

REPORT OF THE PROJECT COMMITTEE
FOR THE HUMANITIES CENTRE
THE RE-LOCATION OF THE DEPARTMENTS
OF ENGLISH, LINGUISTICS, PHILOSOPHY AND RELIGION
TO THE MEDICAL ARTS BUILDING

Original Report (including data) 2002 - 2003

Final Report, April 17, 2005

Prepared by Campus and Facilities Planning

**REPORT OF THE PROJECT COMMITTEE FOR THE HUMANITIES CENTRE
THE RE-LOCATION OF THE DEPARTMENTS OF ENGLISH, LINGUISTICS, PHILOSOPHY
AND RELIGION
TO THE MEDICAL ARTS BUILDING | APRIL 2003**

Executive Summary

In April 2002, the 10-storey Medical Arts Building, located at 170 St. George Street, was purchased by the University of Toronto with the intent to accommodate University of Toronto faculty and administrative offices at this location. Currently approximately 80-90% of the building is occupied by medical offices with leases being honored through June 2006. This unusually extended period of time should provide all occupants with sufficient time to relocate. However, some 20% of leases have options to renew beyond 2006. This report assumes that few if any of these lease holders will choose to remain post June 2006 as the building becomes less and less populated with medical offices.

The Faculty of Arts and Science have identified the Departments of English, Linguistics, Philosophy and Religion for possible relocation to this site. Upon completion of renovations, each department will occupy one or more contiguous floors of the building, allowing each department to consolidate its faculty and administrative staff, as well as research associates and graduate students, to one “home-base” location. Currently the building, home to medical practitioners, is divided into medical suites that are not particularly well suited to faculty, staff and student offices. As such, renovation of the upper floors (2-10) will be required in order to appropriately accommodate the four departments in this location.

After a great deal of consultation and analysis, the committee recommends a total of 5378 nasm (approved plan) or 5864 nasm (anticipated plan) be allocated to departments including 106 nasm of common space and the following:

English Department	2445 (approved) 2598 (anticipated) nasm to be located on floors 3 - 5;
Religion Department	787 (approved) 865 (anticipated) nasm to be located on floors 6;
Linguistics Department	646 (approved) 700 (anticipated) nasm to be located on floor 7;
Philosophy Department	1394 (approved) 1595 (anticipated) nasm to be located on floors 8 - 9.

In addition, 585 nasm of space is allocated to common university uses including 250 nasm archival storage in the basement and 194 nasm of OSM seminar space. The ground level retail operations are expected to remain. Floors 2 and 10 may be used for shared activities.

During the period between the time this report is submitted and the time all medical suites are vacated three years hence, some faculty offices may be established on floors where vacant offices exist. These offices will be only minimally renovated, similar to

those renovations done to accommodate the first group of faculty in the English department within the building. Offices would be provided here only for faculty with no other office on campus, consistent with the University's policy for office allocation.

Meetings will be held among the executive group of the Project Committee to discuss any updates to the building's lease agreements and possible faculty office requirements. These meetings may also be held to discuss the possible early renovation to full floors at a date earlier than June 2006 if a full floor becomes available. Because the departments slated to locate here are anxious to consolidate their facilities, earlier construction would help to minimize the delay between the conceiving of this space and its actuality. The executive committee will report to governing council any changes or opportunities regarding leases within the building.

Assuming only small renovations are possible before June 2006 when offices are vacated, major construction will occur between July 2006 and July 2007 with the building being ready for occupancy July 2007. This schedule assumes that all leases will be vacated or incentives given to vacate all upper level space as of June 2006. If leases remain after 2006, consideration may need to be made to consolidating remaining medical offices onto one or more floors in order to facilitate construction/renovation on all other floors.

The total project cost is estimated at \$17,065,416 for the departmental spaces and an additional \$812,136 for the basement archival storage. The total project cost, therefore, is estimated at \$17,877,553.

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I. Membership (Planning Committee 2003)

Ray deSouza, Director Planning and Infrastructure, Faculty of Arts and Science, (Co-Chair)

Jennifer Adams, Campus and Facilities Planning (Co-Chair)

Julia McCammond, Planning and Infrastructure, Faculty of Arts and Science

Alan Bewell, Chair, Department of English

Donna Sabo, Department Manager, Department of English

Cheryl Misak, Chair, Department of Philosophy

Suzanne Puckering, Administration, Department of Philosophy

James Discenso, Chair, Department of Religion

Irene Kao, Administration, Department of Religion

Diane Massam, Chair, Department of Linguistics

Peter Reich, Faculty, Department of Linguistics

Julian Binks, Project Planning

Ihor Kotowycz, Facilities and Services

Carl Amrhein, Dean of Arts and Science, ex-officio

Ron Venter, Vice-Provost, Space and Facilities Planning, ex-officio

II. Terms of Reference

This Project Committee was co-chaired by Ray deSouza and Jennifer Adams. The approach was to ensure that all detailed departmental requirements were addressed internally within Arts & Science. The space programs of each of the four departments were developed as the long term plan to address precisely how to accommodate each of the four units in the building post June 2006. Between the present time and June 2006 suites will become available for use on any of the floors on the building; such suites will be assigned to one of the four units always with the view to address the 2006 plan for each of the Departments. The terms of reference are:

1. Make recommendations and provide the Master Plan of the detailed space program indicating how the space and facilities for the Departments of English, Linguistics, Philosophy and Religion should be organized within the Medical Arts building at 170 St. George Street. The ground floor could essentially be maintained commercial, but the Project Committee may wish to put forward alternate recommendations for consideration.
2. Identify the space program as it is related to the existing and planned enrolment targets as approved in the departmental academic plans. It is required to identify the total nasm assigned to each academic unit as recorded in the 2001/2002 COU inventory, as well as the projected space plan [nasms] that will be occupied by each unit post June 2006, i.e. the space that each unit will occupy both within and external to the Medical Arts Building.
3. Demonstrate that the proposed space programs will take into account the Council of Ontario Universities and the University's own space standards. Identify all additional space needs [space now occupied at present to the post June 2006 plans] consistent with the COU standards

4. Identify all space and the location of this space occupied by each of the four departments as of July 1st, 2002 as well as the space and location of the space planned to be occupied by the respective departments in June 2006.
5. Identify all space on the University of Toronto campuses as well as all rental space that will become available for re-allocation centrally as a result of the acquisition and the relocation of the four departments into the Medical Arts Building.
6. Plan to realize maximum flexibility of space within the Medical Arts Building to permit future allocation, as program needs change.
7. Identify the equipment and moveable furnishings, which will be necessary to the project. Identify all standards pertaining to types of fixtures, color of paint, carpet pattern and colour to be adhered to throughout the project.
8. Identify requirements for networking and other electronic and data communications consulting with CNS on the recommendations to be included in the report.
9. Identify and assess the planned academic use of the Medical Arts Building to permit future allocation, as program needs change.
10. Identify a phasing plan and implementation plan for the project through 2006.
11. Provide a total project cost estimate identifying all resource implications including a projected increase to the annual operating cost for the University. Identify an overall cost per square foot and funding.
12. Identify all costs associated with the transition during the renovation of suites and secondary effects resulting from the realization of this project.
13. Identify all sources of proposed funding for this project, in total and for each of the four years to 2006.
14. Identify the on-going reporting structure and the allocation of all space to the four Departments within the Medical Arts Building for the transitional period through to 2006.
15. Interim reports will be required to be available in the fall of 2002 to address the renovation of approximately 10-15 suites required for the Department of English. This interim report will require approval by AFD.
16. The final report to be filed by December, 2002 clearly identifying the entire allocation and use of space by each department through to 2006. The final report must also identify the space within the Medical Arts Building that will not be used by four departments, post 2006.
17. Suggest a new name for the building to better identify its new occupants, post 2006.

III. Background Information

In April 2002, the 10-storey Medical Arts Building, located at 170 St. George Street, was purchased by the University of Toronto with the intent to accommodate University of Toronto faculty and administrative offices at this location. Currently, approximately 80-90% of the building is occupied by medical offices with leases being honoured through June 2006. This unusually extended period of time should provide all occupants with sufficient time to relocate. However, some 20% of leases have options to renew beyond 2006. The report assumes that few, if any of these lease holders will choose to remain

post June 2006 as the building becomes less and less populated with doctors offices. As such, the report assumes that renovations to floors 2-10 and the basement can be undertaken after the June 2006 date. The executive group of the Project Committee will continue to meet on a quarterly basis and will submit updates to the governing council regarding the status of lease agreements twice yearly.

The building is well located at the north end of the St. George campus with convenient subway access and within close walking distance of the Robarts Library and Sidney Smith Hall.

The Faculty of Arts and Science has identified the Departments of English, Linguistics, Philosophy and Religion for relocation to this site. Upon completion, each department will occupy one or more contiguous floors of the building, allowing each department to consolidate its faculty and administrative staff, as well as research associates and graduate students, to one “home-base” location. Currently the building, home to medical practitioners (primarily dentists and psychologist/psychiatrists), is divided into medical suites that are not particularly well suited to faculty, staff and student offices. As such, renovation of the upper floors (2-10) will be required in order to appropriately accommodate the four departments in this location.

As an interim measure, AFD approval was given to make available several suites through minimal renovations (rooms were cleaned and painted, carpets laid and rooms furnished) to accommodate English faculty. The move into the building was required to accommodate new faculty with no options of office space elsewhere on campus. The move was also expected to signal to the doctors currently leasing space in the building the University’s commitment to the building as a location for its faculty and staff. Faculty currently located here, however, has been greeted with unfriendly remarks and building rules counter-productive to academic enterprises. Central administration has been made aware of the difficulties facing these faculty members and it is expected that every reasonable effort will be made to address the issues facing faculty in this location and to make these faculty feel welcome and part of the University community. This is particularly critical as, where necessary, additional suites may be similarly renovated to accommodate further faculty associated with the four departments being located within the Medical Arts building during the next three years prior to full renovations.

Retail operations at grade are not changed by the recommendations of this report, and are expected to remain tenants. Suite 100, currently a lab servicing the doctors suites above, is expected to move – freeing up the space for further retail. The Bank of Montreal, currently located at grade also rents office space on the 2nd floor. This lease has been extended to 2014.

Finally, it is proposed as part of this report, that the basement space will be renovated to hold University archival storage. The costs of renovating this space will be identified separately in order that the work in this area may be separated from the costs of relocating the four departments. The Bank and restaurant currently located on the ground level also

lease space within the basement. This space is expected to remain available to these tenants.

IV. Statement of Academic Plan

Department of English

Since 1975, when four college departments of English were combined into the unitary Department of English as we know it today, the most intractable problem facing this Department has been the absence of actual departmental space. Administrative offices were situated in the Gerstein Building, 7 King's College Circle, but most English faculty continued to be housed in colleges. More English faculty have been able to occupy offices in this building over the past six years, as we inherited space vacated by the French Department when it moved to Clover Hill, and this increase has already produced new energies in the Department. For the most part, however, with faculty dispersed across campus, it has been very difficult for the Department to foster a desirable intellectual community. The absence of a centralized faculty, of study space for our graduate students, of computer facilities, and of office space for postdoctoral fellows and professors emeritus has prevented the formation of the intellectual synergies that are of great importance in high-profile university departments. The Department looks forward to the opportunity of moving to a building where faculty, administrative staff, and students will be able to interact with each other in a more productive manner.

The Department of English has an international reputation as being among the finest places to study English in the world, and is without doubt the best there is in Canada. It structures its academic programs historically, emphasizing breadth of training in periods, genres, and new methodologies. A focus on the history of the language as well as the literature of the English-speaking world has quite reasonably led to a greater emphasis having been placed traditionally on the literature of England. In recent years, however, the Department has substantially increased its attention to "new" literatures in English; in addition to American and Canadian literature, we teach courses in African, Caribbean, Australian, New Zealand, South Asian, and Asian North American literatures. Entirely new areas of study such as world literature in English, children's literature and Native North American literature have been added to the curriculum. Even in courses with the most traditional titles such as Shakespeare or the Victorian novel, the selection of texts as well as how they are taught undergoes regular reassessment and alteration. In English studies, the most vital and influential of new theoretical approaches often emerge in the context of traditional literary fields.

Our extensive involvement with other units and departments reflects the Department's commitment to interdisciplinary research. Members of the department contribute to the teaching of interdisciplinary programs at both the undergraduate level (e.g., Canadian studies, Christianity and culture, cinema studies, Aboriginal studies, Women's studies) and the graduate level (comparative literature, drama, medieval studies). Members of the department also bring their interdisciplinary interests to their English courses, addressing such areas as the relationship between English literature and literature in other languages; and between literature and the other arts, sciences, history, medicine, and philosophy; and the nature of literary language.

Research

The 2002-2003 OCGS review and the two ROS reviews all strongly endorsed the range and quality of research in the Department. Though our numbers have been reduced, our productivity has increased. Many of our faculty have been the recipients of prestigious prizes and awards (Killams, Guggenheims, Connaughts), and we remain outstanding in our success in peer-reviewed grants competitions, such as SSHRC Standard Research Grants.

The range and diversity of Faculty scholarship is too great to provide an adequate summary here. Department has been systematically developing new areas of scholarship and in encouraging collaborative and interdisciplinary modes of research. We continue to be known for our strength in medieval studies, and a recent appointment has solidified our position in Anglo-Saxon studies for many years to come. Medieval and Renaissance Drama remain active, particularly in the area of Records of English Drama. Seventeenth-, Eighteenth-, and Nineteenth- Century British literature have seen a substantial decline in numbers, but the faculty in these areas is also extraordinarily productive. In Twentieth-century literature--Canadian, American, and particularly the newer literatures in English, such as Caribbean, African, South Asian, Asian North American—our strength is impressive. Collaborative programs, such as Women’s Studies or the History of the Book and Print culture, are receiving increased interest.

Teaching

The English Department has always been strongly committed to teaching, which remains important to its sense of identity. All faculty are actively engaged in teaching, and many have been recipients of teaching awards.

In the Faculty of Arts and Science’s Student Opinion Survey the Department consistently scores in the range 5.85-5.90 on the question that invites students to rate instructors on a seven-point scale, with 7 as “excellent” and 6 as “very good.” English is a core subject in the Faculty of Arts and Science, and our high enrolments reflect its popularity as a major or elective. At a time when more students are electing to do double Majors and when interdisciplinary perspectives are valued, English has become an increasingly popular subject of study. Over the past eight years, the Department has seen enormous growth in its enrolment, particularly at the undergraduate level, even as its faculty complement has become significantly smaller. In 2002-03, our program enrolments (Specialist, Major, and Minor) increased by 30%. This has placed enormous pressure upon our teaching staff. Appropriate classroom space remains an ongoing concern. Recently we have experimented with offering two courses in large lecture sections (of over 300 students), but most of our classes range between 20 and 80 students.

Over the past thirty years, in North America, literary criticism has played an important role in the development of interdisciplinary studies and the formation of new critical methodologies. The English Department at the University of Toronto reflects these concerns. Our undergraduate and graduate programs and courses reflect our commitment to responding to new currents within the discipline. At the same time, many of the faculty is actively engaged in collaborative, cross-disciplinary activities.

Our graduate program continues to be the best in Canada, with one of the most extensive curricula in North America and with students from coast to coast in Canada, and this past year alone, from Australia, Brazil, Germany, Japan, New Zealand, Nigeria, South Africa, the United Kingdom and the United States. Graduate courses reflect our commitment to the historical understanding of literature, to addressing the cultural, racial, and ethnic diversity of English writing, to supporting interdisciplinary work, and to fostering new critical methodologies alongside the cultivation of traditional ones. The most significant disadvantage that our graduate students face is the lack of adequate study facilities within the Department. The absence of adequate space for students to interact intellectually each other and with faculty remains a critical problem that will finally be addressed by our move to the Medical Arts Building.

The Future

The English Department has been extraordinarily successful in maintaining its international reputation as a department that provides broad coverage in both traditional and newer fields of literary study and methodologies. This balance has not been easily achieved, and further declines in faculty complement would significantly threaten it. Continuing enrolment pressures in English for the foreseeable future combined with the increasing demand for English faculty by collaborative and interdisciplinary programs further suggests that the size of the faculty should remain at its current levels. The development of our strengths in newer literatures will need to be balanced against our commitment to the historical understanding of English language and literatures.

The Department faces a large number of retirements over the next six years, which provides both opportunities and enormous challenges. A great deal of time will need to be devoted to attracting new faculty in what is increasingly becoming a “seller’s market.” Our success in maintaining the quality of our programs through faculty renewal, and in increasing the diversity of the Department, will be dependent upon our success in creating an attractive Departmental space for our current and future faculty and our graduate students.

Department of Linguistics

The Dept. of Linguistics began in 1967 as the Centre for Linguistic Studies, offering an exclusively graduate program, and became a department in 1974. We outgrew our first home at 43/47 Queen’s Park Circle, moving to the sixth floor of the Robarts Library in 1982, where the department has remained since that date, with two expansions, first to include graduate student and computer space on the sixth floor, and second to include offices on the 14th floor.

Over the past several years, The Department of Linguistics has grown significantly. In the past year (2001-2003) our specialists increased from 17 to 30. Majors increased from 95 to a record high of 134, and minors have increased from 68 to 89. Our undergraduate FCEs in 2001-2002 were 1117 (up from 823 the previous year). Our doctoral enrollments have doubled in the last ten years from 12.5 in 1992 to 24 in 2002. Our Master student numbers have remained at around 10 per year. While this period of time has seen growth in student

numbers, faculty numbers have not grown to the extent that we would wish. Our Dobell is the highest in Humanities and third highest in Arts and Science. Where growth has happened, it has been in joint appointments (notably two 40 percent appointments with Spanish and Portuguese) where the primary department of the faculty member is not Linguistics. The department grew out of interdisciplinary beginnings, and the highly interdisciplinary nature of the field ensures that cross-appointments are likely to continue. In order for these appointments to fully serve our department it is important to allow for future research space for these professors, as well as for the full appointments in our department, the growing number of graduate students and stipend teachers, and research projects (Six faculty members have just received four new SSHRC research grants in March, 2003, and two others are working on continuing grants at this time for a total of 6 research projects.)

Part of our strength over the past decades has resided in our unity as a department. It is of utmost importance to us that all faculty members in the department with primary appointments have their office space within the same area, that graduate students have good working space and that we all have quality socializing space within this same area. We have prospered within our current space on the sixth floor of Robarts Library because of the completeness and enclosed (safe) atmosphere of the space of the department. The ability for unexpected research collaborations to begin over coffee in the lounge, or in a passing conversation in the halls is one of our points of pride, as it adds considerably to the strong intellectual climate of our department. The current move is not initiated by us, but we are nonetheless looking forward to it, on condition that some of the advantages of our current space can be maintained in the new building.

The Department has served as a center for linguistics in Canada throughout its history, notably through faculty and student involvement with the Canadian Linguistics Association and the *Canadian Journal of Linguistics*. At the same time, the department has developed an international reputation as a center for studies in generative theoretical linguistics, sociolinguistics and psycholinguistics. The reputation rests partly on our exceptionally strong undergraduate program and partly on our very high quality graduate and research programs.

Research and Service

The department is proud of its outstanding researchers. The research output includes many books, and articles in all the leading journals in the field. In addition, faculty members have held editorial positions in some of the most prestigious journals in the profession, including the *Canadian Journal of Linguistics*, *Linguistic Inquiry*, and *International Journal of American Languages*. Our faculty has included presidents and executive members of the Canadian Linguistics Association and the Linguistic Society of America. We are proud to claim a recent Canada Research Chair (Keren Rice). Most of our faculty members have held or currently hold research grants from SSHRCC or other granting agencies. As mentioned above, four additional SSHRCC research projects have been funded this month, so that 7.5 of our 9.5 faculty members are currently SHRCC funded.

As well as being top researchers in the field, our faculty members are also strong academic citizens, having served in such positions as Chair of Humanities, Scarborough College (Elizabeth Cowper), Head of Aboriginal Studies (Keren Rice), Director of Cognitive Science (CSAI) (Peter Reich former Chair of Linguistics). Our faculty members also serve the community, notably as concerns language maintenance and language survival.

Teaching

(Supporting Tables available from the department)

The areas of specialization in the department include theoretical linguistics (phonology, phonetics, morphology, and syntax), sociolinguistics, and psycholinguistics. As well as a minor, major and specialist program, we also offer joint programs with the departments of Computer Science, English, French, German, Italian, Slavic, Spanish and Portuguese, and Philosophy.

Our department had the highest undergraduate teaching loads per faculty member of any department in the Humanities in 2001-2. There has been significant growth in the past few years, as indicated above. This is not expected to taper off for some years to come.

Many of our undergraduates are accepted into top universities such as MIT (the leading institution for theoretical linguistics), and they have gone on to become professors of linguistics at universities such as UCLA, University of Calgary, University of Arizona, and UCSD. Others go into areas such as speech pathology, teaching, writing and editing, computer programming, and policy planning.

The department's commitment to teaching can be seen in various ways. Members of our faculty have won Outstanding Teaching Awards, and Instructional Initiative Grants. Several leading textbooks in the field have been authored by our faculty members. Some faculty members are using state-of-the-art technology in the classroom. Our introduction to Linguistics course and our Field Methods course have served as models for similar courses across Canada.

