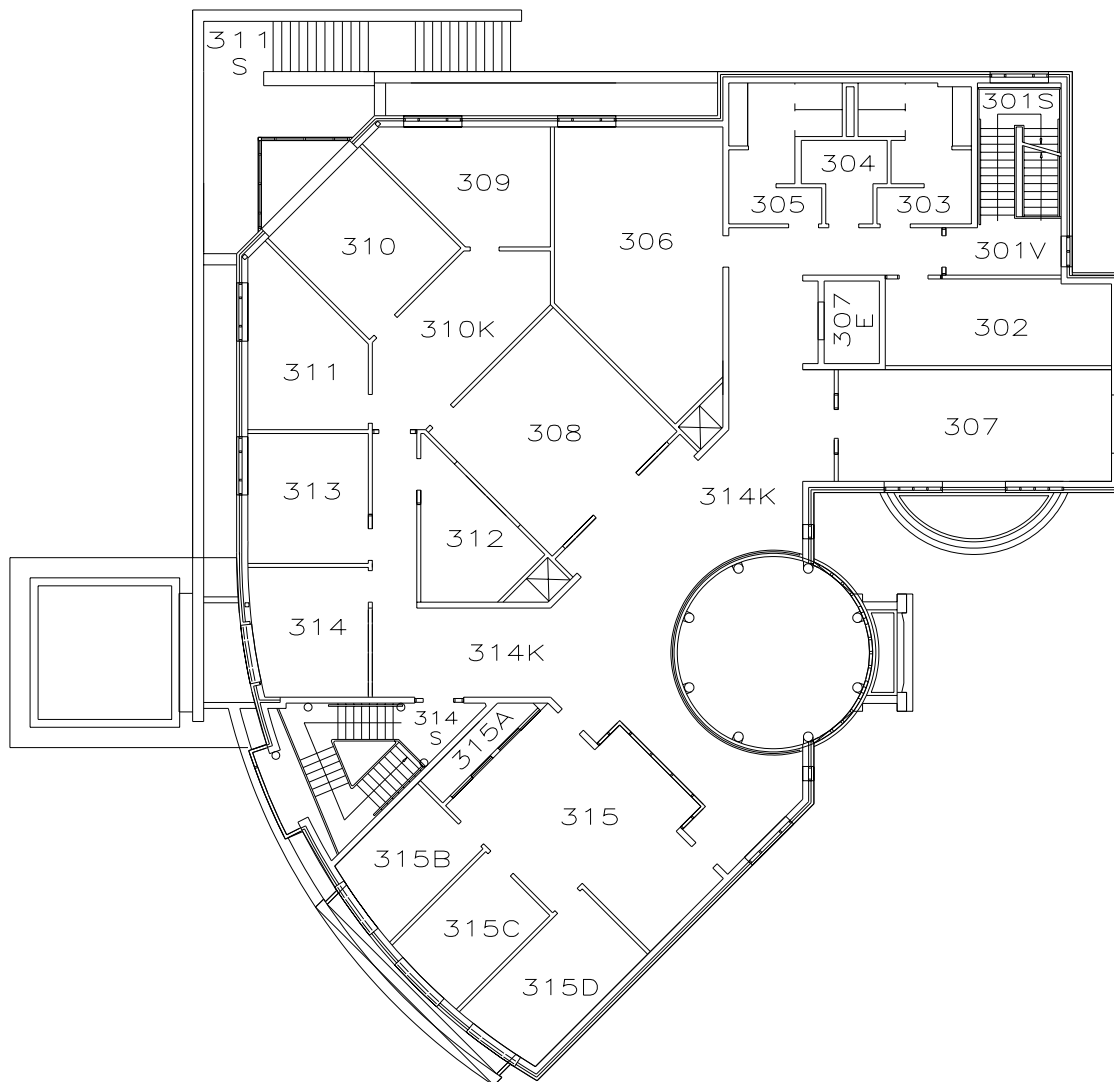
Room No.	Description	Department	Area (m²)