The department has 33 graduate students (2001-2). Of these, 9 are in the MA program and 24 are in the doctoral program. Almost all students in the MA program continue into the doctoral program, mostly in our department, but some elsewhere. Our students demonstrate their quality by a high rate of publications and conference presentations, as well as by strong success at winning SSHRCC and OGS awards, and finally, by their success in the postdoctoral and job markets upon graduation. Virtually all of our graduate students work as teaching assistants, and as such, they play a vital role in the departments teaching profile. In addition, senior graduate students are offered the opportunity to act as Instructors for courses, and with our strong mentoring systems in place, this has proven to be highly successful.

The Future

In the last planning phase we were recommended two positions, of which one was funded. This position in sociolinguistics has been filled by Sali Tagliamonte (replacing Ron

Wardhaugh who has retired). As stated above, two 40% appointments have also been added to our department, (Laura Colantoni in phonetics and Ana Teresa Perez Leroux in language acquisition). Both of these professors have their primary appointments in Spanish and Portuguese. Currently we have a faculty of 8.5 (this number varies, depending on criteria used in counting, note we also might include one position seconded from Scarborough, and the two 40% appointments referred to above). In the next 5 years, there will be 3 retirements. We hope to develop the areas of psycholinguistics, phonology and semantics in the near future. Our plan is to replace our retirements and to grow by at least two.

Our administrative staff includes one full time Business Officer/Graduate Administrator, and one 80% Departmental Assistant. (This position was recently raised from 33% to 80%). We do not expect any administrative growth over the next few years, although additional hours of casual administrative work may be required related to the recent Canada Research Chair position, to editorial projects currently in place, and to incoming SSHRCC research grants.

With respect to student growth, we foresee a period of growth in the undergraduate population, and a slight growth in the graduate area, which could accelerate if we can be granted more faculty positions.

Department of Philosophy

The Philosophy Department is currently located on the ninth and tenth floors of 215 Huron Street, located on the southwest corner of the main campus. It accommodates 28 faculty members in offices of various sizes, many of them shared. It also accommodates offices for Emeritus professors and offices for graduate instructors and the Philosophy Essay Clinic.

A large corner room is set aside for thirty carrels assigned to graduate students (incoming graduate students are given priority in assignments). These contain desk space, internet connectivity, and a small library. The carrel room, Computer Centre, and the lounge were remodelled in the summer of 1993, a renovation that also included the provision of a large room for departmental talks and graduate courses. The main department building also houses the David Savan Philosophy Library and study lounge.

One of the main concerns expressed in the external departmental review of 1999-2000 was the geographically scattered nature of the department.

Research

The Department of Philosophy is far and away the best department in Canada and currently ranked by Blackwell's *Philosophical Gourmet Report* (the international ranking body for philosophy) as tied for 14th place (the next best Canadian department is tied for 39th). Over the last four years we have been going through an exciting period of faculty renewal. With the support of the Dean's office and the Provost's office, we have made some brilliant hires, both at the entry level and at mid-career. This has resulted in a significant enhancement of our reputation, especially as we have successfully attracted

top-flight faculty from tenured positions at the University of Chicago, Cornell, and other excellent research universities.

The Department's greatest strengths are in (i) the history of philosophy; (ii) ethics/philosophy of law/political philosophy; and (iii) philosophy of science/analytic philosophy. The *Blackwell's Report's Speciality Rankings* place us very highly in 11 fields. We are in the highest possible category (roughly the top 5) in medieval philosophy and American pragmatism; in the second highest category (roughly the top 10) in ancient philosophy, philosophy of law, ethics, and early modern 18C; in the third highest category (roughly the top 15) in philosophy of science and political philosophy; in the fourth highest category (roughly the top 30) in formal logic, philosophy of mind/cognitive science, and early modern 17C. The *Blackwell's Report* is a carefully produced ranking, which relies both on an extensive reputational survey and a large and broad Board of excellent philosophers.

It can be found at www.philosophicalgourmetreport.com

Members of the department are very successful in peer-reviewed grant competitions: over half of the St. George faculty hold major SSRHC grants and the UTM and UTS faculty will no doubt surpass this mark as they move from being very junior to being mid-career. Faculty serve as reviewers for the main granting institutions and hold editorial positions on the most prestigious journals in the profession, including *Ethics* (Ripstein), *Bulletin of Symbolic Reviews* (Urquhart), *The Canadian Journal of Philosophy* (Hurka, Misak, Ripstein, Sumner). There are numerous honours amongst our outstanding researchers: two University Professorships (Hacking and Sumner), a Molson Prize and Killam Prize (Hacking), and numerous fellowships in the Royal Society of Canada (Cunningham, Dyzenhaus, Hacking, Hurka, Inwood, Misak, Sumner, Tully, Wilson).

Teaching

The Department believes strongly in excellence in teaching, as reflected in the numerous teaching awards given to faculty, both by OCUFA and by the University of Toronto. There is a rich and diverse curriculum at the undergraduate level. We send our specialists to the top research institutions for graduate work and indeed we are starting to repatriate some of those star undergraduates who have gone on to great success as faculty members at the University of Chicago, Michigan, etc.

We are feeling heavy undergraduate enrolment pressure. The Department has been one of the most teaching-productive departments in the Humanities as measured by Dobell numbers. But in 2001/2 our enrolments saw the largest year over year increase in recent memory, perhaps ever: from about 6900 HCE (half-course equivalents) to about 7800. This was despite a budget clawback which prevented us from designing yet more capacity into our program. The most major increase in our enrolments was at the 100 level, from 1525 to 1880. Yet this was nothing like enough to satisfy the surging demand for introductions to philosophy, as every single space was spoken for within a week of the start of the enrolment period. The pressure is only getting more severe now that we are seeing the effects of the double-cohort. In addition, philosophy has begun to be taught in

high schools (mostly due to the efforts of our own Frank Cunningham) and this will only serve to increase demand at the university level.

At the graduate level, we are involved in a number of interdisciplinary programmes, the most robust and successful being the Collaborative Programme in Ancient and Medieval Philosophy, the Collaborative Programme in Women's Studies, and the Collaborative Programme in Bioethics. We also offer a joint PhD and LLB with the Faculty of Law, which attracts top students. Our placement record has been excellent recently, with our graduates finding tenure stream positions at the University of Pennsylvania, Columbia University, and top universities in Canada, Australia, New Zealand, and Germany.

The Future

The department is fortunate in having special sources of funding. Professors Brad Inwood, Rachel Barney, and Gopal Sreenivasan are holders of Canada Research Chairs and professors James Tully and Jennifer Whiting are Chancellor Jackman Professors. We have one more Canada Research Chair to fill (cross appointed with the Institute for History and Philosophy of Science and Technology) and we will certainly lobby to get more, if they become available.

The Department's goals for the foreseeable future are to continue the rebuilding process that we are in the midst of so that we raise our reputation for research and teaching to even higher levels. We are in serious need of a Kant scholar and a Hegel scholar and hope to make these hires in the next plan. Expansion at the University of Toronto at Mississauga and at Scarborough has been a great boon for the graduate department, as some of our finest hires have been made at those campuses.

We are of course undergoing massive retirement and so the turnover of faculty is likely to continue. We have managed to put a stop to the problematic demographics faced by most humanities departments by hiring at both the Associate and the Full Professor level over the last three years. We now have a good spread and will not see a period of wholesale retirements twenty years from now. We plan to retain a few of our star senior faculty after they retire, in the way that we retained Ian Hacking post-retirement.

Given the stated priorities in teaching and research, in the next six years the Department needs (and expects) to make eight to ten new hires.

In short we envision a period of growth and continued productivity which will call for ample provision of space for teaching, consulting, computing, and research. More detail is provided about these specific space needs in the sections of this report that follow.

Department/Centre for the Study of Religion

The Department and Centre for the Study of Religion comprises 15 faculty members at the St. George campus, 2 at the Mississauga campus, 3 administrative assistants, approximately 67 cross-appointed faculty at the Graduate (Centre) level, 20 MA and 48 Ph.D. students. In the current academic year, we are searching for one tenure-stream position for the downtown campus, and one for the Mississauga campus. We are also

scheduled to search for one further tenure-stream downtown appointment during 2003-04, bringing the faculty to 17 and 3 respectively. Additionally, we currently employ 8 sessional Instructors apart from those who are current Doctoral Candidates in our Centre.

In light of current world events, Religion as an academic field of study is finding an increasingly wider audience, and the Department is taking a more central place in the interdisciplinary study of global cultures, history, and politics. The Department for the Study of Religion actively pursues collaborative work with other Departments and units, and this multi-disciplinary and multi-cultural orientation is institutionalized at the Graduate level in the Centre for the Study of Religion. Like other Departments, we are committed to the highest standards of excellence in teaching and research. In order to further this progressive endeavor, we require appropriate space to properly conduct our business and continue to demonstrate our intellectual vitality.

Although the move to the Medical Arts Building was not initiated by our Department, we hope to make constructive use of the opportunity it presents. In particular, we intend to use this move to new accommodations as an opportunity to create a more unified, usable, and efficient departmental space. For the first time, we will be able to house faculty members, academic administrators and staff in shared facilities; this constitutes a change that will greatly contribute to the coherence and effectiveness of our unit. Also, with improved space and facilities, we expect more graduate students to work regularly in graduate student offices, and we envision opportunities to create much needed shared resource stations. In the long term, we also envision more RLG faculty taking up office space within our departmental location. At present, four current faculty members, and our new appointments in Buddhism for 2003-04 and in Early Christianity for 2004-05 will be located in the Medical Arts Building. Also, for the 2004-2009 planning period, we can reasonably expect 3 new appointments. In addition to these regular appointments, discussions are under way for additional appointments that may number up to 2 and that would include further administrative support. Finally, our 3 appointments at UTM regularly teach graduate seminars at the downtown campus, and therefore require a shared office space.

Our overall space requirements are based on existing staff, administrative faculty, anticipated faculty office space, and graduate students. It should also be emphasized that our departmental space is the focal point for all administrative activity and events pertaining to the much larger Centre for the Study of Religion. In addition to processing all of the materials and procedures associated with the Graduate program, we also provide a seminar room for graduate courses offered by a variety of our Centre faculty. Also, we regularly hold events such as assemblies, meetings, colloquia, interviews, and social gatherings that are attended by dozens of non-departmental Centre faculty. It is important to note that some of our existing space allotments are accidental rather than planned (that is, they are based on the room configurations of 123 St. George). Specifically, our conference and seminar rooms are simply inadequate for their respective functions. They are over-crowded beyond capacity whenever any Centre event is held. Quite regularly Graduate seminars attract more than eight students and are hence cramped and uncomfortable, adversely affecting the learning experience. In the conference room,

dissemination of research findings through lectures and presentations often results in people crowding against walls, standing at the back of the room, in the entranceway, listening but not seeing the speaker.

V. SPACE PROGRAM

The Medical Arts Building is composed of the following area by floor:

	Gross Area (gsm)	Net Area (nsm)*
1 st Floor	1,287	780
Subtotal ground	1,287	780
2 nd Floor	1,142	750
3 rd Floor	1,142	750
4 th Floor	1,142	750
5 th Floor	1,142	750
6 th Floor	1,140	750
7 th Floor	1,140	750
8 th Floor	918	659
9 th Floor	917	659
10 th Floor	632	497
Subtotal (2-9)	9,315	6,315
TOTAL area above grade	10,602	7,095
Basement	1,205	823
TOTAL building area	11,807	7,918

*note: net areas have been defined as gross area less exterior walls, interior columns, corridors (public areas), washrooms, elevators, and stairs. Unlike Net Assignable Area (NASM) used by the University, this area calculation provided by the current property management does not subtract out interior wall partitions. Therefore, when comparing to net assignable area – assume the net area must be slightly larger to accommodate the nasm.

Existing Floor Plans are included as Appendix F.

Total Space Program for Medical Arts Building

All four departments identified for this project have taken this move as an opportunity to consolidate their faculty, staff and graduate students in one location. With the exception of some graduate student space that will remain in carrels at Robarts Library, all departmental space will be located within the Medical Arts building. In doing so, spaces across campus that currently house the four departments - both in centrally controlled buildings (Robarts Library, Gerstein Library, 215 Huron Street, 123 St. George Street) and Colleges - will be released and will become available for re-allocation. The release of College spaces will occur over time as faculty members were given the choice to move with their department or remain at their College location to retirement. Nevertheless, the majority of spaces will be released by July 2007.

For each of the four departments, detailed space programs have been devised using the COU (Council of Ontario Universities) and the University's own space standards as the benchmark. Three sets of data have been included in each space program. They include:

- i) the space allocation required to accommodate the existing complement of faculty, staff and students;
- ii) the space allocation required to accommodate the complement of faculty, staff and students approved in the current academic plan and;
- iii) the space allocation required to accommodate the complement of faculty, staff and students anticipated for steady state and tied to the next academic plan, yet to be approved;

The approved and anticipated numbers, therefore, are most critical for the purposes of this report and represent the minimum and maximum amounts of space needed to properly accommodate the four departments in their new location.

Finally, the space program is divided into those spaces to be located in the Medical Arts building at steady state, those to be located elsewhere at steady state and those spaces that will require phasing between the earliest date of occupancy (assumed in this report to be July 2007) and the final date of retirement for those faculty members choosing to remain at Colleges (to 2031).

The total building space program includes, in addition to departmental specific space, common departmental support spaces and University specific spaces. The total space program for the building can be summarized as follows:

BUILDING SPACE PROGRAM – by Department/Area

	Approved Plan (nasm)	Anticipated Plan (nasm)
Department of English	2,533	2,686
Department of Religion	787	865
Department of Philosophy	1,394	1,595
Department of Linguistics	646	700
Common Dept. Support Spaces	106	106
Other University Spaces	584	584
TOTAL NASM	6,050	6,536
Assume 1.6 net to gross		
TOTAL GSM	9,680gsm	10,458gsm

Of the above space, only 88 nasm is planned for Robarts Library. The remaining area will be accommodated within the Medical Arts building as follows:

	Approved Plan (nasm)	Anticipated Plan (nasm)
Medical Arts building	5,962	6,448*
Robarts Library	88	88
Total Nasm	6,050	6,536

*42 nasm of Common Departmental Space and 584 nasm of Common University Space is programmed in the basement and ground floor. Therefore, 5822 nasm /9315gsm [6448 nasm minus 584 and 42] of space is required on floors 2-10. According to the building statistics given by the building management, 6315 net square meters (9315gsm) of space is available on these floors. Based on this area calculation and test drawings to fit the program to the floors, all anticipated space required for the four departments is expected to fit within the Medical Arts building.

The complete detailed space program for the building is found in Appendix A. A net to gross ratio of 1.6 has been used here as this is fairly typical for a departmental office floor. Because of the nature of the existing building, however, this ratio may increase to allow for retrofit conditions. If this occurs, a small number of faculty offices may be required to remain within the Colleges and/or graduate student offices within Robarts Library or other facilities.

The Project Committee has also been charged with accounting for all space across campus that will be released as a result of this project. This is described in full for each department later in the report and is summarized as follows:

Total Space Released – Centrally Controlled

Department	total nasm	nasm released By 2007	nasm released between 2008-2031
English (Gerstein/Robarts/ Med. Arts)	1695	1550*	
Religion (123 St.George)	426	426	
Philosophy (215 Huron)	984	984	
Linguistics (Robarts)	742	742	
Sub-Total	3847nasm	3702nasm	0 nasm

Total Space Released – College /Centre Controlled

Department	total nasm	nasm released by 2007	nasm released between 2008-2031
English	763.5	630	134
Religion	194	91	103
Philosophy	230	178	52
Linguistics	0	0	0
Sub-Total	1187.5nasm	899nasm	289nasm

<i>TOTAL Released Space</i>	<i>5034.5nasm</i>	<i>4601nasm</i>	<i>289nasm</i>
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***note: 22 carrels @6.6nasm each will be retained at Robarts Library steady state**

Space Program and Released Space by Department

I. ENGLISH

a) EXISTING SPACE INVENTORY

The Department is currently accommodated in 2,459 nasm of space allocated to the following categories:

Existing Space Inventory 2002/03

Category	nasm
Faculty offices	1,338.77
Departmental Support Staff offices	134.91
Graduate Student Offices & TA space	685.84
Seminar Space	77.39
Office Support Space	157.58
Research Space	50.64
Undergraduate Student Support	13.44
TOTAL	2,458.6

All administrative space is currently located in the Gerstein Library Building. Faculty office space is located across campus, primarily within College precincts, and graduate student office and research office space is located at Robarts as follows:

Department of English Faculty Office Space Allocation Across Campus

Category	College or Other	# of offices	total nasm
Faculty Offices	Victoria College	12	176.99
	St. Michael's College	3	41.51
	Centre for Medieval Studies	5	62.34
	Trinity College	9	116.7
	Innis College	1	10.36
	University College	12	218.62
	New College	7	136.99
	Medical Arts Building	7 (multi)	278.42
Graduate Offices	Gerstein Library	20	296.84
	Robarts Library	96	633.60
Teaching Asst. Offices	Medical Arts Building	2	52.24
Research Offices	Robarts Library	3 (multi)	50.64
Dept. Support Offices	Gerstein Library	10	134.91
Classrooms	Gerstein Library	3	77.39
Office Support Space	Gerstein Library		157.58
Undergrad. Student Space	Gerstein Library	1	13.44
TOTAL			2,458.6

Based on the current and anticipated needs of the Department of English, a new space program has been developed that addresses all long-term space allocation.

Many faculty members currently are accommodated within Colleges and, in some cases, other Centres or departments. All of these faculty members with a 50% or greater appointment have been given the choice to relocate to the Medical Arts building or stay within their Colleges until retirement. A phasing plan has been developed that identifies the number of faculty offices necessary in the Medical Arts building at any given year, based on retirement years (see Appendix B). At the time when full turn over of faculty has occurred, all departmental faculty offices for faculty with a 50% or greater appointment will be accommodated in the Medical Arts building. In the interim, those offices identified in the space program will be located both within the Medical Arts building and at other locations across campus as described in the phasing section of this report.

The full space program for the Department of English is divided into three sections that outline the Departments need for space, i) currently, ii) with approved growth based on the current academic plan and; iii) with anticipated growth based on the next academic plan. The anticipated growth is included as the next 5-year academic plan is currently being considered and will be approved before the renovations of space in the Medical Arts building begins. Verification that all anticipated positions have been approved will be necessary before those spaces associated with the positions are made available to the department. The space program is as follows:

b) SPACE PROGRAM

ENGLISH SPACE PROGRAM	nasm	current plan		approved plan		anticipated next plan	
		#	nasm	#	nasm	#	nasm
Faculty and Non-Academic Staff Offices							
Academic Offices*	13	55	715	65	845	67	871
Enhancement to Chair's office	10	1	10	1	10	1	10
Enhancement to Assoc. Chair's office	5	2	10	2	10	2	10
Partial/Cross Appointed Faculty	13	12	156	14	182	14	182
Stipend Instructor's Common Office	26	1	26	1	26	1	26
Stipend meeting/interview rm	8	2	16	3	24	3	24
Post Doctoral Fellows	13	2	26	2	26	2	26
Emeritus Faculty Offices**	10	4	40	4	40	4	40
UTM/UTSC Faculty shared offices	13	2	26	2	26	2	26
Non-Academic Staff Offices	13	9	117	9	117	9	117
		1142		1306		1332	
Research Space							
Research Lab Offices	15	7	105	9	135	11	165

Graduate Student Space

Graduate Student Offices ***	3.25	167	543	167	543	197	640
Graduate Student Computer Room (approx. 20 stations)	45	1	45	1	45	1	45
Graduate Student lounge	45	1	45	1	45	1	45
T.A. office	16	1	16	1	16	1	16
T.A. meeting/interview room	8	4	32	4	32	4	32
		679		679		776	

Departmental Support Space

Boardroom (to seat ~20)	50	1	50	1	50	1	50
Small Meeting Room (to seat 12-15)	20	1	20	1	20	1	20
Small Committee Room (to seat 6-8)	15	1	15	1	15	1	15
Photocopy/Fax/Office Supplies	20	1	20	1	20	1	20
Files Storage	30	1	30	1	30	1	30
Mail Room	15	1	15	1	15	1	15
English Student Union Office	15	1	15	1	15	1	15
Library	40	1	40	1	40	1	40
UofT Quarterly Journal Room	20	1	20	1	20	1	20
Faculty/Staff Lounge	70	1	70	1	70	1	70
AV Storage	3	1	3	1	3	1	3
Reception/Administrative Waiting area	5	1	5	1	5	1	5
		303		303		303	

Departmental Meeting Rooms

Large Mtg. Rooms (to seat max. 30)	54	2	108	2	108	2	108
		108		108		108	

TOTAL NASM		2339		2533		2686	
Total Nasm at MAB Steady StateTotal***** Nasm required for 2007 MAB move-in*****				2445		2598	
				2315		2468	

* will require confirmation of anticipated faculty positions: 2 Jackman Chair's.

** Emeritus office count shown to remain same, however, the position held by Adamowski will not always be held by an English Emeritus prof. thereby releasing one full office for three additional emeritus profs spaces.

*** generates a pool of space that should be divided into appropriate offices, carrels, meeting rooms or other types of student related space

**** subtracts out 10 faculty offices remaining in Colleges until retirement dates – first retirement replacement to require additional offices in the MAB in 2009

*****Note: 20% of PHD student space (approx. 88 nasm and 22 stations) are anticipated to be allocated at an off-site location such as Robarts – therefore the total NASM located in the Medical Arts building for this department is ~2445nasm (approved) and ~2598 (anticipated).

The utilization of academic space was compared to the Council of Ontario Universities (COU) Space Standards as all reporting to the Ministry uses these standards as the benchmark. The University's own space standards were also applied when appropriate. The allocation of space in the building will vary as space may be larger or smaller than prescribed due to existing structural conditions and window spacings.

i) Faculty and Non Academic Staff Offices

55 full time faculty, 5.91 FTE cross-appointed faculty and 6.5 FTE appointed lecturers, or a total of 67.41 FTE are currently accommodated within the Department of English. In

addition, 4 postdoctoral fellows are accommodated. Ten additional positions were approved including 6 faculty positions identified in *Raising Our Sights*, 3 Chairs and 1 CRC Chair. Two Jackman Chairs are anticipated as part of the next academic plan. These additional positions increase the complement (at steady state) to 79.41 FTE. According to the COU, this complement of faculty generates 1213 nasm of space or approximately 93 offices at 13 nasm to accommodate all full time faculty, as well as some cross appointed faculty, Emeritus professors, visitors, enhanced offices for Chairs and others.

The proposed space plan calls for 1215 nasm of space to be divided into 89 offices of ~13 nasm to accommodate full time and cross appointed faculty (slightly larger for the department Chair, Associate Chair and Graduate Coordinator), as well as UTM, UTSC (2 shared stations per 13 nasm office), Emeritus faculty (two workstations to a 10nasm office), post doctoral fellows (two workstations to a 13 nasm office) and appointed lecturers (three workstations to a 13 nasm office). One office of 26 nasm and three interview rooms of 8 nasm each are allocated to accommodate stipend instructors and appointed lecturers.

During the academic year 2002/03, 18 stipend instructors taught the equivalent of 7.5Y courses in the Fall term and 9Y courses in the spring term. In addition, 17 appointed lecturers (any lecturer teaching 3 half courses or more must be appointed and therefore generates FTE's) taught the equivalent of 15.5Y courses in the fall term and 16.5Y courses in the spring term. Because each of these lecturers generates only a partial office, i.e. if teaching 4H courses – generate 0.4 FTE and 6nasm or approximately 1/2 of a faculty office, these lecturers may also book the 8nasm interview rooms for private student consultation.

The plan assumes that the number of appointed lecturers and stipend instructors remains the same. However, with the addition of 12 full time faculty steady state, the number of appointed lecturers and stipend instructors may lessen. If, at steady state, these instructors do diminish, the space allocation should be reduced accordingly. (Appointed lecturers generate space based on their FTE equivalent, i.e. an appointed lecturer teaching 4 half courses generates 0.4 FTE and approximately 6 nasm of space (0.4 x 13nasm x 1.15). Stipend instructors generate 13 nasm of space for every 5Y courses taught, i.e. a stipend instructor teaching 2 half courses or the equivalent of 1Y course generates 1/5 of a 13 nasm office or 2.6 nasm).

The Department has a complement of 9 FTE Non-Academic Staff. One additional staff (TA Coordinator - R. Green) is a full time member of the Mississauga campus. No additional non-academic staff positions are expected at steady state. As such, 9 offices of 13 nasm each (as recommended by the COU guidelines) are allocated to accommodate these staff members.

ii) Graduate Student Offices

The Department of English has one of the largest graduate enrolments in the Faculty of Arts and Science. These students are currently scattered throughout the St. George campus. Space is only available on a shared basis for the most senior graduate students.

Most other students have to use library carrels or work from their homes. The lack of space for graduate students has resulted in adverse OCGS reviews and made it difficult to recruit the best students.

The Medical Arts Building gives the department of English an opportunity to locate a critical mass of graduate students in close proximity to other departmental occupants. Graduate students have expressed a strong interest in being accommodated in a variety of room configurations. These configurations will include shared offices (3-4 persons to a 13 nasm office); graduate student carrels in a larger area; shared carrel and computing space. Graduate students also need access to their own mini-lounge and facilities for receiving mail. Teaching assistants will meet with undergraduate students in consultation rooms. These rooms could be used for other purposes through judicious scheduling.

As of September 2002, ROSI listed 167 FTE graduate students (64 FTE Masters; 103 FTE PhD) enrolled and registered with the department of English. An approved increase of 6 FTE students per year for 5 years will result in 197 FTE graduate students steady state (74 FTE MA; 123 FTE PhD). This complement of students generates 788 nasm of space (based on the COU guidelines). 778 nasm of space has been allocated in the proposed space program to accommodate graduate student needs. Included in this area is space for graduate student offices – both PhD shared offices (23 rooms each with 4 workstations at Medical Arts, 22 stations at Robarts) and MA carrels (4 rooms of 16 carrels each). Although this configuration is suggested here and in the room data sheets, graduate student accommodations will be flexible and based on collaboration between the committee, graduate students and the architect. Graduate student offices and carrels assume that approximately 10% of students will not work at the department during the school year because of research work abroad or working arrangements at home.

In addition, included in this area is a computer room to accommodate 20 that will also accommodate classes requiring an electronic format, a graduate student lounge, a teaching assistant's office and 4 meeting/interview rooms available on a bookable basis for T.A's to meet on a one to one basis with students.

Based on current TA contracts for the year 2002/03, 2553 contact hours or 98 hours per week (assuming a 26 week, two semester year) of student /TA meets must be accommodated. Assuming a TA meeting/interview room may be used on a bookable basis similar to a classroom for a minimum of 34 hours per week, 2.8 rooms are necessary. As four of these rooms are included in the program, it is assumed that during hours when not booked for TA /student meets, the rooms can be used for individual or group study and also may accommodate stipend and part time instructor meets.

iii) Research Space

Research space is allocated to accommodate funded research that requires space additional to the faculty office. Between the years 2001-2003 19 faculty members held external research grants totaling \$529,877. Research assistants and fellows, research specific computers and data requiring sensitive storage associated with these funded research projects will be located in research space. Based on the COU guidelines 170 nasm of

space is recommended to accommodate research activities. 165 nasm of space, divided into 11 offices of 15 nasm each, is allocated in the proposed space program for the anticipated steady state.

iv) Departmental Support Space

303 nasm of space is allocated in the proposed space program for departmental support space. Across the UofT campus and Ontario Universities in general, this category allocation is commonly lower than that generated by the COU (here 395 nasm).

Departmental support spaces include meeting rooms, a boardroom and service rooms such as photocopy/fax, files storage and mail as well as an English Students Union office, a Library and Journal room and a faculty/staff lounge. The boardroom and faculty/staff lounge should be located adjacent to one another and if possible can share a kitchenette and coatroom located between the two. Two sets of double doors between the two rooms should allow for large departmental gatherings to be accommodated between the two rooms.

v) Departmental Meeting Space

Two rooms of 54 nasm each (or a total of 108 nasm) are allocated in the proposed space program. Although the COU suggests 236 nasm of space be allocated to the department, the occupancy loading of the Medical Arts building makes the addition of meeting spaces difficult. The boardroom, however, is expected to accommodate meetings that would otherwise take place in additional meeting space. Bookable seminar spaces will be available in the lower level of the building and may also be booked by the department when additional space is necessary.

Meeting rooms will be furnished with flexible tables and chairs to allow for various configurations of meets. Rooms will be fully equipped with a ceiling mounted data projector, lockable TV/VCR cart (to be accommodated in the AV storage room), overhead projector cart, electronic screen and wired lectern to allow for several types of delivery. The meeting rooms should be close to the elevators and the AV storage room.

c) Phasing of Space and Space Released

Phasing of construction and moves into the Medical Arts building will take place over several years. First, as space becomes available as doctors' suites are vacated, temporary office space, similar to that currently occupied by the Department of English, may be located within the building to the time when the full building is vacated in 2006. At the time that all renovations are complete (assumed in this report to be July 2007) departments will move into the building in full. All space occupied at the Gerstein Library and Robarts Library (with the exception of 22 PhD Carrels) and temporary space within the Medical Arts building will be released (1550 nasm). However, based on rolling retirements and hires the full complement of faculty will not occupy the building until much later. The occupancy will occur as follows:

At the time of opening at the new departmental location in the Medical Arts, a total of 65 faculty offices will accommodate the following:

1. all faculty currently accommodated at Gerstein Library (18)
2. all new faculty currently accommodated at the Medical Arts Building (5),
3. all new hires replacing retirements between 2003 and 2007 (20),
4. 12 new positions (10 approved, 2 anticipated) and
5. 10 full time faculty currently accommodated at Colleges

Of the 65 offices, 8 will accommodate cross-appointed faculty with an appointment of 50% or above choosing the Department of English as their home base. The remaining 57 offices will accommodate 57 full time faculty members.

In addition, all partially appointed faculty (17 in 6 shared offices) and stipend instructors (in one shared office), UTM, UTSC and Emeritus Professors and Non-Academic Staff will be accommodated at this time.

9 full time faculty members will remain at Colleges to the date of their retirement at which time offices will be required in the Medical Arts building to accommodate their replacements. These faculty retirement dates range from 2009 to 2031 and are listed as part of the Phasing Plan found in Appendix B. One faculty member, Shirley Neuman, is currently accommodated at Simcoe Hall as the Vice-President and Provost. At the time that her tenure as Provost is released, an office may also be required to accommodate her and is included in the space program as such.

In addition to all space being released at the Gerstein Library, Robarts Library and within temporary space in the Medical Arts building, by 2007/08 when the department moves, 30 faculty offices at Colleges/Centres, will be released as follows:

College/Building Office spaces released by 2007/08

College/Building	nasm	rm	# of offices	Faculty Relocating/Retiring
University College	180.01	A202, 41, D303, 281 145, 277, 249, 354, 43, 353	10	Bewell, Baker, deGroot, DeQuehen, Klausner, Lancashire, Leggatt, Wilson, Glover, Saul
Victoria College (Northrop Frye)	72.28	326,214,324,233,301	5	Baird, Robins, Shaw, Silber, Heaps/Plamondon
Victoria College	17.68	202	1	Esch
Victoria College (Wymilwood)	14.88	119	1	Johnson
Victoria College (Birge Carnegie)	13.4	27	1	Patrick
New College	121.2	Wilson 2037, Wetmore 125, 122, 134, 124, 119	6	Nyquist, Percy, Lancashire, Seary Chamberlin, Dixon
Trinity College (Larkin)	94.5	306,322,305,326,323,301 331	7	Corman, Downes, Kanaganayaki, Levenson, Munk, Xie, Wood/Prince
St. Michael's College (Carr Hall)	27.41	318, 314	2	Kuhn, P/T lecturers
Innis College	10.36	226	1	Howard
OTHER CENTRES				
Centre for Medieval Studies	55.05	304, 307,205,301	4	E. Ruth Harvey, Townsend, Orchard, Rigg
Munk Centre	9.9	303N	1	Most
Robarts Library (Research offices)	50.64	14049, 14047, 14053	3	P/T lecturers
TOTAL	667 nasm			

Nine additional offices at Colleges will be released between 2009 and 2031 as faculty retirements occur. These spaces are as follows:

College Building Offices released after 2007 (between 2009 and 2031)

College/Building	nasm	rm	# of offices	Faculty Relocating/Retiring
University College	38.61	B304, 207	2	Akbari, Solecki
Trinity College	22.2	26, 304	2	Fenwick, Julia Reibitanz
Victoria College	58.75	NF 210, 226; Vic 321, Wy 115	4	Galbraith, Murray, Redekop, John Reibetanz
St. Michael's College (Carr Hall)	14.1	317	1	O'Conner
TOTAL	134 nasm			

Total Faculty office space released from Colleges and other Centres (including Robarts Library Research offices): ~800 nasm

II. LINGUISTICS

a) EXISTING SPACE INVENTORY

The Department is currently accommodated in 742nasm of space allocated to the following categories:

Existing Space Inventory 2002/03 (all in Robarts Library)

Category	nasm
Faculty offices	288.13
Departmental Support Staff offices	38.29
Graduate Student Offices & TA space	170.31
Seminar Space	45.30
Office Support Space	134.65
Research Space	65.91
Undergraduate Student Support	0.00
TOTAL	742.32

Currently, all departmental spaces are accommodated within Robarts Library.

Based on the current and anticipated needs of the department of Linguistics, a new space program has been developed that addresses all long-term space allocation. All but the two faculty members, who are currently accommodated at Colleges during sabbatical leaves, reside in departmental space currently. As such, the entire department may move together without requiring a phasing plan identifying faculty accommodated at Colleges or elsewhere.

The full space program for the department is divided into three sections that outline the Department's need for space: i) currently, ii) with approved growth and iii) with anticipated growth beyond the approved academic plan. Anticipated growth is included as the next 5 year plan is currently being considered and will be approved before the renovations of space in the Medical Arts building begins. Verification that all anticipated positions have been approved will be necessary before those spaces associated with the positions are made available to the departments. The space program is as follows:

SPACE PROGRAM

LINGUISTICS SPACE PROGRAM

Faculty and Non-Academic Staff Offices

	current plan		approved plan		anticipated next plan	
	#	nasm	#	nasm	#	nasm
Academic Offices	13	9	10	130	12	156
enhancement for Chair's office	10	1	1	10	1	10
enhancement for Assoc. Chair & Grad. Coord. office	5	2	2	10	2	10
Partial/Cross Appointed Faculty	13	1	1	13	2	26
Stipend Instructor's Common Office	13	1	1	13	1	13
Stipend meeting/interview rm	8	1	1	8	1	8
Post Doctoral Fellows	13	.5	1	13	1	13
Emeritus/ UTM/UTSC Faculty Offices	13	1	2	26	2	26
Non-Academic Staff Offices	13	2	2	26	2	26

216.5 249 288

Research Space

Research Lab Offices*	13	5	65	5	65	5	65
	20	1	20	1	20	1	20

85 85 85

Graduate Student Space

Graduate Student Offices	3	33	99	33	99	38	114
Graduate Student Computer Room	20	1	20	1	20	1	20
Graduate Student lounge (incorporated within commons area)	20	1	20	1	20	1	20
Graduate Student Union office	10	1	10	1	10	1	10
T.A. meeting/interview room	8	1	8	1	8	1	8

158 158 172

Departmental Support Space

Photocopy/Fax/Office Supplies	15	1	15	1	15	1	15
Files Storage	20	1	20	1	20	1	20
Mail Room	10	1	10	1	10	1	10
Commons Area (Faculty, Staff and Grad. Std't)	30	1	30	1	30	1	30
Library	18	1	18	1	18	1	18
AV storage	3	1	3	1	3	1	3
Waiting/Administrative Reception	5	1	5	1	5	1	5

101 101 101

Departmental Meeting Space

Meeting Room (to seat max. 30)	54	1	54	1	54	1	54
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54 54 54

TOTAL NASM			614		646		700
Total NASM required in MAB 2007					646		700

* includes: i) phonology/TWPL lab, ii) psycholinguistic lab, iii) sociolinguistic/language acquisition lab, iv) dialectology lab, v) syntax lab and vi) phonetics lab with anechoic chamber

The utilization of academic space was compared to the Council of Ontario Universities (COU) Space Standards, as all reporting to the Ministry uses these standards as the benchmark. The University's own space standards were also applied when appropriate. The allocation of space in the building will vary as space may be larger or smaller than prescribed due to existing structural conditions and window spacings.

i) Faculty and Non Academic Staff Offices

The current Faculty complement for the Department of Linguistics is 10.3 FTE. In addition, one faculty member from Scarborough (Smyth) has been seconded to the St. George department to fill the role of Graduate Coordinator. One approved search and two anticipated searches will increase the complement to 13.3 FTE+ 1 seconded. There is also one post-doctoral fellow position currently held and a second is anticipated as part of the next academic plan. According to COU, this complement generates 222 nasm of space or approximately 17 offices at 13 nasm to accommodate all full time faculty as well as some cross appointed faculty, Emeritus professors, visitors, enhanced offices for Chair's and others.

The proposed space plan calls for 262 nasm of space in 18 offices. The proposed space allocation differs from the COU allocation by 40 nasm (and 1 office) for the following reasons:

First, Emeritus and UTM /UTSC faculty contribute widely to the St. George campus programs. These faculty members teach graduate courses and advise graduate students on the St. George campus. Assuming that during the semester at UTM, UTSC or Emeritus faculty member is teaching on the St. George campus he is entitled to shared office space, 4 nasm of space each (or approx. 3 persons to a 12 nasm office) have been allocated to accommodate these individuals.

Second, there is a general trend toward increased numbers of stipend instructors for which little space is allocated in the current COU formula. A 13 nasm office and an 8 nasm interview room – allowing for private consultation - have been included to accommodate these instructors.

Two Non-Academic Staff members currently reside in the Department. This number is not anticipated to change in the next academic plan. As such, two offices of 13 nasm each (26 nasm total) have been included to accommodate these members of the department.

ii) Graduate Student Offices

Graduate students currently occupy a large room in Robarts Library. This space has been efficiently used for the past decade as a combination of office space, social space, mini seminar room and tutorial room. The unique configuration of Robarts Library with its wide interior hallways and connecting spaces has allowed graduate student activity to overflow into these areas. Such a facility cannot be provided in Medical Arts Building. The graduate students will therefore be accommodated in individual shared spaces in offices; open carrel pools and closed carrels (partitioned) in larger rooms. It is expected that some graduate students will be located in research areas if their supervisors are also principal investigators for funded research and they hold a research assistant/associate appointment.

As of September 2002, ROSI listed 34 FTE graduate students (6 Masters, 28 PhD) enrolled and registered with the department of Linguistics. The Ph.D. complement is forecast to increase to 32 FTE increasing the total complement of graduate students to 38

FTE. This complement of students generates 152 nasm of space (based on COU guidelines). 172 nasm have been allocated in the proposed space program to accommodate graduate student needs to match existing graduate student space allocation. The department has demonstrated that existing graduate student space is very well used and is particularly beneficial to student learning and development. Included in this area is space for graduate student offices, a computer room, the Linguistics students' union office, a graduate student lounge and TA office /interview room. The graduate student lounge allocation will be combined with the Faculty /Staff lounge allocation to make one large common lounge for the department.

iii) Research Space

Research space is allocated to accommodate funded research that requires space additional to the faculty office. Linguistics research labs are currently divided into six distinct areas that will continue to be accommodated in the new departmental location. These area labs are i) phonology /TWPL lab; ii) psycholinguistic lab; iii) socio-linguistic/language acquisition lab; iv) dialectology lab; v) syntax lab; vi) phonetics lab (including an anechoic chamber). In the year 2002, three faculty members held external research grants totaling \$19,850. Just in the past month (March 2003), four additional faculty were granted SSHRC grants bringing the total number of faculty holding such grants to 7. Research assistants and fellows, research specific computers and equipment and data requiring sensitive storage associated with these funded research projects will be located in research offices. Based on the COU guidelines 33 nasm of space is recommended to accommodate research activities. However, due to the true laboratory type needs of research undertaken within the department including specialized equipment use and subject interviewing/testing, 85nasm of space (52 nasm more than COU and only slightly more than matching that existing in current Linguistics space inventory) is recommended in the space program. Research lab space will be divided into five spaces of 13 nasm each and one of 20 nasm to include the anechoic chamber (10ft x 10ft) and outer console (6ft x 6ft).

iv) Office Support Space

96nasm of space is allocated in the proposed space plan for departmental support spaces. This allocation is commonly lower on the University of Toronto campus as well as across Ontario Universities, than that generated by the COU (here 118 nasm). As additional space beyond COU recommendations is included in the Academic Offices category for large offices and support faculty, it is reasonable to assume that some support space generated by the COU guidelines is, in fact, captured in this other category (i.e. meeting spaces within offices; student interview rooms).

v) Meeting Space

One room of 54 nasm is proposed in the space program. This allocation is slightly higher than COU recommendations (46 nasm), but represents an appropriate sized space to accommodate the typical meeting size of 25-30 faculty and/or students.

b) Phasing of Space and Space Released

Phasing of construction and moves into the Medical Arts building will take place over several years. First, as space becomes available as doctors suites are vacated, temporary office space may be located within the building to the time when the full building is vacated in 2006 (similar to space occupied by the Department of English currently). Once the building is vacated in 2006, all renovations will take place making the space available for 2007 occupancy. At this time, the Department will move into the Medical Arts location and all spaces within Robarts Library (a total of 742 nasm) will be released. No additional phasing plan is required for this department as all faculty, staff and graduate members of the department are currently located in one location and do not hold offices within Colleges.