202	Caretaking Storage	Building & Grounds	7.68
203	Washroom (Men's)		13.72
204	Janitor's Closet		5.81
205	Washroom (Women's)		13.23
207	Conference Room	Faculty of Pharmacy	47.29
207A	Audiovisual Storage	Faculty of Pharmacy	3.93
208	Computer Training Room (25 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.

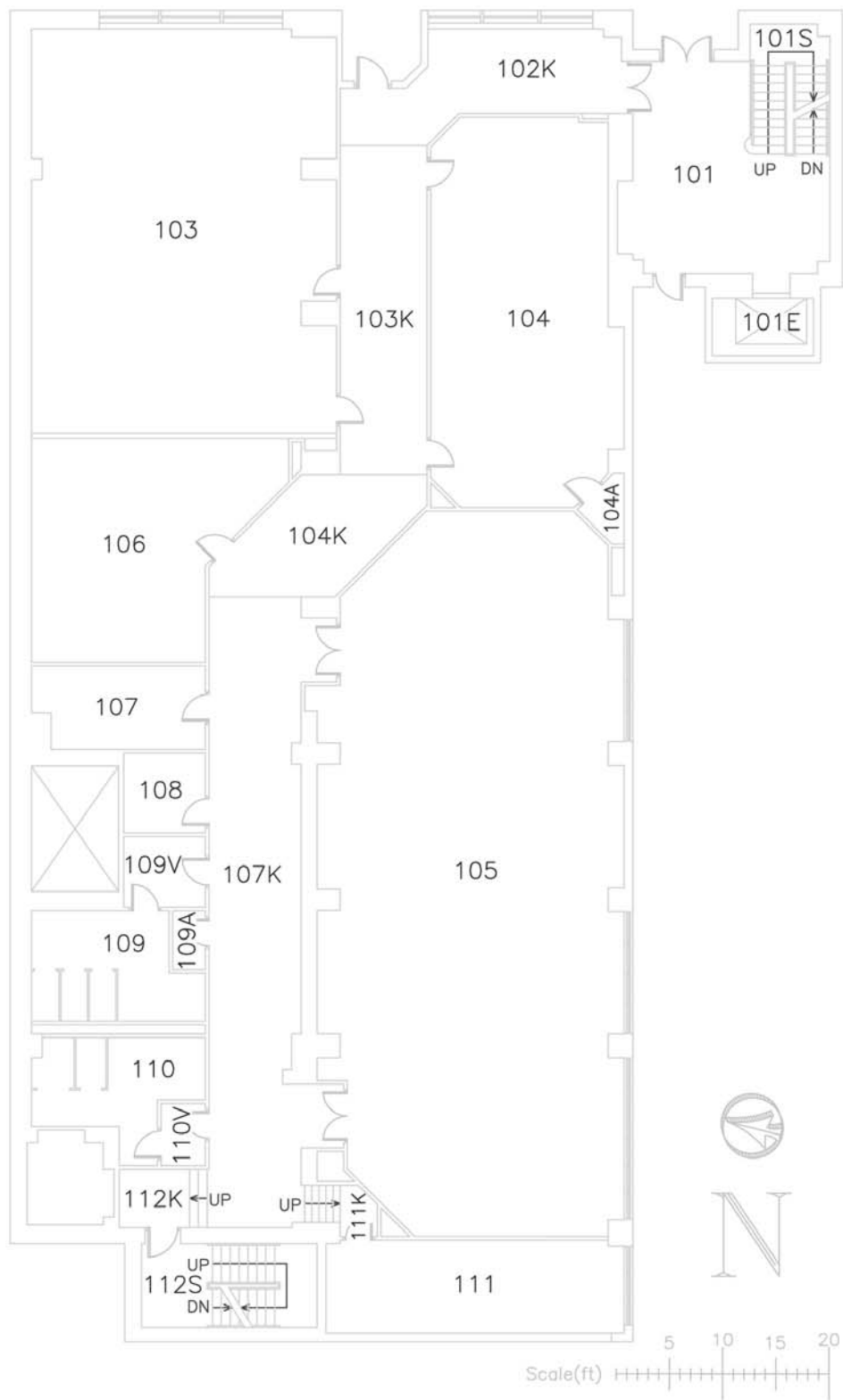
Until recently, the Department of Family and Community Medicine was located here (now in 263 McCaul Street), but this location continues to house the costume and prop collection of the Graduate Centre for Study of Drama (basement), the offices of Caretaking Services (third floor), and the Faculty of 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.