III) PHILOSOPHY

a) EXISTING SPACE INVENTORY

The Department is currently accommodated in 1214 nasm of space allocated to the following categories:

Existing Space Inventory 2002/03

Category	nasm
Faculty offices	711.09
Departmental Support Staff offices	79.62
Graduate Student Offices & TA space	125.04
Seminar Space	64.37
Office Support Space	233.75
TOTAL	1214.00

All administrative space, graduate student space and classroom space is currently located in 215 Huron Street (551.5 nasm). Faculty office space is located at 215 Huron Street (411.91 nasm) as well as across campus, primarily within College precincts (250.59 nasm) as follows:

Faculty accommodated at Colleges:

Category	College or Other	# of offices	total nasm
Faculty Offices	St. Michael's College	6	63.39
	Trinity College (GL)	2	23.1
	Victoria College	2	27.53
	University College	5	101.63
	Innis College	1	13.87
	215 Huron Street	25	411.91
	49 St. George	1	12.52
	Robarts Library	1	8.6
TOTAL			662.5

Cross Appointed Faculty accommodated at other Departments :

Department	# of offices
Classics Department	1
Faculty of Law	3

Based on the current and anticipated needs of the department, a new space program has been developed that addresses all long-term space allocation for the Department of Philosophy. This space program identifies all areas necessary to accommodate the department for years to come. Many faculty members currently are accommodated within the Colleges and, in some cases, cross-appointed faculty who would prefer to have their home base with the department of Philosophy are accommodated within other departments. As all faculty who reside at the Colleges or other departments with a 50% appointment or greater have been given the choice to relocate to the Medical Arts building or stay within their Colleges until retirement, a phasing plan has been developed that identifies the number of faculty offices necessary in the Medical Arts building at any given year. At the time when full turn over of faculty has occurred, all departmental

faculty offices for faculty with a 50% or greater appointment should be accommodated in the Medical Arts building. In the interim, those offices identified in the space program will be located both within the Medical Arts building and at other locations across campus as described in this report.

The full space program for the Department of Philosophy is divided into three sections that outline the Department's need for space currently, with approved growth and with anticipated growth. The anticipated growth is included as the next 5 year plan is currently being considered and will be approved before the renovations of space in the Medical Arts building begins. Verification that all anticipated positions have been approved will be necessary before those spaces associated with the positions are made available to the department.

The space program is as follows:

PHILOSOPHY SPACE PROGRAM

	nasm	current plan		approved plan		anticipated next plan	
		#	nasm	#	nasm	#	nasm
Faculty and Non-Academic Staff Offices							
Academic Offices	13	23	299	29	377	35	455
supplement to Chair's office	10	1	10	1	10	1	10
supplement to Assoc. Chair's	5	2	10	2	10	2	10
Partial/Cross Appointed Faculty	13	7	91	8	104	8	104
Stipend Instructor's Common Office	26	1	26	1	26	1	26
Stipend meeting/interview rm	8	2	16	2	16	2	16
Post Doctoral Fellows	13	1	13	1	13	2	26
UTM/UTSC Faculty Offices	4	10	40	12	48	15	60*
Emeritus Faculty Offices	4	6	24	8	32	9	36*
Non-Academic Staff Offices	13	5	65	5	65	5	65
		594		701		808	
Research Space							
Research Lab Offices	15	4	60	4	60	6	90
		60		60		90	
Graduate Student Space							
Graduate Student Offices**	2.8	80	224	80	224	100	280
Graduate Student Computer Room (10 capacity)	25	1	25	1	25	1	25
group study rooms	15	2	30	2	30	2	30
Philosophy Student Union office	10	1	10	1	10	1	10
T.A. office	10	1	10	1	10	1	10
T.A. meeting/interview room	8	3	24	4	32	5	40
		323		331		395	
Departmental Support Space							
Boardroom (to seat 20)	36	1	36	1	36	1	36
Photocopy/Fax/Office Supplies	20	1	20	1	20	1	20
Files Storage	20	1	20	1.5	30	1.5	30
Departmental Library	35	1	35	1	35	1	35
Thesis library storage	15	1	15	1	15	1	15
Mail Room	10	1	10	1	10	1	10
Journal office	10	1	10	1	10	1	10
Commons Lounge	70	1	70	1	70	1	70
AV Storage	3	1	3	1	3	1	3
Waiting/Administrative Reception	5	1	5	1	5	1	5
		224		234		234	
Departmental Meeting Space							
Meeting Room (to seat max. 35-40)	68	1	68	1	68	1	68
		68		68		68	

TOTAL NASM	1269	1394	1595
Total NASM req'd in MAB 2007		1290	1491***

* note: 4 nasm spaces should be combined into shared offices of 12, 16 or 20 nasm to accommodate 3, 4 or 5 individuals each.

** graduate student office space is noted here as a pool of space to be divided into smaller rooms for office and carrel workstations. Room data sheets describe the division of space desired.

*** assumes 8 offices remain within Colleges beyond the 2007 renovation – the first retirement and new hire that will need to be accommodated post 2007 will occur in 2011

The utilization of academic space was compared to the Council of Ontario Universities (COU) Space Standards as all reporting to the Ministry uses these standards as the benchmark. The University's own space standards were also applied when appropriate. The allocation of space in the building will vary as space may be larger or smaller than prescribed due to existing structural conditions and window spacings.

i) Faculty and Non Academic Staff Offices

The current Faculty complement for the Department of Philosophy on the St. George campus is 33.23 FTE. Two approved searches and 6 anticipated searches will increase the complement to 41.23 FTE. According to the COU, this complement of faculty generates 616 nasm of space or approximately 47 offices at 13 nasm to accommodate all full time faculty as well as some cross appointed faculty, Emeritus professors, visitors, enhanced offices for Chair's and others.

The proposed space plan calls for the equivalent of 58 offices in 808 nasm (of which 3 are larger to accommodate the Chair, Associate Chair and Graduate Coordinator and 8 are slightly smaller at 12 nasm to accommodate UTM/UTSC and Emeritus professors, i.e. 60 nasm allocated for UTM and UTSC faculty can be divided into 5 offices of 12 nasm each to hold 3 faculty each. However, if the layout of the floor plan prohibits such small office spaces, this 60 nasm can also be accommodated in 4 offices of 15 nasm or 3 offices of 20 nasm each). The proposed space allocation differs from the COU allocation by 11 offices (and 192 nasm) for several reasons.

First, several partial/cross appointed faculty have chosen the Department as their home base. Professors Black, Hacking, King, Morgan, Sharer, and Shen have all chosen Philosophy as their home base. Also, the plan assumes that when Barney, Dyzenhaus, Reibetanz and Ripstein (all accommodated currently within other departments) retire, their replacements will also be accommodated as home base members within the department. Collectively they represent 5.33 FTE for the department but require 10 full faculty offices. If the faculty hired to replace these positions decide on a home base at their alternate department, the Philosophy space plan will be reduced to reflect the lower number of offices needed.

Second, UTM, UTSC and Emeritus professors contribute widely to the St. George campus program by teaching graduate courses and advising students. UTM and UTSC faculty are all required to teach one half course on the St. George campus each year. As an example of teaching contribution, a total of 13 faculty members from UTM and UTSC are teaching

this year on the St. George campus – with the heavier semester being 18 half courses this spring semester (2003). 10 Emeritus professors are teaching courses this year – with the heavier semester being 8 half courses this spring semester (2003). Assuming that during the semester a UTM, UTSC or Emeritus faculty member is teaching on the St. George campus, he is entitled to a shared office space. 4 nasm of space each (or approx. 3 persons to a 12 nasm office) have been allocated to accommodate 15 UTM /UTSC faculty (assuming growth of faculty to 15 FTE on each outlying campus as part of the next plan) each semester and 9 Emeritus professors at steady state.

Finally, there is a general trend toward increased numbers of stipend instructors for which little space is allocated in the current COU formula. A 26 nasm office and two small interview rooms have been allocated to accommodate properly these instructors. Interview rooms will be available on a bookable basis for private stipend instructor/student consultations. They will also be available to other faculty members (particularly UTM /UTSC /Emeritus) who reside in shared space on the St. George campus.

5 FTE Non Academic Staff are currently accommodated within the Department of Philosophy. As there is no expected increase in this category, 5 full offices of 13 nasm (65 nasm total) have been allocated in the space program.

ii) Graduate Student Offices

The Department of Philosophy has worked hard to accommodate its graduate students in their existing space. Several rooms have been partitioned to accommodate shared student carrels. Other students use whatever is available to them (seminar rooms, libraries and even lounges). Discussions with Philosophy graduate students have resulted in an almost unanimous choice for shared offices. As in the Department of Sociology it is intended that a combination of offices, open carrel space and closed carrel space will vastly improve the accommodations for graduate students in the next decade.

As of September 2002, ROSI listed 80 FTE graduate students (7 FTE MA, 73 FTE PHD) are enrolled and registered with the department of Philosophy. An approved increase of 4 FTE students per year for 5 years will result in 100 FTE students steady state. This complement of students generates 400 nasm of graduate student space (based on the COU guidelines). 395 nasm have been allocated in the proposed space program to accommodate graduate student needs. Included in this area is space for graduate student offices, a computer room, group study rooms, the Philosophy student Union office and T.A. office and interview rooms. Similar to interview rooms included for stipend instructors, TA interview rooms will be available on a bookable basis for private one on one consultation. Five of these rooms are recommended for the long-term plan based on the 2002 /03 T.A. contractual hours of contact (~850 /semester TA's and ~1300/semester graduate instructors) and assuming a minimum room booking of 34 hours per week.

iii) Research Space

Research space is allocated to accommodate funded research that requires space additional to the faculty office. In the year 2002, ten faculty members held external research grants

totaling \$336,756. Research assistants and fellows, research specific computers, and data requiring sensitive storage associated with these funded research projects will be located in research space. Based on the COU guidelines 91.23 nasm of space is recommended to accommodate research activities. 90 nasm of space is allocated in the proposed space program, divided into 6 smaller research offices of 15 nasm each.

iv) Office Support Space

234 nasm of space is allocated in the proposed plan for departmental support spaces. This allocation is commonly lower than that generated by the COU (here 331 nasm). As additional space (beyond COU recommendations) is included in the Academic Offices category for larger offices and support faculty, it is reasonable to assume that some support space generated by the COU guideline is, in fact, captured in this other category (i.e. meeting spaces within offices; student interview rooms).

Within the allocated space are accommodated: a boardroom, photocopy /fax room, files storage, mail room, journal office and a commons lounge, departmental library and thesis library storage. The commons lounge takes the place of individual staff, faculty and student lounges and will function as the main location for departmental gatherings. A library is included as this space is an endowed one and must remain accommodated within the departmental location.

v) Meeting Space

One room of 68 nasm is proposed in the space program. Although the COU guidelines suggest 120 nasm of space be allocated to the department, the occupancy loading of the Medical Arts building makes the addition of meeting space difficult. The boardroom, however, is expected to accommodate meetings that would otherwise take place in additional meeting spaces. Bookable seminar space will be available in the lower level of the building and may be booked by the department when additional space is necessary.

b) PHASING OF SPACE AND SPACE RELEASED

Phasing of construction and moves into the Medical Arts building will take place over several years. First, as space becomes available as doctors suites are vacated, temporary office space may be located within the building to the time when the full building is vacated in 2006 (similar to space occupied by the department of English currently). At the time that renovations are complete (assumed in this report to be July 2007) departments will move into the building in full. All space occupied at 215 Huron Street (963.41 nasm) and 178.1 nasm in Colleges (see chart on page 35) will be released. However, based on rolling retirements and hires the full complement of faculty will not occupy the building until much later. The occupancy will occur as follows:

Of those faculty members currently accommodated in College or other departmental offices, five faculty (Black, Tully R., Comay, Morrison, Gibbs) have indicated the desire to move to the new Department location as soon as appropriate space becomes available. In addition, eight faculty members will retire by 2008 and be replaced with new faculty who will be located in the Medical Arts building (Boyle, Ferguson, Friedman, Harvey, Vertin, Wilson, Cunningham, Gooch). As new searches and retirements occur over the

next 5 years, the number of faculty who would be best accommodated in the Medical Arts building rises steadily.

By the year 2008 /09, 38 faculty offices for the St. George campus full time and cross appointed faculty and post doctoral fellows will be required (this number of faculty offices will be accommodated in the building starting in 2007 /08 when the space is first renovated). 8 additional offices of 12 nasm each will be required to accommodate UTM /UTSC and Emeritus professors (or 6 offices of 16 nasm each) and 1 office of 26 nasm and 2 interview rooms of 8 nasm each will be required to accommodate stipend instructors. At this time, 4 faculty will remain at the Colleges (Gerson, Hutchinson, Stefanovic, Tully) and four cross appointed faculty will remain located in their other departments (Barney, Dyzenhaus, Reibetanz, Ripstein). Retirements for these remaining faculty members will occur between 2011 and 2028 at which time additional departmental offices (7 in total) are anticipated for the replacement of retiring faculty members.

A phasing plan outlining the occupancy shift into the Medical Arts building can be found in Appendix B. This plan assumes that the 6 anticipated new positions will be filled one each year starting in 2004 /05 and that new faculty will be hired to replace retiring faculty in the year following retirement.

By 2008/09 when all new faculty positions come on line, 12 faculty offices at Colleges, will be released as follows:

College Building	nasm	rm	# of offices	Faculty Relocating/Retiring
St. Michael's College	41.6	AH327, 317, 415, 325	4	Black, Tully R., Boyle, Vertin
Victoria College	27.53	bldg 515 rm.317, 110VC	2	Comay, Harvey
Trinity College	11.1	GL319	1	Morrison
University College	83.99	320, F103, 143, D201	4	Gibbs, Ferguson, Friedman, Wilson
Innis College	13.87	124	1	Cunningham
TOTAL	178.10		12	

Four offices at Colleges will be released between 2011 and 2028. These spaces are as follows:

College Building	nasm	rm	# of offices	Faculty Relocating/Retiring
Trinity College	12	21TC	1	Hutchinson
St. Michael's College	21.79	309, 315	2	Stefanovic, Gerson
University College	17.64	247	1	Tully J.
TOTAL	51.43		4	

Finally, 4 offices located at cross-appointed departments may be released upon retirement of cross-appointed faculty. These spaces are as follows:

Campus Building	# of offices	Faculty Relocating/Retiring
Faculty of Law	3	Dyzenhaus, Ripstein, Reibetanz
Classics Department	1	Barney
TOTAL	4	

If those new faculty hired to replace these cross-appointed faculty upon retirement choose to have their home-base in their other appointed department, the number of offices needed, steady state, in the department of Philosophy will be lower by up to 4 offices.

IV RELIGION

a) Existing Space Inventory

The Department is currently accommodated in 604nasm of space allocated to the following categories:

Existing Space Inventory 2002/03

Category	nasm
Faculty offices	251.98
Departmental Support Staff offices	76.16
Graduate Student Offices	93.89
Seminar Space	11.62
Office Support Space	157.43
Undergraduate Student Support	13.71
TOTAL	605 nasm

All space is currently located at 123 St. George Street with the exception of 10 faculty offices located at the Colleges and three at other departments:

Faculty Office Space located at Colleges

College	office no.	# of offices	total nasm
St. Michael's College (AH)	303,325	2	39.64
Trinity College (GL)	310,36	2	25.58
Victoria College (NF)	222,323	2	29.73
University College	201,314,318	3	46.64
New College (Wilson Hall)	2015	1	12.22
TOTAL		10	153.81

Faculty with offices located within other Departments:

Department	office no.	# of offices	total nasm
Sociology (725 Spadina)	346	1	12.07
Near & Middle Eastern Civ.	313, ?	2	28.00
TOTAL		3	40.07

Based on the current and anticipated needs of the department, a new space program has been developed that addresses all long-term space allocation for the Department/Centre for the Study of Religion. This space program identifies all areas including faculty offices, administrative offices, student space and departmental support space necessary to accommodate the department in the years to come. Many faculty members currently are accommodated within the Colleges and, in some cases, within other departments. As all faculty have been given the choice to relocate to the Medical Arts building or stay within their Colleges until retirement, a phasing plan has been developed that identifies the number of faculty offices necessary in the Medical Arts building at any given year. At the time when full turn over of faculty has occurred, all faculty offices for those with a 50% or greater appointment should be accommodated in the Medical Arts building.

In the interim, those offices identified in the space program will be located both within the Medical Arts building and at other locations across campus as described in this report. The full space program for the Department/Centre for the Study of Religion is divided into three sections that outline the Department's need for space currently, with approved growth and with anticipated growth. The anticipated growth is included as the next 5 year plan is currently being considered and will be approved before the renovation of space in the Medical Arts building begins. The space program is as follows:

RELIGION SPACE PROGRAM

	nasm	#	total	#	total	#	total
		current	complement	approved plan		anticipated plan	
Faculty offices							
Full Time Faculty office	13	11	143	13	169	18	234
Department Chair office	24	1	24	1	24	1	24
Graduate Coordinator office	18	1	18	1	18	1	18
Associate Chair office	18	1	18	1	18	1	18
Emeriti/UTM teaching on St. George	13	1	13	1	13	2	26
Stipend Faculty office	26	1	26	1	26	1	26
Stipend Faculty interview room	8	1	8	1	8	1	8
			250		276		354
Graduate Student Offices							
Graduate Student office spaces	13	13	169	13	169	13	169
computer lab (~10 spaces)	30	1	30	1	30	1	30
graduate student work room	13	1	13	1	13	1	13
TA meeting room	13	1	13	1	13	1	13
TA consultation room	8	1	8	1	8	1	8
Religion student union office	10	1	10	1	10	1	10
			243		243		243
Non Academic Staff Offices							
	13	3	39	3	39	3	39
Research Lab Space							
	13	3	39	3	39	3	39
Office Support Space							
reception waiting area	5	1	5	1	5	1	5
photocopy room/files storage/mail	25	1	25	1	25	1	25
administrative storage	30	1	30	1	30	1	30
faculty/staff/student lounge	35	1	35	1	35	1	35
library as part of staff lounge							
AV equipment storage	3	1	3	1	3	1	3
graduate administrative support room	13	1	13	1	13	1	13
			111		111		111
Departmental Meeting Space							
Board Room/conference events rm.	50	1	50	1	50	1	50
meeting room	30	1	30	1	30	1	30
			80		80		80
TOTAL NASM			762		787		865
Total NASM req'd for MAB in 2007*					696		774

* assumes 7 faculty offices remain in the Colleges beyond 2007. The first retirement for which a new office in the Medical Arts building will need to be provided is expected in the year 2012.

The utilization of academic space was compared to the council of Ontario Universities (COU) Space Standards as all reporting to the Ministry uses these standards as the benchmark. The University's own space standards were also applied when appropriate.

i) Faculty and Non Academic Staff Offices

The current faculty complement for the Department/Centre for the Study of Religion on the St. George campus is 12.67FTE. Two approved searches and 5 anticipated searches will increase the complement to 19.67FTE. Note, anticipated searches must be approved through the next academic planning cycle before any space accommodation can be made within the building. For the purposes of this report, however, we assume that all 5 anticipated searches will be approved and hired. Following on this assumption, according to the COU, this complement of faculty generates 294nasm of space or approximately 22 offices at 13nasm to accommodate all full time faculty as well as Emeritus professors, visitors and others.

The proposed space plan calls for 24 offices in 354nasm, 4 at a larger size to accommodate the Chair, Associate Chair and Graduate Coordinator and shared space for stipend instructors. The proposed space allocation differs by two offices (and 60 nasm) for three reasons. First, several partial/cross appointed faculty have chosen the Department as their home base, including three faculty with 67% appointments (Saleh, Bryant, Fox) and two faculty whose appointment with Religion is only 33% (Sinkewicz, Vertin). As these faculty members appointments are each made of three equal 33% parts – there is no clear home base for these faculty members who are entitled to a full office on campus. The total FTE generated by cross appointed faculty is 2.67FTE for which 3 offices would normally be allocated by COU. However, 5 offices are required to accommodate each of these faculty members within the department.

Second, UTM faculty teach graduate level courses on the St. George campus and requires shared space within the Department to prepare class material and meet with students. Third, there is a general trend toward increased numbers of stipend instructors for which little space is allocated in the current COU formula.

2.5FTE Non Academic Staff are in the current department complement. The one half-time position is expected to become a full time position in the next plan, bringing the number of full time Staff to 3FTE. The COU generates 39nasm of space for this complement. 39nasm of space is also allocated in the proposed plan.

ii) Graduate Student Offices

Currently located at 123 St. George, the turn of the century "house" has not allowed the graduate students to fully integrate into the Department of Religion. Innovative uses have been made of the spaces available (including the basement and the attic areas). Graduate students look forward to moving into a department that will allow full interaction with faculty, staff and students. The preferred option is to provide shared offices for the most

senior graduate students. Others will be located in open carrel spaces that will be located in close proximity to faculty offices and TA consultation rooms. Some graduate students will be allocated spaces in research areas when they are appointed as research assistants/associates and in "work study" rooms when available.

The Department of Religion currently supports 46FTE Ph.D. students, 11 full time Masters students and 7 part time Masters students (or the equivalent of 13.3FTE Masters students). For these 59.3FTE graduate students, the COU generates 237 nasm of space to be divided into graduate student offices and carrels, computing space, teaching assistant space, and lounge space. The proposed plan allocates slightly more space than recommended by the COU at 243nasm of space. 169nasm of the total recommended for graduate student space will accommodate students in small office spaces. The preference of the students is to have three student workstations per 13nasm office similar to the model developed at the department of Sociology. Because of the existing building configuration, however, some of these rooms may not have access to windows and therefore may be better designed as larger offices holding greater numbers of workstations or carrels in order that natural air and light be present.

iii) Research Space

Research space is generated by the COU at 47nasm. Just under that generated by COU, the proposed space program allocates 39nasm of space for research offices. Research space is justified by the approximately \$300,000 in operating grants received by faculty in the department over the past five years to conduct research work. Assistants and Fellows paid through research monies require this space to conduct research and to securely store data gathered.

iv) Office Support Space

111nasm of space is allocated in the proposed space program for departmental support spaces. This allocation is commonly lower on the University of Toronto campus than that generated by the COU (here 162nasm). As additional space is included in the Academic Offices category for larger offices and support faculty, it is reasonable to believe that some support space generated according to the COU guidelines is, in fact, captured in this other category (i.e. meeting spaces within offices; student interview rooms).

v) Meeting Spaces

71nasm of space is generated for meeting and other gathering space by the COU. Allocated here is 80nasm of space in two rooms – one 50nasm to be used as a boardroom and a second at 30nasm to be used as a small meeting room. The rooms will be flexibly furnished in order to allow for different types of gatherings including Ph.D. orals, round table discussions and break-out group work.

b) Phasing of Space and Space Released

Four current Faculty members and two faculty for whom searches have been established, have indicated the desire to be located (or, for new faculty, are being required to be located) in the new Medical Arts building as soon as appropriate space becomes available.

As new searches (5 in total) and retirements occur over the next 5 years, the number of faculty who would be best accommodated in the Medical Arts building rises steadily. By the year 2008/09, 14 offices for St. George campus faculty and 1 each for UTM faculty and Emeritus faculty will be located in the Medical Arts building, and 7 St. George faculty will remain in Colleges until retirement (earliest 2012). It is expected that as retirements continue to occur, replacement faculty will be located within the Medical Arts building. By the time the final retirement (of current faculty members) occurs, 21 St. George faculty offices and 2 UTM/Emeritus shared faculty offices will be located here.

A phasing plan outlining the occupancy shift into the Medical Arts building can be found in Appendix B. This plan assumes that the 5 anticipated new positions will be filled one each year starting 2004/05 and that new faculty will be hired to replace retiring faculty in the year following retirement.

At the time that the new departmental space in the Medical Arts building is ready for occupancy, all space currently accommodating the department at 123 St. George Street (451.19nasm) will be vacated for use by other University groups.

In addition, by 2008/09 when all new faculty positions are hired, 8 faculty office spaces across campus will be released as follows:

College /Campus Building	nasm	rm	# of offices	Faculty Relocating/Retiring
Trinity College	10.58	36, ?	2	Kloppenborg, Gillison
Saint Michael's College	26.34	325, 313	2	Sinkewicz, Vertin
Victoria College	15.1	323	1	McIntire
University College	10.71	314	1	Novak
Near & Middle East. Civ.	13		1	Saleh
Larkin	15	310	1	Dicenso
TOTAL	90.73		8	

An additional 7 faculty offices across campus will be released as retirements occur, with Fox being the next soonest retirement estimated in 2012 as follows:

College /Campus Building	nasm	room	# of offices	Faculty Relocating/Retiring
Saint Michael's College	13.3	303	1	Scharper
Victoria College	14.63	222	1	Klassen
University College	35.93	318, B201	2	Green, Marshall
Near & Middle East. Civ. *	15.1	313	1	Fox
New College	12.22	2015	1	Dhand
Sociology (725 Spadina) *	12.07	346	1	Bryant
TOTAL	103.25		7	

* When cross appointed faculty retire and new faculty are hired to replace them, these individuals will have the choice of home-base. This plan assumes that these individuals choose Religion as their primary home and, as such, have full offices in this location. However, if these faculty members choose their home base at another department, the number of offices required in the Religion space will be reduced by up to 2 offices.

Functional Plan

Departmental Floors

i) English

Preliminary tests show the full anticipated space program for the department of English requires approximately 3 floors of the Medical Arts building to properly accommodate all spaces. Because the department is the largest to be located within the building and as such will have the greatest number of undergraduate students and others visiting the department on a regular basis, the committee recommends that the English department be located on the lowest departmental floors – floors 3, 4 and 5.

The administrative functions including administrative offices, the office of the Chair, Associate Chair and Graduate Coordinator and all files storage and central photocopy room should be located in one cluster that may be locked after hours. The departmental secretary will have a typical 13nasm office, but will be located at the entrance to this cluster and adjacent to the administrative waiting area in order to be available to answer questions of visitors.

The department would like to see two of the larger rooms – likely the boardroom and faculty lounge located adjacent to one another and with adjoining double doors to allow for larger functions to be accommodated within the two spaces. A kitchenette and coat room could be located between the rooms with access from both rooms both to provide a sound buffer between spaces and also to minimize kitchen facilities while making them available to both boardroom activities and faculty and staff.

Graduate student offices will be clustered together on two or more floors and will be divided into both smaller offices to accommodate 3-4 PhD students and larger rooms with carrels to accommodate ~16 Masters students each. Within one or more of the larger carrel rooms, small lockers will be provided to allow students without dedicated carrel space to leave books and other materials at the department. The plan assumes that approximately 20% of Ph.D. students will continue to be accommodated within carrels at Roberts Library and that approximately 10% of graduate students will not require office space within the department at any one time because of research abroad and the desire to work within the home environment. Spaces may vary depending on architectural design, but the number of offices and carrels should remain constant.

The department also considers the Library to be a room that may serve as a distinguished waiting area for faculty visitors. For this reason, and also for monitoring purposes, the Library should be located within close proximity to or, if possible, within the administrative suite.

The fifth floor will only partially be occupied by the department of English. As such, all English department spaces should be clustered together within one wing of the building on this floor.

Meeting room spaces should be located close to the elevator lobby and should be located on different floors to minimize disruption to adjacent spaces as meetings let out.

ii) Linguistics

The department of Linguistics, according to preliminary test fits, can be accommodated on one floor of the Medical Arts building. Based on preliminary plans, the department will be located on the 7th floor.

As with all departments, the administrative functions should be clustered together into a lockable suite including all administrative offices, the office of the Chair, and files storage.

The commons area should be located at the centre of the department to allow for maximum interaction among faculty, staff and students. This room may be linked to the meeting room with double doors to allow for large departmental gatherings to flow between the spaces.

Security for all members of the department must be carefully considered – and particularly for those graduate students located in larger rooms of carrels. The safety issues faced by the department currently in Robarts Library are greater because of the circuitous nature of the floor plan. The regular plan of the Medical Arts building should allow for ease of sight lines and continuity of spaces making a more safe space for all.

iii) Philosophy

Based on a preliminary test-fit of the program to the building, it is expected that the long range space needs for the Department of Philosophy can be accommodated on 2-2/3 upper floors of the Medical Arts building. Preliminary plans show the department located on the 8th and 9th floors and may require some of the 10th floor.

Administrative offices including the office of the Chair, Associate Chair and Graduate Coordinator as well as files storage should be clustered together and located in a lockable suite. The administrative waiting area should be located directly upon entering the suite and adjacent to the department secretary's office. The boardroom should be located close to this suite, but outside of the lockable area so that it may be more easily accessed after hours for graduate meets or other types of gatherings. The photocopy room, too, should be located close to the administrative suite as well as the elevator lobby and be located outside of the lockable suite.

The common lounge should be located close to the elevator lobby and may open onto the corridor if feasible with respect to code issues. This space will be at the heart of the department and is the location where departmental gatherings will be held.

Graduate student spaces should be clustered together and, as with faculty offices, should be located away from noisy areas.

iv) Religion

Based on a preliminary test-fit of the program to the building, it is expected that the long range space needs for the Department of Religion can be accommodated within

approximately 1-1/3 floors of the Medical Arts building. These floors should be contiguous with administrative and public functions clustered on the full floor. The preliminary plan shows the department located on floor 6 of the Medical Arts building.

The administrative suite, including the office of the Chair, Associate Chair and Graduate Coordinator, the offices of non academic staff and files storage should all be located in a distinct, lockable wing of the building for security of records. The administrative waiting area should be located directly upon entering this space and adjacent to the departmental secretary's office. The mailroom and photocopy room should be located near the administrative suite, but outside its lockable area in order to be accessible during evening and weekend hours.

Noisier, highly populated spaces such as the faculty/student/staff lounge and meeting room should be located close to the elevator lobby and removed from faculty offices in order to minimize disruption to work.

Graduate student offices should be clustered together within close proximity to the graduate computer lab and the graduate student work-room. Research offices may be distributed throughout the space.

Common Departmental Support Facilities

Space to accommodate one system administrator, three server rooms, a hardware/media storage room, a building manager office, janitorial change-rooms and lunchroom and a small room for Canada Post deliveries are included in the space program to allow for adequate service of this facility. These spaces will be interspersed among the departmental floors with the Canada Post space as close to the ground level entry, the building manager no higher than the second floor and janitorial spaces in the basement. As space is available on floor 2, some computing functions will likely be located here.

Ground and Basement Levels

The committee recommends that the ground floor retail along the Bloor Street frontage be maintained as existing. These spaces provide revenues that can be used to offset operating costs and contribute to the urban street life of the Bloor Street corridor. The maintenance of this retail corridor is particularly important in that it will help to signal to the surrounding community the University's continuing commitment to be a good neighbour. Some basement space associated with existing ground level tenants will need to be respected in any new plans for basement space. For example, the bank currently occupies space directly below its ground level space that is accessed by an internal stair. The bank also occupies space on the second floor that will be retained.

Any remaining space within Suite 100 (currently a medical laboratory) that fronts on St. George Street, has been considered as a possible location for a University administrative department such as Faculty Recruiting. In occupying this space, a UofT presence at the ground level of the building would be established. The renovation of this space is not included as part of this report as no particular administrative department has been

identified at the present time. At a later date, when the department is identified, additional approvals and funds will be required to provide renovations.

Currently the basement is used primarily for storage. The south-east corner is dedicated to the bank and holds the bank vault as well as office spaces and washrooms. A portion of the north side of the east wing of the basement is used by the restaurant above for refrigeration and storage. Some space for this tenant will also need to be set aside (see lease agreement).

In the space remaining at the basement level a mix of storage spaces and other administrative support spaces which do not need acoustical performance and require passive security such as University archival storage.

University archival space will be included in the unfinished space of the basement. Approximately 250nasm of space will be finished and left ready to receive files for storage. This space may be further developed in the future if other types of space uses are deemed more necessary in this location. It is also a possibility that some of this space will need to be used to accommodate mechanical and electrical equipment related to the greater load of building occupants.

10th Floor Level

At the outset of this project, the University expressed the desired to retain the 10th floor for future development opportunities. However, in planning the building, all four departments decided to use this opportunity to consolidate their departments in one location, removing faculty from Colleges across campus. As such, all floors 2 through 10 will be required to accommodate the programs of the four departments locating here assuming all anticipated hires and increases in graduate students are approved.

VI. Environmental Impact

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 endorses progressive environmental design. Barrier-free accessibility for all, is expected, including access to handicapped parking (to be rented in an adjacent parking garage), 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, where possible, 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.

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.

Other Environmental Issues

The quality of the air in the building has been of concern to the committee members. The 1980's renovation changed operable windows to sealed windows and provided air-conditioning units that provide only air-cooling but no fresh-air intake. Other concerns were tabled over air-borne particles. The committee requested the building air quality be tested and, if necessary, different units be installed that allow for fresh air intake into the building. Preliminary studies show the existing system provides adequate air quality through fresh air entering the building through the doors at ground level and vertical fresh air supply ducts to all floors. As such, retrofitting the building with all new units is not included in the project cost. However, as existing units break and are replaced, the committee recommends that all new units be purchased with fresh air intake capabilities. If, at a later date, the University decides to change all units at one time, the expense will not be borne by this project.

Hazardous Waste Disposal

Some evidence of chemical disposal through the waste water piping has been found to occur from doctors offices. Such disposal must be prohibited by the management of the building.

VII. Special Considerations

Standards of Construction

Building materials and standards of construction should be in line with other University renovation projects. The material palette, including durable, attractive finishes, will be

worked out in advance of the construction of phase one by the architect hired to plan all phases of work.

The committee has expressed interest in restoring the original plaster ceilings wherever possible in order to both bring back the gracious dimensions of the original office spaces and also to allow for additional air circulation. One feature room with restored original plaster ceilings per department has been included in the cost estimate.

Accessibility and Personal Safety

The new facilities will be designed such that they are accessible and inclusive by and for persons with disabilities. In addition to requirements laid out in the University's Design Standards developed by Operations and Services, consultation with the University's Coordinator of Special Services for 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.

Universal elements necessary to provide a fully accessible environment include the following:

- All new light switches, electrical outlets, proximity card readers (if installed), kitchenettes and vision panels in doors throughout the building should be located at a height that they can be used by a person in a wheelchair.
- All new doors are to be large enough for the passage of a wheelchair/scooter and be equipped with lever-style handles.
- Office equipment should be located on low tables.
- Classroom writing surfaces, where designated, should be designed to be easily accessed and used by wheel-chair users.
- Some washrooms will be equipped with automatic openers in accordance to the University's accessibility standards.
- Colour and textures should be used to indicate change in surface to the visually impaired.

Vehicular Drop-Off

A vehicular drop-off space should be provided at the back of the building, adjacent to the rear entry and accessed from lane running along the northern façade. In addition, it is the recommendation of this committee that one parking space should be supported in the adjacent garage (as an on going building operating cost) for the use of handicapped visitors to the buildings.

Washrooms

Existing washrooms have been modified to allow for handicapped accessibility. However, these washrooms are located off of the landing of the stair-well and, therefore, pose a possible hazard to wheelchair users. In addition, motorized wheelchairs and scooters that can not be accommodated in the existing washrooms, are becoming more common. In order to better accommodate handicapped building users, two additional fully handicapped accessible washrooms are proposed to be located within the building (on different floors).

As all floors are accessible by elevator, these super-accessible washrooms will be accessible to anyone who requires them.

Personal Safety

Card key access will be used to gain entry on to all floors during off hours. Elevators will be equipped with card key readers and all stairwell doors, will be locked and equipped with alarmed exits. With this system in place, each member of a department will be given a card that is programmed with the floor and area access permitted to that individual.

Computing and Communications

Connectivity to the University backbone as well as internal connectivity will be essential in this building. UTCNS has begun discussions with the City to run the backbone infrastructure under Bloor Street but have met with some resistance at this time. If, at the time that all departments are being located here, approvals have not been received to locate backbone infrastructure under the road, either wireless links or rented fibre from Toronto Hydro will be necessary. Although money has been reserved in the UTORNET budget to cover capital costs of installing computing infrastructure, the on-going rental costs to Toronto Hydro (if this option is chosen), currently approx. \$8000/year, will need to be applied to the operations of the building.

Space has been included in the program for a systems administrator office and three server rooms. However, CHASS likely will not need full server rooms, but rather hub and switch closets requiring less space, but perhaps on a greater number of floors. In addition, data and communications closets will need to be located on departmental floors.

Building Fire Safety and Code Updates

A fire safety and building code review was undertaken by Leber Rubes for the Medical Arts Building. Their report, submitted December 10, 2002 includes several recommendations for updates required to bring the building into compliance. The University is undertaking to maintain the building as its current office occupancy type because, where there is a change in occupancy or an increase in the occupant load by more than 15% additional upgrading is required. All costs of building updates are included in the TPC for the project. A breakdown of costs associated with the recommended updates is included in Appendix E.

Assuming no change in occupancy, Leber Rubes' recommendations are summarized as follows:

- Access hatches between the exit Stair S1 and service shaft should be replaced with fire rated access doors.
- Tenant doors should be replaced with fire rated doors with self-closing devices. Currently tenant doors are un-rated wood doors with large glass panels and some doors do not have self-closing devices.
- Replace the doors at the ground floor leading into the exit stairs. This includes doors from the lobby into the exit stair and from the pharmacy into the exit stair. Currently, these doors are not fire rated doors and have large glass panels.

- Reconfigure the discharge of exit Stair 1 to discharge directly to the exterior. Currently, both exit stairs discharge into the same lobby. It would be possible to provide a fire rated corridor/vestibule leading to the west from Stair 1 to provide access directly to the exterior without traveling through the lobby.
- Replace doors from tenant spaces that open into the lobby, through which the exit discharges, with fire rated doors.

Campus Planning Issues

The Medical Arts building is located at the north-west corner of St. George and Bloor Streets. The building is easily accessed by subway and is a five-minute walk north of Robarts Library and Sidney Smith Hall. The building works well urbanistically with retail space fronting onto the main artery - Bloor Street and the main building entrance accessed off of St. George Street.

This plan calls for the relocation of four Arts and Science departments into the upper floors of the building, with retail remaining at grade and general University space located below grade. At the lower levels, small bookable classrooms and archival storage are suggested. Classrooms, in particular will require access during day and evening hours in order to best utilize the space. Other larger classrooms within the precinct that will likely serve the departments accommodated in the Medical Arts building are located in OISE UT and the new Woodsworth Residence.

University of Toronto signage will be located outside of the building, as with all other University buildings and the building will be included on the campus map. This should occur as soon as is feasible in order to indicate the ownership and usage (at least in part) of the building currently.

There is no formal access to parking in this location, but a small drop off space behind the building, accessed by the north lane, will be maintained. There is available parking in the adjacent parking garage to be used by visitors/staff/faculty which has hourly or monthly rates available, including hc spaces.

Landscaping opportunities in this location are minimal, but must be considered in keeping with the University landscape standards along both the Bloor and St. George Street frontages.

Signage/Naming Opportunities

The opportunity exists to change the name of the building from the “The Medical Arts Building”. The committee suggests that other names be considered based on donor naming opportunities, or that, for historical sake, the building retain its current name.

Mail Pick up and Delivery

Campus and Canada Post mail will deliver to the building. Campus Mail pick-ups will also be established from one or more locations within the building.

On-going reporting structure during transitional period through 2006

Currently the building is managed by an independent property management group – Darton Property Management. Offices for the management of the building are currently located on the second floor of the building. It is assumed that Darton Property Management will continue to manage the building until the time when spaces are renovated for the four University departments. Subsequently, the University's own property management will take over management of the building and will require only one small office within the building.

During the period between the time this report is submitted in the spring of 2003 and the time all doctors vacate the building three years hence in the spring of 2006, some faculty offices may be established on floors where vacant offices exist. These offices will be only minimally renovated, similar to those renovations done to accommodate the first group of faculty in the English department within the building. Offices would be renovated here only for faculty with no other office on campus. The committee urges the University make every effort to comfortably and appropriately accommodate the faculty members located within the building. Issues that should be given consideration are as follows:

- Allow post boards on office doors for faculty to post office hours, etc.
- Provide signage both in Lobby and on doors to offices (with the difference between University standard and Medical Arts standard to be subsidized by the University)
- Allow quiet waiting in corridors for students meeting with professors.
- Negotiate moving hours to allow for small pieces of furniture to be moved within normal office hours to mitigate extra expenses to departments.

VIII. Resource Implications

i) Departmental Space

ii) University Space – a) classrooms; b) archival storage

IX. Operating Costs

The budgeted operating costs of the Medical Arts Building for fiscal year 2004 are \$1,117,908, excluding property taxes. In addition, to these costs there are the mortgage payments which are \$1,202,942 per year. Therefore total costs are \$2,320,850. In addition, operating costs may include the following:

- Toronto Hydro rented fibre to access University backbone (if this option is exercised)
- Cost of rental of parking space for handicapped visitors

XI. Other Related Costs

Moving and Staging

The building does not have a freight elevator therefore the current practice requires moving of large furniture, or building materials to take place after normal business hours. This practice has been put into place in order that the tenants and their patients are not inconvenienced. The committee agrees that some arrangement must remain in place

through to 2006 when all non-University tenants have vacated the building. However, the project manager must establish a material and equipment delivery schedule before or after work hours to minimize disruption of existing offices and minimize costs.

Secondary Effects

Assuming no early renovations are possible to one or more floors of the building, in 2006 when renovations are scheduled to begin those faculty members accommodated within the Medical Arts building will require relocation for the duration of renovations. The cost of relocation is included as a secondary effect in the total project cost. Those faculty currently accommodated at the Medical Arts building are as follows:

DEPARTMENT OF ENGLISH	Office Assignments 2002-03	
Full-Time Faculty/CLTA:		
Cobb, Michael	Asst. Prof.	MA 401
Esonwanne, Uzoma	Assoc. Prof.	MA 416
Justice, Daniel	Asst. Prof.	MA 512
Salih, Sara	Asst. Prof.	MA 506
Wilson, Sarah	Asst. Prof. (CLTA)	MA 506
Part-Time Instructors:		
Bush, Jamie	Dr.	MA 308
Cockett, Peter	Dr.	MA 308
Crimmins, Mark	Dr.	MA 411
Crosbie, Lynn	Dr.	MA 308
Dewdney, Christopher	Dr.	MA 508
Faubert, Michelle	Dr.	MA 411
Flynn, Deirdre	Dr.	MA 411
Gillingham, Lauren	-	MA 411
Gordon, Craig	Dr.	MA 308
Murray, Julie	-	MA 308
Ophir, Ella	Dr.	MA 411
Plamondon, Marc	Dr.	MA 508
Rayter, Scott	Dr.	MA 508
Sutherland, Jennifer	Dr.	MA 508
Department of English Teaching Assistants		MA 511

Additional faculty may be accommodated in the Medical Arts building over the next three years prior to June 2006. These faculty members would also require relocation during renovations.