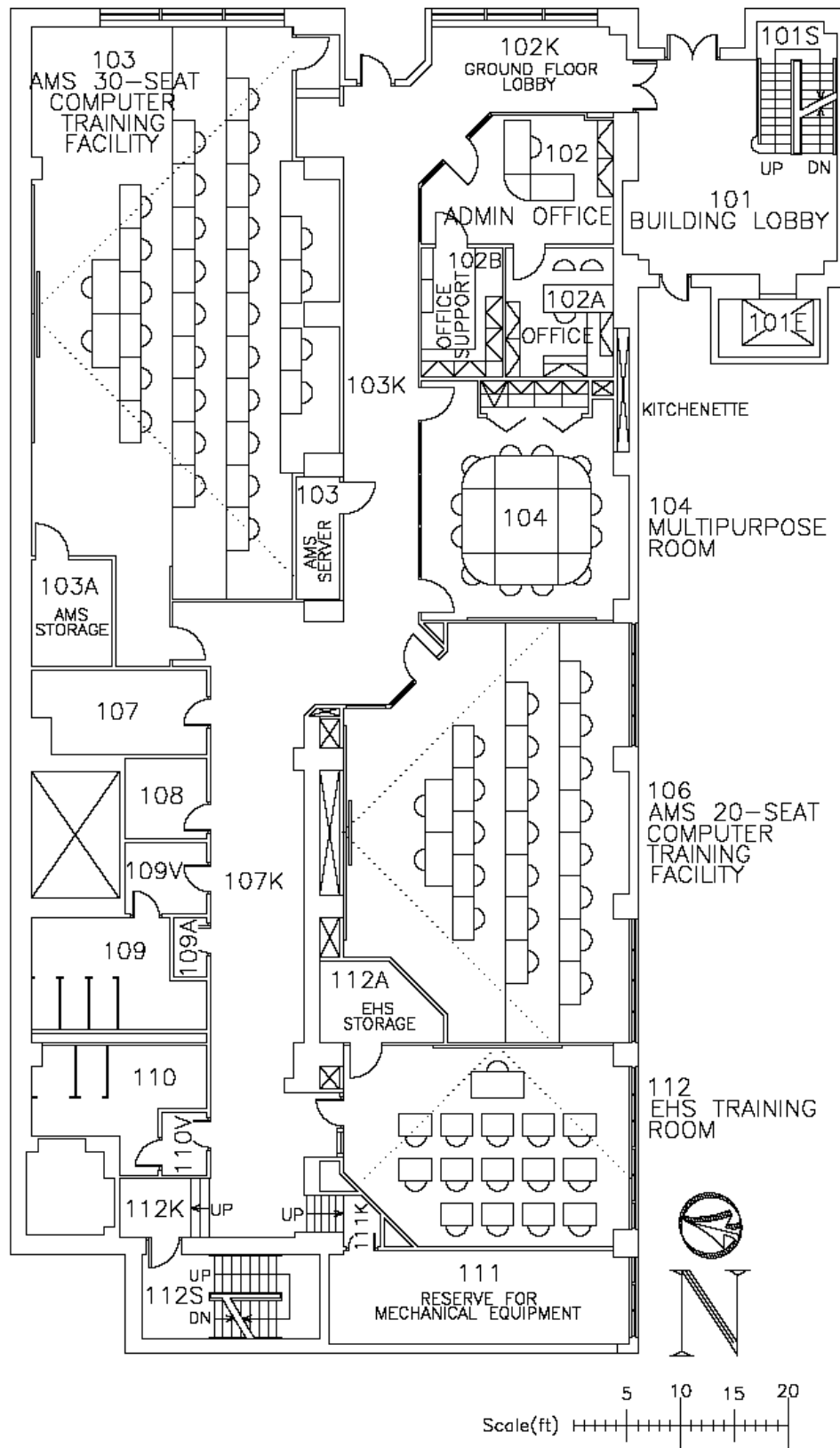
This proposal recommends that all of the assignable areas and corridors be demolished, and completely renovated into a training centre for AMS and HR. The accompanying sketch illustrates the proposed new arrangement on the first floor that is needed to accommodate the two AMS Computer Training Facilities, 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
Telephone: (416) 978-1039 Fax: (416) 971-2046

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	\$0	\$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	\$0	\$0	\$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	\$0	\$0	\$0	\$1,551
furn,equip, misc.	\$0	\$0	\$0	\$0	\$0	\$0	\$358	\$0	\$0	\$0	\$0	\$358
subtotal, not including interest	\$100	\$96	\$428	\$400	\$865	\$540	\$896	\$0	\$0	\$0	\$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)	(\$3,389)	(\$3,389)	(\$3,389)	
change	(\$100)	(\$96)	(\$428)	(\$400)	(\$865)	(\$540)	(\$896)	(\$3,389)	(\$3,389)	(\$3,389)	(\$3,389)	
int exp	(\$0)	(\$1)	(\$3)	(\$6)	(\$12)	(\$18)	(\$24)	\$0	\$0	\$0	\$0	(\$64) est. project
close bal	(\$100)	(\$197)	(\$629)	(\$1,035)	(\$1,912)	(\$2,469)	(\$3,389)	(\$3,389)	(\$3,389)	(\$3,389)	(\$3,389)	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
-------------------------------------	------------------------------	---------------------------------

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