In addition, 19 suites on floors 2-10 have options to renew their leases beyond the 2006 date. This report is written assuming all these leases will be released by June 2006. However, if some leases remain the University will need to decide if it is feasible to buy-out the remaining leases, or to consolidate those remaining suites onto one or more floors. Either option will require some funding to accomplish. It is impossible to guess how many, if any, suites will remain leased in June 2006 and therefore, this cost must be noted, but cannot be quoted as part of the project cost. The suites with leases remaining beyond 2006 are as follows:

Leases Expiring after June 2006 or with options to beyond June 2006

Suite	Area (s.f.)	Expiry
930	1488	December 2006/December 2011
810	1662	August 2007/April 2012
730	1261	August 2010
718	1032	July 2006/July 2011
707	1363	November 2007/November 2017
702	691	May 2010
636	478	July 2008
618	2300	November 2013
530	2481	September 2008/September 2013
517	1382	September 2006/September 2011
507	863	September 2003/September 2008
421	737	March 2008
326	469	September 2008
320	884	June 2003/June 2008
315	470	April 2010
230	778	August 2006
214	462	March 2007
213	910	December 2007
207	901	August 2008/August 2013
TOTAL	20,612 s.f. (1915 s.m.)	

XII. Funding Sources and Cash Flow Analysis

The cost of renovations to this building will be born by the Centre. Those items that are divisional responsibility including furnishings, hubs and switches and telephone sets will be covered by the Faculty of Arts and Science.

Classrooms and archival storage located in the basement of the building is costed separately in order that this space may go ahead independently of the departmental renovations when funding is in place. Funding for this portion of the work is also to be covered centrally.

XIII. Schedule

July 2006 to July 2007 major construction

July 2007 – departments move in

Note: This schedule assumes that all leases will be vacated or incentives given to vacate all upper level space as of June 2006. If leases remain after 2006, consideration may need to be made to consolidating remaining doctors onto one floor in order to facilitate construction/renovation on all other floors. It must be noted, however, that if this option is exercised, not all departmental space will be available for the 2007 date.

This schedule also assumes that majority of renovations will take place before June 2006. If, however one or more full office floors become available before this date, renovations

may begin early in order to accommodate departmental spaces in advance of the July 2007 date. Costs will be adjusted accordingly reducing escalation to the appropriate amount of time elapsed and making adjustments to construction costs based on a floor by floor work schedule.

XIV. Recommendations

The committee recommends the following:

- THAT the Project Planning Report for the proposed space programs for the four departments of English, Religion, Philosophy and Linguistics be approved.
- THAT the program identified in this report for basement space for archival storage be approved.
- THAT necessary renovations identified to accommodate the departments of English, Religion, Philosophy and Linguistics within the Medical Arts building be approved.
- THAT the project scope as described in the Project Planning Report be approved and that the individual projects to implement the plan be approved by AFD (projects under \$2 m).
- THAT if interim solutions for space consolidation that are not identified in this Report are required to reallocate MAB vacant space they be identified by the Faculty of Arts and Science's Management Committee and brought forward for approval to AFD.

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Medical Arts Building Space Program: Departmental Spaces

	nasm per	English				Religion				Philosophy				Linguistics			
		Approved #	total nasm	Anticip ated. #	total nasm	Approved #	total nasm	Antici pated	total nasm	Approved #	total nasm	Antici pated	total nasm	Approved #	total nasm	Antici pated	total nasm
Faculty and Non-Academic Staff Offices																	
Faculty Offices	13	87	1139	89	1165	17	221	23	299	38	494	45	585	14	182	17	221
Other UTM/UTSC Offices	4						0		0	20	80	24	96				
enhancement to faculty offices for Chair's, etc.	5	4	20	4	20	4	20	4	20	4	20	4	20	4	20	4	20
Non-Academic Staff Offices	13	9	117	9	117	3	39	3	39	5	65	5	65	2	26	2	26
Stipend Instructor Office	26	1	26	1	26	1	26	1	26	1	26	1	26	0.5	13	0.5	13
Stipend and UTM/Emeritus interview rooms	8	3	24	3	24	1	8	1	8	2	16	2	16	1	8	1	8
Research Offices			135		165		39		39		60		90		85		85
Graduate Student Space																	
Graduate Student Offices			543		640		169		169		224		280		99		114
TA Office			16		16		13		13		10		10				
TA interview rooms	8	4	32	4	32	1	8	1	8	4	32	5	40	1	8	1	8
Graduate Student Lounge			45		45										20		20
Graduate Computer Room			45		45		30		30		25		25		20		20
group study/graduate student work room							13		13	2	30	2	30				
Departmental Support Space																	
Faculty/Staff Lounge			70		70		35		35		70		70		30		30
Boardroom			50		50		50		50		36		36				
Small Meeting Room	20	1	20	1	20												
Small Committee Room/graduate admin support room			15		15		13		13								
photocopy/fax room/mail			20		20		25		25		20		20		15		15
files storage			30		30		30		30		30		30		20		20
mail room			15		15						10		10		10		10
student union office			15		15		10		10		10		10		10		10
Library			40		40						35		35		18		18
Thesis Library storage											15		15				
Journal Office			20		20						10		10				
reception/waiting	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5
AV equipment storage	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3
Meeting Rooms																	
Large Meeting Room			108		108		30		30		68		68		54		54
TOTAL NASM			2533		2686		787		865		1394		1595		646		700
TOTAL NASM in Medical Arts Steady State**			2445		2598		787		865		1394		1595		646		700
TOTAL NASM in Medical Arts for 2007*			2315		2468		696		774		1290		1491		646		700

*assumes faculty offices for each department will remain in Colleges beyond 2007 as follows: English 10 x 13nasm office with first retirement replacement office needed in Medical Arts building 2009; Religion 7x 13nasm offices with first retirement replacement office needed in Medical Arts building 2012; Philosophy 8 x 13nasm office with first retirement replacement office needed in Medical Arts building 2011. Linguistics will move all offices for 2007.

** 22 x 4nasm graduate student space will be accommodated within Robarts Library carrels

Building Space Program – page 2

TOTAL MEDICAL ARTS BUILDING SPACE PROGRAM				STEADY STATE		PHASE ONE FOR 2007	
Departmental Specific Space	nasm	#	total	Approved	Anticipated	Approved	Anticipated
English*				2445	2598	2315	2468
Religion				787	865	696	774
Philosophy				1394	1595	1290	1491
Linguistics				646	700	646	700
Common Space related to departments							
system administrator office	13	1	13				
computer server room	10	3	30				
building manager office	13	1	13				
Canada Post mail room	8	1	8				
Janitor changerooms	12	2	24				
Janitor office/lunchroom	18	1	18				
Sub-total			106	106	106	106	106
Sub-Total Dept. Specific and Related NASM				5378	5864	5053	5539
Common Space - university							
University archival storage	250	1	250				
basement seminar/study rooms	55	3	165				
basement seminar/study rooms	24	1	24				
AV storage	5	5	5				
renovation for bank relocation	140	1	140				
Sub-total		1	584	584	584	584	584
TOTAL BUILDING NASM				5962	6448	5637	6123
Assume Net to Gross ratio of 1.6							
TOTAL BUILDING GSM				9539	10317	9019	9797

* English program to be accommodated at the Medical Arts building only

Additional Non-Assignable Space

washrooms - handicapped
 washrooms - basement
 telephone and data closets
 Janitorial closets

2 special handicapped accessible w/c to be located on two departmental floors
 as needed for classrooms

Phasing Plan

Phasing Plan: Department of English

21 March, 2003

Available to move into the Medical Arts Building

2003/04 - 2007/8

retirement date

retirements between 2003-2007

1	Ackerman, Alan (60%)
2	Auster, Henry
3	Baird, John
4	Bewell, Alan
5	Chamberlin, J. Edward
6	Clarke, George Elliott
7	Cobb, M.
8	Corman, Brian
9	Cuddy-Keane, Melba
10	Downes, Paul
11	Esch, Deborah
12	Esonwanne, U.
13	Goodison, Lorna
14	Henderson, Greig
15	Hutcheon, Linda (67%)
16	Jackson, Heather
17	Justice, D.
18	Kanaganayakai, C.
19	Li, Hao
20	Matus, Jill
21	Morgenstern, Naomi
22	Most, Andrea
23	Mount, Nick
24	Nyquist, M,
25	Ortiz, Simon
26	Percy, Carol
27	Robins, William
28	Salih, S.
29	Sullivan, Rosemary
30	Talahite-Moodley
31	Weisman, Karen A.
32	Wilson, S.
33	Woodland, Malcolm
	20 retirements

1	Baker, Deirdre
2	de Groot, Hans
3	de Quehen, Hugo
4	Harvey, E. Ruth
5	Harvey, Elizabeth
6	Howard, Patricia
7	Johnson, Alexandra
8	Klausner, David
9	Kuhn, Joaquin
10	Lancashire, Anne
11	Lancashire, D. Ian
12	Leggatt, Alexander
13	Levenson, Jill
14	Munk, Linda
15	Patrick, Julian
16	Seary, Peter
17	Shaw, W. David
18	Silber, C. Anderson
19	Townsend, David
20	Xie, Ming

total	65	12 new positions*
-------	----	-------------------

* 10 approved, 2 anticipated

Remaining in Colleges to retirement

1	Akbari, Suzanne	2031
2	Fenwick, Gillian	2015
3	Galbraith, David	2018
4	Murray, Heather	2017
5	O'Connor, John	2014
6	Redekop, Maggie	2010
7	Reibetanz, Julia	2009
8	Reibetanz, John	2010
9	Solecki, Sam	2012

Accommodated within other Departments (Cross Appt. Faculty)

1	Neuman, Shirley
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**Phasing Plan:
Department of
Philosophy
24-Feb-03**

**Available to move into the
Medical Arts Building**

2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
1 Ainslie, Donald	1 Ainslie, Donald	1 Ainslie, Donald	1 Ainslie, Donald	1 Ainslie, Donald	1 Ainslie, Donald
2 Berry, Thomas	2 Berry, Thomas	2 Berry, Thomas	2 Berry, Thomas	2 Berry, Thomas	2 Berry, Thomas
3 Black, Deborah	3 Black, Deborah	3 Black, Deborah	3 Black, Deborah	3 Black, Deborah	3 Black, Deborah
4 Brown, James	4 Brown, James	4 Brown, James	4 Brown, James	4 Brown, James	4 Brown, James
5 Comay, Rebecca	5 Comay, Rebecca	5 Comay, Rebecca	5 Comay, Rebecca	5 Comay, Rebecca	5 Comay, Rebecca
6 Desousa, Ronnie	6 Desousa, Ronnie	6 Desousa, Ronnie	6 Desousa replacement	6 Desousa replacement	6 Desousa replacement
7 Gibbs, Bob	7 Gibbs, Bob	7 Gibbs, Bob	7 Gibbs, Bob	7 Gibbs, Bob	7 Gibbs, Bob
8 Goldstick, Danny	8 Goldstick, Danny	8 Goldstick, Danny	8 Goldstick replacement	8 Goldstick replacement	8 Goldstick replacement
9 Hacking, Ian	9 Hacking, Ian	9 Hacking replacement	9 Hacking replacement	9 Hacking replacement	9 Hacking replacement
10 Heath, Joseph	10 Heath, Joseph	10 Heath, Joseph	10 Heath, Joseph	10 Heath, Joseph	10 Heath, Joseph
11 Hurka, Tom	11 Hurka, Tom	11 Hurka, Tom	11 Hurka, Tom	11 Hurka, Tom	11 Hurka, Tom
12 King, Peter	12 King, Peter	12 King, Peter	12 King, Peter	12 King, Peter	12 King, Peter
13 Kingwell, Mark	12 Kingwell, Mark	13 Kingwell, Mark	13 Kingwell, Mark	13 Kingwell, Mark	13 Kingwell, Mark
14 Misak, Cheryl	13 Misak, Cheryl	14 Misak, Cheryl	14 Misak, Cheryl	14 Misak, Cheryl	14 Misak, Cheryl
15 Morgan, Kathryn	14 Morgan, Kathryn	15 Morgan, Kathryn	15 Morgan, Kathryn	15 Morgan, Kathryn	15 Morgan, Kathryn
16 Morrison, Margaret	15 Morrison, Margaret	16 Morrison, Margaret	16 Morrison, Margaret	16 Morrison, Margaret	16 Morrison, Margaret
17 Sharer, Niko	16 Sharer, Niko	17 Sharer, Niko	17 Sharer, Niko	17 Sharer, Niko	17 Sharer, Niko
18 Shen, Vincent	17 Shen, Vincent	18 Shen, Vincent	18 Shen, Vincent	18 Shen, Vincent	18 Shen, Vincent

19 Sreenivasan, Gopal 20 Sumner, Wayne 21 Tully, Bob 22 Urquhart, Alasdair 23 Whiting, Jennifer 24 app. search 03/04 25 app. search 03/04	18 Sreenivasan, Gopal 19 Sumner, Wayne 20 Tully, Bob 21 Urquhart, Alasdair 22 Whiting, Jennifer 23 app. search 03/04 24 app. search 03/04 25 anticipated search 04	19 Sreenivasan, Gopal 20 Sumner, Wayne 21 Tully, Bob 22 Urquhart, Alasdair 23 Whiting, Jennifer 24 search 03/04 25 app. search 03/04 26 anticipated search 04 27 anticipated search 05	19 Sreenivasan, Gopal 20 Sumner, Wayne 21 Tully, Bob 22 Urquhart, Alasdair 23 Whiting, Jennifer 24 app. search 03/04 25 app. search 03/04 26 anticipated search 04 27 anticipated search 05 28 anticipated search 06	19 Sreenivasan, Gopal 20 Sumner replacement 21 Tully, Bob 22 Urquhart, Alasdair 23 Whiting, Jennifer 24 app. search 03/04 25 app. search 03/04 26 anticipated search 04 27 anticipated search 05 28 anticipated search 06 29 anticipated search 07	19 Sreenivasan, Gopal 20 Sumner replacement 21 Tully, Bob 22 Urquhart, Alasdair 23 Whiting, Jennifer 24 app. search 03/04 25 app. search 03/04 26 anticipated search 04 27 anticipated search 05 28 anticipated search 06 29 anticipated search 07 30 anticipated search 08 31 anticipated search 09 32 Forguson replacement 33 Wilson replacement 34 Friedman replacement 35 Harvey replacement 36 Vertin replacement 37 Gooch replacement 38 Boyle replacement
26 Forguson replacement 27 Wilson replacement	26 Forguson replacement 27 Wilson replacement 28 Friedman replacement 29 Harvey replacement	28 Forguson replacement 29 Wilson replacement 30 Friedman replacement 31 Harvey replacement 32 Vertin replacement	29 Forguson replacement 30 Wilson replacement 31 Friedman replacement 32 Harvey replacement 33 Vertin replacement 34 Gooch replacement	30 Forguson replacement 31 Wilson replacement 32 Friedman replacement 33 Harvey replacement 34 Vertin replacement 35 Gooch replacement	

Remaining in Colleges

2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
1 Gerson, Lloyd 2 Gooch, Paul 3 Hutchinson, Doug 4 Stefanovic, Ingrid 5 Tully, Jim 6 Boyle, Joe (2008) 7 Friedman, Zev (2004)	1 Gerson, Lloyd 2 Gooch, Paul 3 Hutchinson, Doug 4 Stefanovic, Ingrid 5 Tully, Jim 6 Boyle, Joe (2008) 7 Vertin, Michael (2005)	1 Gerson, Lloyd 2 Gooch, Paul (2006) 3 Hutchinson, Doug (2021) 4 Stefanovic, Ingrid (2018) 5 Tully, Jim (2011) 6 Boyle, Joe (2008)	1 Gerson, Lloyd 2 Hutchinson, Doug 3 Stefanovic, Ingrid 4 Tully, Jim 5 Boyle, Joe (2008)	1 Gerson, Lloyd 2 Hutchinson, Doug 3 Stefanovic, Ingrid 4 Tully, Jim 5 Boyle, Joe (2008)	1 Gerson, Lloyd 2 Hutchinson, Doug (2021)_ 3 Stefanovic, Ingrid (2018) 4 Tully, Jim (2011)

Accommodated within other Departments (Cross Appt. Faculty)

1 Barney, Rachel (Classics) 2 Dyzenhaus, David (Law) 3 Reibatanz, Sophia (Law) 4 Ripstein, Arthur (Law)	1 Barney, Rachel (Classics) 2 Dyzenhaus, David (Law) 3 Reibatanz, Sophia (Law) 4 Ripstein, Arthur (Law)	1 Barney, Rachel (Classics) 2 Dyzenhaus, David (Law) 3 Reibatanz, Sophia (Law) 4 Ripstein, Arthur (Law)	1 Barney, Rachel (Classics) 2 Dyzenhaus, David (Law) 3 Reibatanz, Sophia (Law) 4 Ripstein, Arthur (Law)	1 Barney, Rachel (Classics) 2 Dyzenhaus, David (Law) 3 Reibatanz, Sophia (Law) 4 Ripstein, Arthur (Law)	1 Barney, Rachel (Classics) (2028)est 2 Dyzenhaus, David (Law) (2023) 3 Reibatanz, Sophia (Law) (2028)est 4 Ripstein, Arthur (Law) (2023)
--	--	--	--	--	--

Note: Derek Allen and Frank Cunningham not included in list as their appointments with Philisophy are respectively 33% and 20% FTE.

**Phasing Plan: Department/Centre for the Study of Religion in the Medical Arts Building
24-Feb-03**

In Medical Arts Building

2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
1 Dicenso (123 St. George)	1 Dicenso	1 Dicenso	1 Dicenso	1 Dicenso	1 Dicenso
2 Kloppenborg (Trinity)	2 Kloppenborg	2 Kloppenborg	2 Kloppenborg	2 Kloppenborg	2 Kloppenborg
3 Saleh (NMC)	3 Saleh	3 Saleh	3 Saleh	3 Saleh	3 Saleh
4 Sinkewicz (SMC)	4 Sinkewicz	4 Sinkewicz	4 Sinkewicz	4 Sinkewicz	4 Sinkewicz
5 2002/03 search	5 2003/03 search	5 2003/03 search	5 2003/03 search	5 2003/03 search	5 2003/03 search
6 2003/04 search	6 2003/04 search	6 2003/04 search	6 2003/04 search	6 2003/04 search	6 2003/04 search
	7 new appt. 04/05	7 new appt. 04/05	7 new appt. 04/05	7 new appt. 04/05	7 new appt. 04/05
		8 new appt. 05/06	8 new appt. 05/06	8 new appt. 05/06	8 new appt. 05/06
		9 McIntire replacement	9 McIntire replacement	9 McIntire replacement	9 McIntire replacement
		10 Vertin replacement	10 Vertin replacement	10 Vertin replacement	10 Vertin replacement
			11 new appt. 06/07	11 new appt. 06/07	11 new appt. 06/07
				12 new appt. 07/08	12 new appt. 07/08
				13 Novak replacement	13 Novak replacement
					14 new appt. 08/09

In Colleges

1 Bryant (Sociology)	1 Bryant	1 Bryant	1 Bryant	1 Bryant	1 Bryant
2 Dhand (NC)	2 Dhand	2 Dhand	2 Dhand	2 Dhand	2 Dhand
3 Fox (NMC)	3 Fox	3 Fox	3 Fox	3 Fox	3 Fox
4 Gillison (Trinity)	4 Gillison	4 Gillison	4 Gillison		4 Green
5 Green (UC)	5 Green	5 Green	5 Green	4 Green	5 Klassen
6 Klassen (VIC)	6 Klassen	6 Klassen	6 Klassen	5 Klassen	6 Marshall
7 Marshall (UC)	7 Marshall	7 Marshall	7 Marshall	6 Marshall	
8 McIntire (VIC)	8 McIntire				
9 Novak (UC)	9 Novak	8 Novak	8 Novak		
10 Scharper (SMC)	10 Scharper	9 Scharper	9 Scharper	7 Scharper	7 Scharper
11 Vertin (SMC)	11 Vertin				

At UTM

1 McMullin (UTM)	1 McMullin	1 McMullin	1 McMullin replacement	1 McMullin replacement	1 McMullin replacement
2 Schmidt (UTM)	2 Schmidt	2 Schmidt	2 Schmidt	2 Schmidt	2 Schmidt replacement

Equipment and Furnishings

(this section has not been included in this report)

Environmental Impact

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. 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 the responsibility to society to act in ways consistent with the following principles and objectives:

FUNDAMENTAL PRINCIPLES

- Reduction 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 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, summarizing 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 Toxicity, 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 Biodiversity (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

Project Cost Estimate

1. TPC
2. Fire Code Rectifications Budget Cost Estimate

March 20, 2003

**To: Ron Venter
Vice-Provost, Space and Facilities Planning
& Chair of AFD**

**Re: Medical Arts Building
Fire Code Rectifications Budget Cost Estimate**

As requested in your memorandum of February 25, 2003, we have prepared cost estimates to rectify the fire code deficiencies and recommendations as specified by the Code Consultant, Leber Rubes. We have listed the items under the headings *Fire Code Deficiencies* and *Recommendations* in the same order as they appear in your memorandum.

A. Fire Code Deficiencies

Cost Estimate to Correct

- | | |
|---|---------------------|
| 1. Floor slab between basement and ground floor is penetrated by various unprotected openings and lack firestopping around pipe penetrations. | \$ 6,000 |
| 2. Doors to exit stairs and certain fire doors in the basement are wedged or chained open. | Handled by Prop Mgr |
| 3. The fire separation to the basement tenant storage room is not complete above the door. | \$ 1,000 |
| 4. Refuse and recyclables are temporarily stored in basement corridors and in basement stair behind the restaurant. | Handled by Prop Mgr |
| 5. Paint is stored beside a fuel-fired appliance in the mechanical room. | Handled by Prop Mgr |
| 6. A gas fueled lawnmower and grass trimmer are stored in basement storage room 12. These items must be removed. | Handled by Prop Mgr |
| 6A*Exit signs and emergency lighting in the mechanical and storage rooms are not provided | \$ 3,000 |
| 7. A fire separation around exit Stair S2 is not provided in the basement. | \$ 6,000 |
| 8. A door is missing from exit Stair S1 at the basement. | \$ 1,000 |
| 9. Certain sprinkler heads in the basement are obstructed. | Handled by Prop Mgr |
| 10. Security gates installed within the exit stairs should be removed or reconfigured (if possible) to comply with Building Code. | \$ 1,000 |
| 11. Verification required that restaurant kitchen hood system has been inspected and is in | Tenant must provide |

compliance with NFPA96. at own cost

Total Cost Estimate to Correct Fire Code Deficiencies \$ 18,000

* This item did not appear in the memo but was part of the Leber Rubes Report in the 'Executive Summary'

B. Recommendations **Cost Estimate**

- | | |
|---|------------|
| 1. Access hatches between the exit Stair S1 and service shaft should be replaced with fire rated access doors. (\$2,000 x 10 floors) | \$ 20,000 |
| 2. Tenant doors should be replaced with fire rated doors with self closing devices. Currently tenant doors are unrated wood doors with large glass panels and some doors do not have self closing devices. (2 nd to 10 th floors \$2,500 x 200) | \$ 500,000 |
| 3. Replace doors at ground floor leading into the exit stairs. This includes doors from the lobby into the exit stair and from the pharmacy into the exit stair. Currently these doors are not fire rated and have glass panels. | \$ 3,000 |
| 4. Reconfigure the discharge of exit Stair 1 to discharge directly to the exterior. Currently these doors are not fire rated and have glass panels. | \$ 7,000 |
| 5. Replace doors from tenant spaces that open into the lobby through which the exit discharges with fire rated doors. | \$ 18,000 |

Total Cost Estimate to Provide Recommendations \$548,000

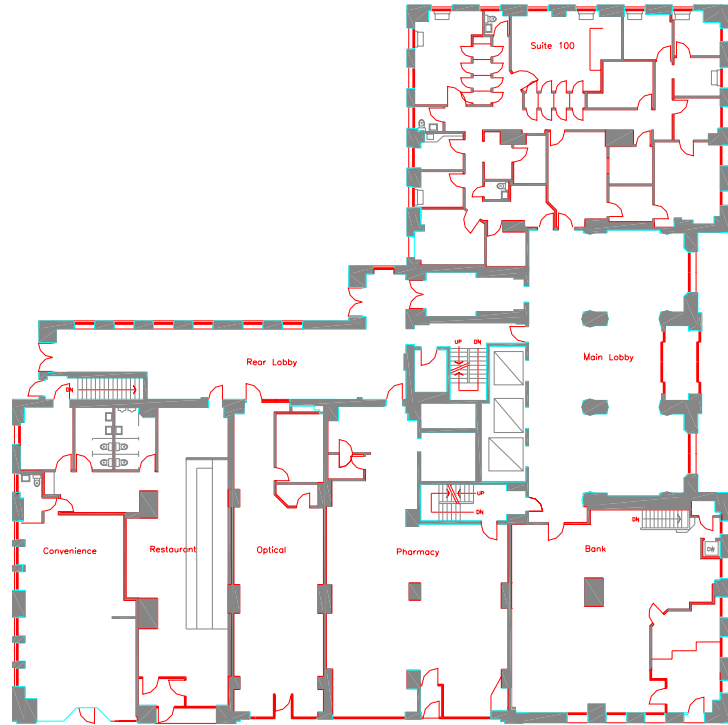
The items noted "Handled by Prop Mgr" were brought to the attention of Ray Cheung (see attached copy of Memorandum dated December 5, 2002) for correction by Darton Property Advisors & Managers, the building's property managers. We have asked for confirmation that all of the changes have been made as requested.

Ihor Kotowycz
Manager, Design & Construction

Encls.

c: J. Bisanti J. Binks H. Hung C.Y. Lam File

Building Floor Plans

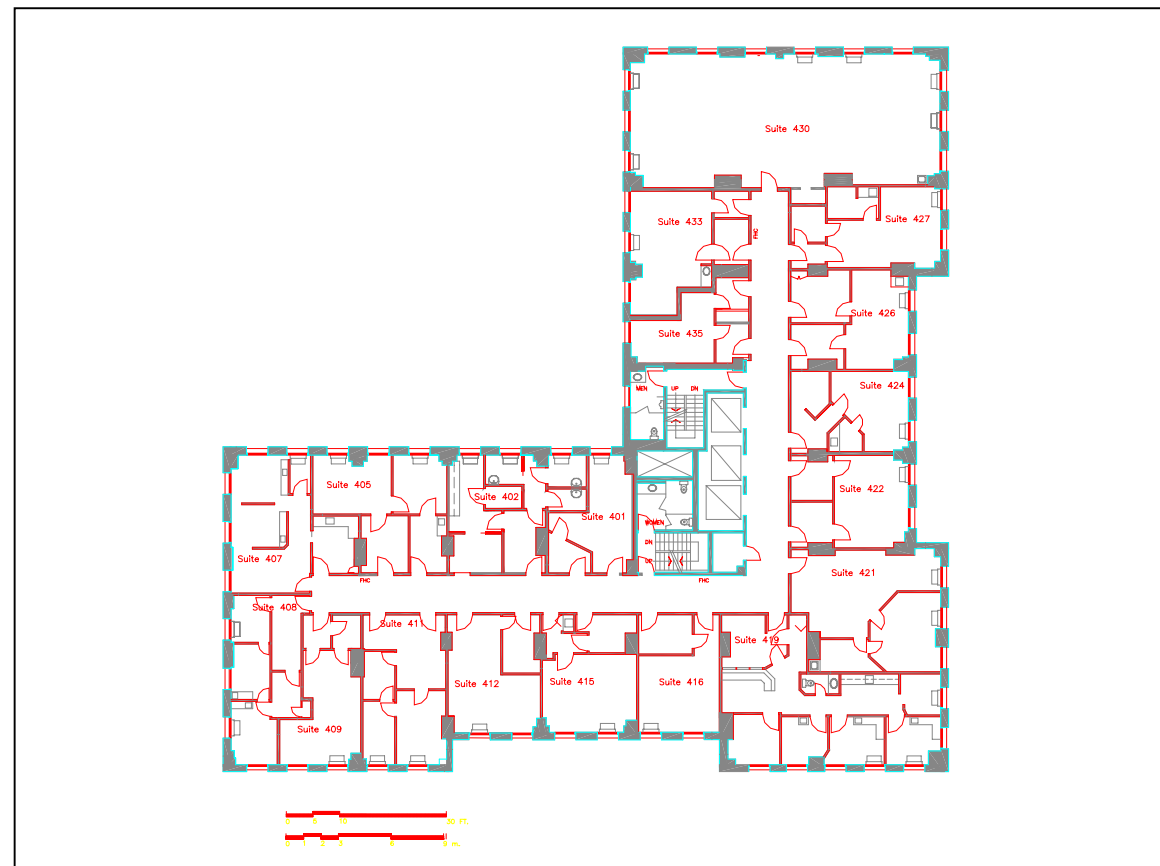


1st Floor

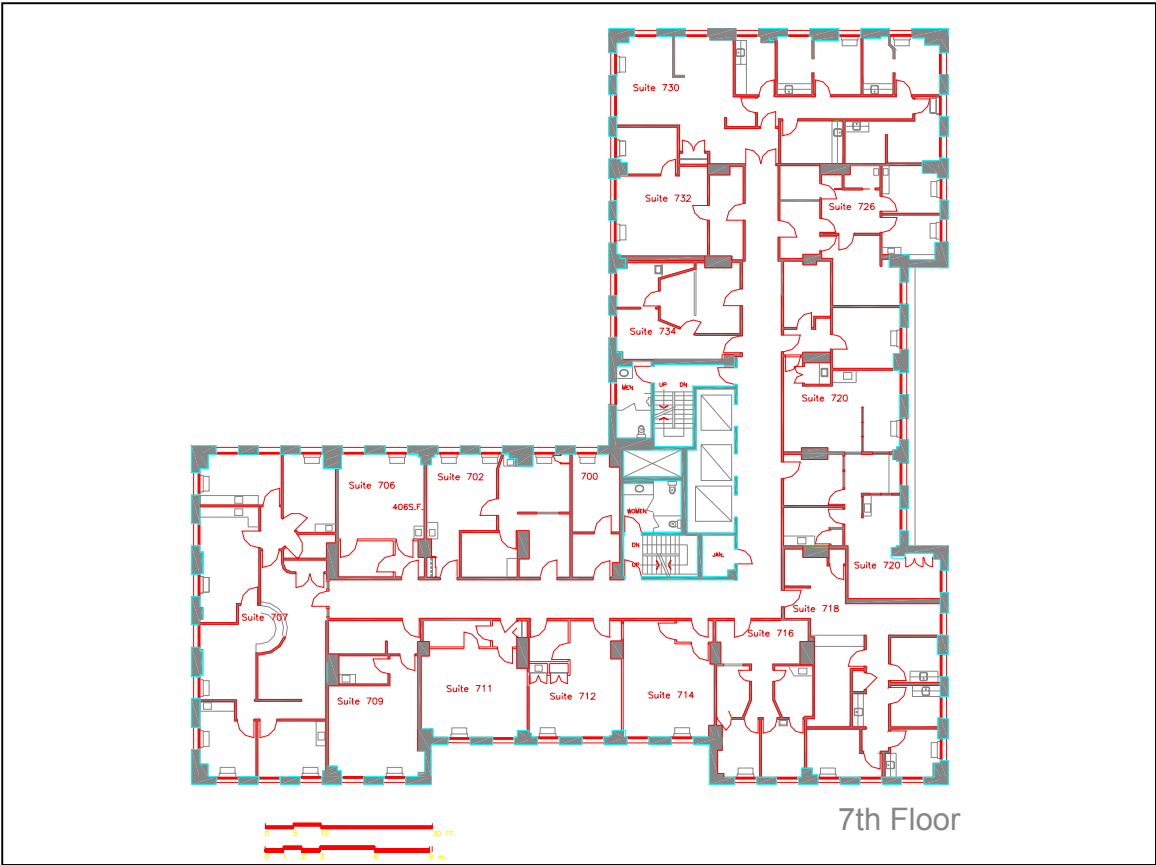


2nd Floor





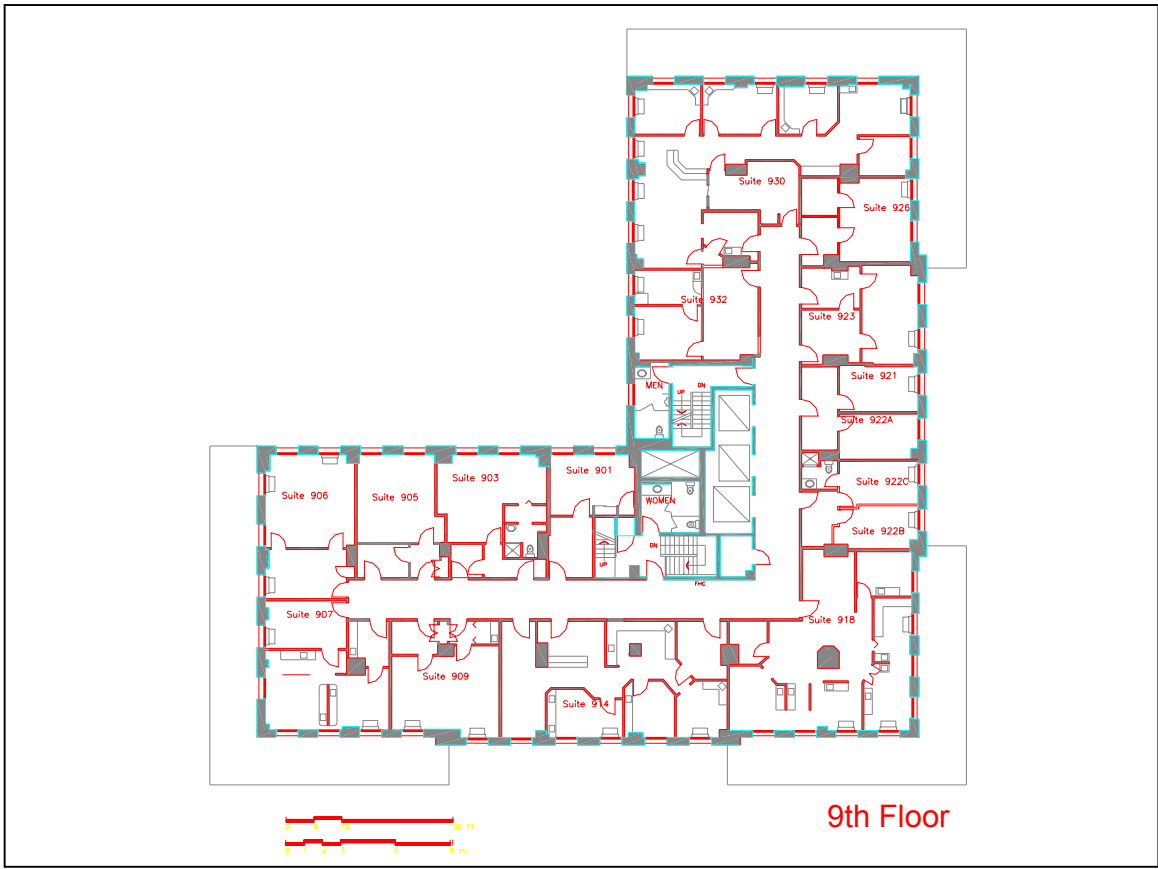




7th Floor

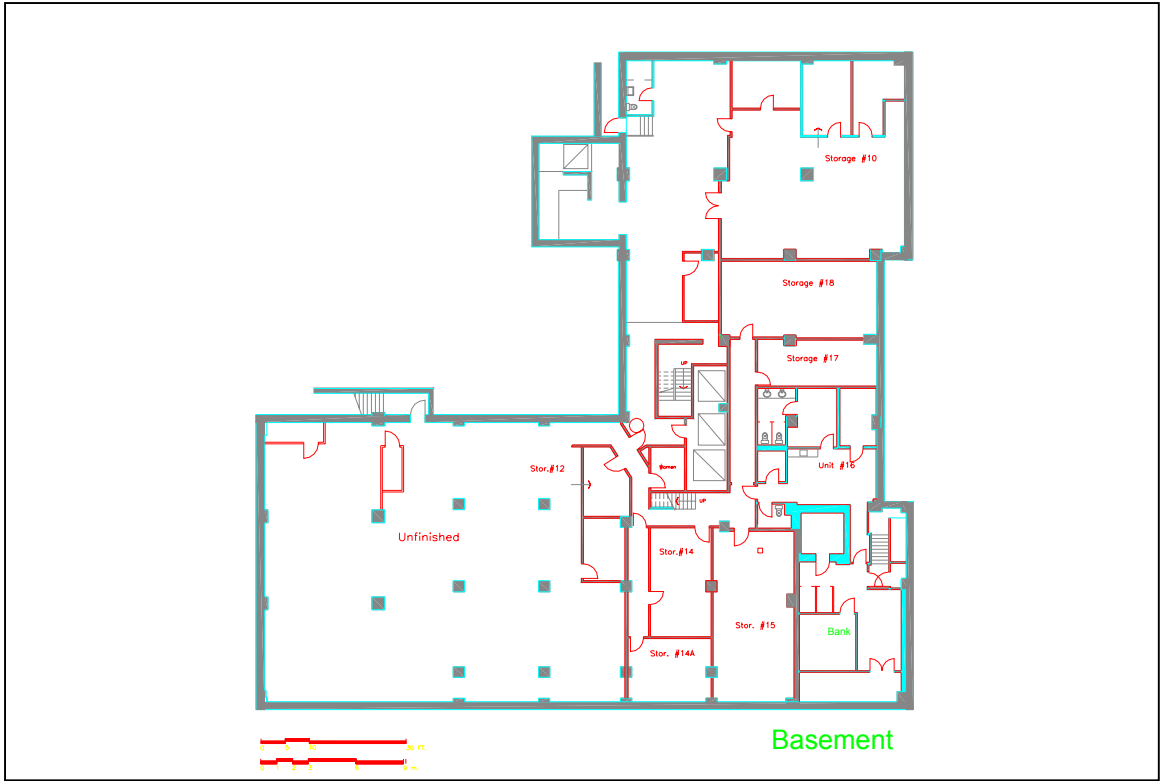


8th Floor



9th Floor





Room Data Sheets

Note: All room data sheets use numbers of rooms and nasm related to the anticipated space program needs identified in each individual department space program. Verification will be required at the time of renovation to confirm all anticipated faculty hires and graduate student enrollment increases have been approved. The approved numbers of rooms and nasms found in each departmental space program represents the minimum amount of space that will be required within the building.

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SECTION A:

Room Name: **Faculty Office/Department Chair's Office - Private**

Rooms Required: 4 (1 per department)

NASM Required: 23 nasm

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

- writing and administrative work
- meeting with students, faculty, staff etc.

B. Number of occupants, resident:

- 1

C. Number of occupants, transient:

- up to 6

D. Space relationship, proximity to other facilities:

- close to reception area, office support facilities (conference room, fax, photocopier, etc.)
- suite of 2 rooms to accommodate adjoining administrative office for executive assistant

E. Visual relationship, proximity to other facilities:

- n/a

F. Furniture and equipment, fixed:

- flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
- bulletin board and white board

G. Furniture and equipment, moveable:

- executive workstation with approx. 12' of work surface; computer workstation with adjustable keyboard tray; lockable, pedestal units (2) mounted below desk work surface
- ergonomic chair
- 72" x 36" meeting table and 6 visitor's chairs (arms)
- 5 drawer lateral filing cabinets (x2)
- credenza
- garbage and recycling

SECTION C:**H. Lighting:**

- overhead fluorescent lighting with parabolic reflectors
- individual task lighting (x1)

I. Power requirements:

- 4 x duplex receptacles (1 per wall)

H. Special systems:

- 5 (E) data cabling (x1)
- voice cabling (x1)
- data and voice jack as a single unit, wall mounted (x2) (location to be decided by occupier)

I. HVAC:

- Individual thermostatic control is desirable

J. Plumbing:

- n/a

K. Special finishes:

- window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
- side vision panels at doorways with glazing treatment for privacy
- signage including nameplate, room # and message attachment mechanism affixed to side of door
- coat hooks (x3)
- door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: **Faculty Office/Associate Chair/Grad. or Undergrad. Coordinator– Private**

Rooms Required: 8 (2 per department)

NASM Required: 8 @ 18 nasm

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

- writing and administrative work
- meeting with students, faculty, staff etc.

B. Number of occupants, resident:

- 1

C. Number of occupants, transient:

- up to 4

E. Space relationship, proximity to other facilities:

- close to reception area, office support facilities (conference room, fax, photocopier, etc.)
- adjacent to support staff

E. Visual relationship, proximity to other facilities:

- n/a

F. Furniture and equipment, fixed:

- bulletin board and white board
- flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high

G. Furniture and equipment, moveable:

- executive workstation with approx. 12' of work surface; computer workstation with adjustable keyboard tray; lockable, pedestal units (2) mounted below desk work surface
- ergonomic chair
- meeting table 4'
- 4 visitors' chairs
- 5-drawer lateral filing cabinets (x2)
- garbage and recycling

SECTION C:**H. Lighting:**

- overhead fluorescent lighting with parabolic reflectors
- individual task lighting (x1)

I. Power requirements:

- 4 x duplex receptacles (1 per wall)

L. Special systems:

- 5 (E) data cabling (x1)
- voice cabling (x1)
- data and voice jack as a single unit, wall mounted (location to be decided by occupier)

M. HVAC:

- Individual thermostatic control is desirable

N. Plumbing:

- N/a

O. Special finishes:

- window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
- side vision panels at doorways with glazing treatment for privacy
- signage including nameplate, room # and message attachment mechanism affixed to side of door
- coat hooks
- door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: **Faculty Office - Private**

Rooms Required: **ENGLISH:** 72 [64 full time faculty (not including Chair, Assoc. Chair & Grad Coord.) and 8 cross appointed faculty choosing English as home base]
LINGUISTICS: 10 ; **PHILOSOPHY** 38; **RELIGION** 18

NASM Required: 138 @ 13 nasm

SECTION B:

A. Space purpose and type of activity:

- writing and administrative work
- meeting with students

B. Number of occupants, resident:

- 1

C. Number of occupants, transient:

- up to 3

D. Space relationship, proximity to other facilities:

- near support facilities where feasible; remote from teaching facilities and noisy traffic areas; cluster with like

E. Visual relationship, proximity to other

- n/a

F. Furniture and equipment, fixed:

- flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
- bulletin board/white board

G. Furniture and equipment, moveable:

- desk with computer return and lockable pedestal
- ergo chair
- 5 drawer file cabinet (x2)
- small meeting table
- visitor arm chairs (x2)
- garbage and recycling

SECTION C:

H. Lighting:

- overhead fluorescent lighting with parabolic reflectors, on dimmer switch
- individual task lighting (x1)

I. Power requirements:

- 4x duplex receptacles (1 per wall)

J. Special systems:

- 5 (E) data cabling (x1)
- voice cabling (x1)
- data and voice jack as a single unit, wall mounted (location to be decided by occupier)

K. HVAC:

- Individual thermostatic control is desirable

L. Plumbing:

- none

M. Special finishes:

- window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
- side vision panels at doorways with glazing treatment for privacy
- signage including nameplate, room # and message attachment mechanism affixed to side of door
- coat hooks
- door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: Faculty Office Shared (type 1)
Rooms Required: **ENGLISH:** 4 (2 UTM/UTSC; 2 post-doc); **LINGUISTICS:** 4 (1 UTM/UTSC, 1 Emeritus, 1 Post Doc, 1 Cross-Appt.); **PHILOSOPHY:** 4 (2 Partial/Cross-Appt.; 2 post-doc); **RELIGION:** 2 (1 UTM/UTSC, 1 Emeritus)
NASM Required: 14 @ 13nasm

SECTION B:

- A. Space purpose and type of activity:**
- writing and administrative work
 - meeting with students
- B. Number of occupants, resident:**
- none
- C. Number of occupants, transient:**
- up to 2
- D. Space relationship, proximity to other facilities:**
- in faculty cluster
- E. Visual relationship, proximity to other facilities:**
-
- F. Furniture and equipment, fixed:**
- flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - white board and bulletin board
- G. Furniture and equipment, moveable:**
- desk with computer return and lockable pedestal (x2)
 - ergo chair (2)
 - 5 drawer file cabinet (x2)
 - visitors chairs (x2)
 - garbage and recycling

SECTION C:

- H. Lighting:**
- overhead fluorescent lighting with parabolic reflectors, on dimmer switch
 - individual task lighting (x2)
- I. Power requirements:**
- 4x duplex receptacles (1 per wall)
- J. Special systems:**
- 5 (E) data cabling (x2)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted)
- K. HVAC:**
- Individual thermostatic control desirable
- L. Plumbing:**
- none
- M. Special finishes:**
- window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: Faculty Office - Shared (type 2)
Rooms Required: ENGLISH: 6 @ 13nasm (Partial appointed faculty); PHILOSOPHY: 8 @ 12nasm (or 6 @16nasm)
NASM Required: 6 @ 13 nasm plus 8 @ 12nasm

SECTION B:

- A. Space purpose and type of activity:**
 - writing and administrative work
 - meeting with students
- B. Number of occupants, resident:**
 - 2
- C. Number of occupants, transient:**
 - up to 4
- D. Space relationship, proximity to other facilities:**
 - in faculty cluster
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - bulletin board and white board
- G. Furniture and equipment, moveable:**
 - desk with computer return and lockable pedestal (x3)
 - ergo chair (x3)
 - 5 drawer file cabinet (x3)
 - garbage and recycling

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors, on dimmer switch
 - individual task lighting (x3)
- I. Power requirements:**
 - 4x duplex receptacles (1 per wall)
- J. Special systems:**
 - 5 (E) data cabling (x3)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- K. HVAC:**
 - Individual thermostatic control desirable
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: Faculty Office – Shared (type 3)
Rooms Required: 4 (English only)
NASM Required: 4 @ 10 nasm = 40 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - writing and administrative work
 - meeting with students
- B. Number of occupants, resident:**
 - 3
- C. Number of occupants, transient:**
 - up to 2
- D. Space relationship, proximity to other facilities:**
 - not critical
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - bulletin board/white board
- G. Furniture and equipment, moveable:**
 - desk with computer return (x2)
 - ergo chair (x2)
 - 5 drawer file cabinet (x2)
 - garbage and recycling

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors, on dimmer switch
 - individual task lighting (x2)
- I. Power requirements:**
 - 4x duplex receptacles (1 per wall)
- J. Special systems:**
 - 5 (E) data cabling (x2)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- K. HVAC:**
 - Individual thermostatic control desirable
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: Stipend Instructors' Common Office
Rooms Required: 3 @ 26nasm (English, Philosophy, Religion); 1 @13nasm (Linguistics)
NASM Required: 3 @ 26nasm plus 1 @ 13nasm

SECTION B:

- A. Space purpose and type of activity:**
– work and meeting place for Stipend Instructors
- B. Number of occupants, resident:**
– none
- C. Number of occupants, transient:**
– 6
- D. Space relationship, proximity to other facilities:**
– clustered with research spaces; accessible after hours
- E. Visual relationship, proximity to other facilities:**
–
- F. Furniture and equipment, fixed:**
– bulletin board and white board
– flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
– small lockers in a bank for approx. 20 instructors
- G. Furniture and equipment, moveable:**
– desk with computer return (x6) and chair (x6) (Note: For Linguistics – 3 stations)
– 5 drawer filing cabinet (x3)
– garbage and recycling

SECTION C:

- H. Lighting:**
– overhead fluorescent lighting with parabolic reflectors
– individual task lighting (x6)
- I. Power requirements:**
– 8x duplex receptacles (2 per wall)
- J. Special systems:**
– 5 (E) data cabling (x6)
– voice cabling (x1)
- K. HVAC:**
– Individual thermostatic control is desirable
- L. Plumbing:**
– none
- M. Special finishes:**
– window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
– side vision panels at doorways with glazing treatment for privacy
– signage including nameplate, room # and message attachment mechanism affixed to side of door
– coat hooks
– door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: Stipend Meeting/Interview Rooms
Rooms Required: 7 rooms (English x 3; Linguistics x 1; Philosophy x 2; Religions x 1)
NASM Required: 7 @ 8 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - Stipend and Partially appointed faculty with shared offices – booked rooms to hold office hours, course related group work etc.
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 5
- D. Space relationship, proximity to other facilities:**
 - near stipend office
- F. Visual relationship, proximity to other facilities:**
- F. Furniture and equipment, fixed:**
 - white boards and bulletin boards
- G. Furniture and equipment, moveable:**
 - rectangular table configuration
 - chairs (arms) (x5)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 2x duplex receptacles
- J. Special systems:**
 - Voice cabling (x1)
 - 5 (E) data cabling (x1)
- K. HVAC:**
 - zonal control (ensure proper air flow since small room/occupancy ratio)
- L. Plumbing:**
 - none
- M. Special finishes:**
 - coat hooks
 - glazed panels to permit viewing from exterior and natural light
 - at least one should be outfitted specifically with wheel chair accessible furniture
 - booking boards to be hung outside each room
 - signage including nameplate, room # and message attachment mechanism affixed to side of door

SECTION A:

Room Name: Non-Academic Staff Office
Rooms Required: 19 (English x 9; Linguistics x 2; Philosophy x 5; Religion x 3)
NASM Required: 19 @ 13 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - administrative work
- B. Number of occupants, resident:**
 - 1
- C. Number of occupants, transient:**
 - 2
- D. Space relationship, proximity to other facilities:**
 - administration offices
 - near mail room, photocopy room, fax, office support facilities, secured space after 5pm
- E. Visual relationship, proximity to other facilities:**
 - n/a
- F. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - bulletin board and white board
- G. Furniture and equipment, moveable:**
 - desk with computer return, lockable hutch and pedestal
 - ergo chair
 - 5 drawer filing cabinets (x2)
 - visitors chairs (x2)
 - small meeting table
 - garbage and recycling

FOR PHILOSOPHY ONLY:

Work counter for typewriter and printer (x 2 rooms)
Credenza (x 2 rooms)
Printer/fax table (x 2 rooms)
Supplies cabinet (x 1 room)
Table for printer (x 1room)

FOR RELIGION ONLY:

Storage unit (bookcase with two doors, lateral files drawers with lock) (x 1 room)
5 drawer file cabinet or work desk on castors (x 1 as space provides)
front counter (dutch-door type separation from administrative waiting area in departmental secretary office x 1)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
 - individual task lighting (x1)
- I. Power requirements:**
 - 4x duplex receptacles (1 per wall)
- J. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)

- data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- K. HVAC:**
 - Individual thermostatic control is desirable
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: Research Project Room (Type 1 – 3 workstations)
Rooms Required: 12 - ENGLISH: 11; RELIGION: 1
NASM Required: 11 @ 15 nasm plus 1 x 13nasm

SECTION B:

- A. Space purpose and type of activity:**
 - research work, use of confidential documents
- B. Number of occupants, resident:**
 - 3
- C. Number of occupants, transient:**
 - none
- D. Space relationship, proximity to other facilities:**
 - remote from teaching space, not contiguous with faculty offices
 - accessible after hours
- E. Visual relationship, proximity to other facilities:**
- F. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - white board (x3) and bulletin board (x1)
- G. Furniture and equipment, moveable: (per room)**
 - desk/computer return with drawer unit (lockable) (x3)
 - ergo chair (x3)
 - filing cabinet(x3)
 - printer/fax table

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors,
- H. Power requirements:**
 - 4 duplex/ 1 per wall
- I. Special systems:**
 - 5 (E) data cabling (x3)
 - voice cabling (x1)
- J. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 - none
- M. Special finishes: (per room)**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

Room Name: **Research Project Room (type 2 – 2 workstations)**

Rooms Required: LINGUISTICS: 5 ; PHILOSOPHY: 6

NASM Required: 5 @ 13 nasm plus 6 @ 15nasm

SECTION B:

- A. Space purpose and type of activity:**
 - research work, use and storage of confidential documents
- B. Number of occupants, resident:**
 - 3
- C. Number of occupants, transient:**
 - none
- D. Space relationship, proximity to other facilities:**
 - remote from teaching space, not contiguous with faculty offices
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:** (per workstation)
 - flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - white board and bulletin board
- G. Furniture and equipment, moveable:** (per room)
 - desk/computer return with drawer unit and lockable pedestal (x2)
 - ergo chair (x2)
 - 5 drawer filing cabinet(x2)
 - meeting table or work surface
 - visitors chairs (arms) (x2)
 - printer/fax table

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors,
- K. Power requirements:**
 - 4 duplex/ 1 per wall
- L. Special systems:**
 - 5 (E) data cabling (x2)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- M. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 - none
- M. Special finishes:** (per room)
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: **Phonetics Research Project Room (type 3 – includes anechoic chamber)**

Rooms Required: LINGUISTICS: 1

NASM Required: 1 @ 20 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - research work, use of confidential documents
- B. Number of occupants, resident:**
 - 2
- C. Number of occupants, transient:**
 - 1
- D. Space relationship, proximity to other facilities:**
 - cluster near research areas
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - white board and bulletin board
 - custom built anechoic chamber
 - anechoic chamber console
- G. Furniture and equipment, moveable: (per room)**
 - visitors chairs (arms) (x2)
 - desk/computer return with drawer unit (x1)
 - ergo chair (x1)
 - 5 drawer filing cabinet(x1)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors,
 - individual task lighting (x1)
- I. Power requirements:**
 - 4 duplex/ 1 per wall
- J. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- K. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 - none
- M. Special finishes: (per room)**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: **Research Lab Space (type 4 – 1 workstation)**
Rooms Required: **RELIGION: 2**
NASM Required: 2 @ 13 nasm = 26 nasm

SECTION B:

- A. Space purpose and type of activity:**
- research, writing, confidential processes
 - event planning
 - use of confidential documents
- B. Number of occupants, resident:**
- 1
- C. Number of occupants, transient:**
- up to 2
- D. Space relationship, proximity to other facilities:**
- clustered with other research, stipend, TA and non-appointed areas
 - accessible after hours
- E. Visual relationship, proximity to other facilities:**
-
- F. Furniture and equipment, fixed: (per workstation)**
- flush mounted pilasters (shelf standard) with shelves provided for full wall length on both sides, 7ft high
- G. Furniture and equipment, moveable: (per room)**
- desk/computer return with lockable drawer and filing unit
 - ergo chair
 - 5 drawer filing cabinet
 - visitors chairs (arms) (x 2)
 - meeting table

SECTION C:

- H. Lighting:**
- overhead fluorescent lighting with parabolic reflectors,
 - individual task lighting (x1)
- I. Power requirements:**
- sufficient to accommodate the number of work stations
- J. Special systems: per workstation**
- 5 (E) data cabling (x1)
 - voice cabling (x1) per room
- K. HVAC:**
- zonal control
- L. Plumbing:**
- none
- M. Special finishes: (per room)**
- window coverings and a 2ft.glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: Graduate Student (Ph.D.) Offices (type 1)

Rooms Required: **ENGLISH:** 23 rooms with 4 stations each (note: this accommodates 92 PhD students. An additional 22 PhD carrels are expected to be maintained at Robarts Library – bringing the total PhD offices to 114. This assumes that at any one time a minimum of 10 PhD students will be working elsewhere and will not require office space on campus); **PHILOSOPHY:** 10 rooms with 4 stations each.

NASM Required: 33 rooms @ 16 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - personal research and teaching assistant work
- B. Number of occupants, resident:**
 - 4
- C. Number of occupants, transient:**
 - none
- D. Space relationship, proximity to other facilities:**
 - close to other graduate student and TA spaces.
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - bulletin board and white board (x4)
- H. Furniture and equipment, moveable:**
 - desk/computer return unit, drawer unit lockable (x4)
 - filing cabinets (x4)
 - ergo chairs (x4)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 4 duplex/1 per wall
- J. Special systems:**
 - 5 (E) data cabling (x4)
 - voice cabling (x1)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: **Graduate Student Offices (type 2)**

Rooms Required: LINGUISTICS: 4 (to accommodate 9-10 carrels each)

NASM Required: 4 x 28.5nasm = 114 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - personal research and teaching assistant work
- B. Number of occupants, resident:**
 - 3
- C. Number of occupants, transient:**
 - none
- D. Space relationship, proximity to other facilities:**
 - near other graduate spaces
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - 10 x study carrels, 60" wide, each with lockable pedestal and hutch (lockable)
 - bulletin board and white board
 - small stackable lockers in one bank for approx. 20
- G. Furniture and equipment, moveable:**
 - ergo chairs (x10)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- L. Power requirements:**
 - sufficient to accommodate the number of work stations (maximum 10)
- M. Special systems:**
 - 5 (E) data cabling (x10)
 - voice cabling (x1)
- N. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - coat hooks(x10)
 - window coverings
 - swipe card access lock
 - signage including nameplate and room #

SECTION A:

Room Name: **Graduate Student Offices (PhDs) (type 3)**
Rooms Required: **RELIGION:** 13 rooms with 3 stations each
NASM Required: 13 rooms @ 13 nasm = 169 nasm (some may be in slightly larger offices with 4 stations per 16nasm space – but same nasm applies)

SECTION B:

- A. Space purpose and type of activity:**
 - personal research and teaching assistant work
- B. Number of occupants, resident:**
 - 3
- C. Number of occupants, transient:**
 - none
- D. Space relationship, proximity to other facilities:**
 - near other graduate spaces
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - work stations (x3): desk with computer return, lockable drawer and file drawer,
 - flush mounted pilasters (shelf standard) with shelves provided for the full wall length on both sides, 7ft. high
 - whiteboard and bulletin board
- G. Furniture and equipment, moveable:**
 - ergo chairs (x3)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
 - individual task lighting (one per work station)
- O. Power requirements:**
 - sufficient to accommodate the number of work stations (maximum 4)
- P. Special systems:** per workstation
 - 5 (E) data cabling (x3)
 - voice cabling (x1)
- Q. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - coat hooks(x3)
 - window coverings
 - swipe card access lock
 - signage including nameplate and room #

SECTION A:

Room Name: Graduate Student (MA) Office
Rooms Required: ENGLISH: 4 @ 46nasm each; PHILOSOPHY: 3 @40nasm each
NASM Required: 4 x 46 nasm/room plus 3 x 40nasm/room

SECTION B:

- A. Space purpose and type of activity:**
 - student study and personal research area
- B. Number of occupants, resident:**
 - 15
- C. Number of occupants, transient:**
 - none
- D. Space relationship, proximity to other facilities:**
 - near Ph.D. student offices
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed: (per station x~15)**
 - study carrels, 60" wide, each with lockable pedestal and hutch (lockable)
 - bulletin board and white board
 - small stackable lockers in one bank for approx. 30
- G. Furniture and equipment, moveable:**
 - ergo chairs (x15)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - sufficient to accommodate the number of computer work stations
- J. Special systems:**
 - 5 (E) data cabling (x15)
 - voice cabling (x1)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks

SECTION A:

Room Name: Graduate Student Computer Room (English)
Rooms Required: 1 room
NASM Required: 45 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - dual function to include support of teaching (on-line internet courses) as well as graduate student usage.
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - 20
- D. Space relationship, proximity to other facilities:**
 - proximity to Systems/Departmental Assistant's office
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - 20 workstations
 - printer table (x1)
 - lockable storage closet for supplies (paper, ink cartridges, etc.)
- G. Furniture and equipment, moveable:**
 - ergo chairs (x20)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - sufficient duplex receptacles located in power rail along perimeter of room
- J. Special systems:**
 - wireless cabling environment
 - 5 (E) data cabling (x2)
 - voice cabling (x1)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - swipe card access lock
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door

SECTION A:

Room Name: **Computer Lab Room (Linguistics)**
Rooms Required: 1 room
NASM Required: 20 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - primary location for graduate resources
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 12
- D. Space relationship, proximity to other facilities:**
 -
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - computer tables (x8),
 - printer table (x1)
 - whiteboard and bulletin boards
- G. Furniture and equipment, moveable:**
 - chairs (arms) (x6)
 - large table (to seat 6)
 - tall shelves

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - sufficient duplex receptacles for computing to be located in power rail along perimeter of room
- J. Special systems:**
 - series 3000 raceway to house 10 category 5 data drops (for 2 laptop at meeting large table)
 - voice cabling (x1)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - swipe card access lock
 - signage including nameplate and room #
 - window coverings

SECTION A:

Room Name: **Computer Room (Philosophy)**
Rooms Required: 1
NASM Required: 25 nasm

SECTION B:

- A. Space purpose and type of activity:**
- B. Number of occupants, resident:**
none
- C. Number of occupants, transient:**
 - up to 10
- D. Space relationship, proximity to other facilities:**
 - near students cluster
 - remote from faculty cluster
 - remote from support facilities
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - computer tables (x10)
 - printer tables (x2)
 - typewriter table
- G. Furniture and equipment, moveable:**
 - ergo chair (x10)

SECTION C:

- H. Lighting:** (per room)
 - overhead fluorescent lighting with parabolic reflectors on dimmer switch
- I. Power requirements:** (per workstation)
 - duplex receptacles (x10)
- J. Special systems:**
 - 5 (E) data cabling (x10)
 - voice cabling (x1)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks (x10)
 - swipe card access lock

SECTION A:

Room Name: **Computer Lab Room (Religion)**
Rooms Required: 1 room
NASM Required: 30 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - primary work area for MA students
 - primary location for graduate resources
 - primary location for graduate group work
- B. Number of occupants, resident:**
- C. Number of occupants, transient:**
 - up to 14
- D. Space relationship, proximity to other facilities:**
 -
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - computer tables (x2),
 - printer table (x1)
 - whiteboard and bulletin boards (vinyl wall finish – full wall for easy writing/erasing)
- C. Furniture and equipment, moveable:**
 - bookshelves x 2
 - chairs (arms) (x8)
 - meeting table
 - stackable bank of lockers (15-20)
 - carrels (x4)
 - ergo chairs x 6

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - sufficient duplex receptacles located in power rail along perimeter of room
- J. Special systems:**
 - series 3000 raceway to house 14 category 5 data drops (for laptop connection x 15)
 - voice cabling (x1) located in raceway
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - swipe card access lock
 - signage including nameplate and room #
 - window coverings

SECTION A:

Room Name: Teaching Assistants Office - Shared
Rooms Required: ENGLISH:1 @16nasm; PHILOSOPHY: 1 @10nasm; RELIGION:1 @13nasm
NASM Required: 1 x 16nasm; 1 x 10nasm; 1 x 13nasm

SECTION B:

- A. Space purpose and type of activity:**
 - meeting place for Teaching Assistants to discuss group marking; storage of TA files
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 10
- D. Space relationship, proximity to other facilities:**
 - near teaching assistant interview rooms and graduate student offices
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - bulletin board and white board
 - flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
- F. Furniture and equipment, moveable:**
 - meeting table
 - ergo chair ((x 6 Religion; x 10 English; x 4 Philosophy)
 - 5 drawer filing cabinet (x2)
 - desk with computer return and lockable pedestal (x1 for Philosophy)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 4x duplex receptacles (1 per wall)
- L. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- M. HVAC:**
 - Individual thermostatic control is desirable
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks (x8)
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: TA Meeting/Interview Rooms
Rooms Required: ENGLISH: 4 rooms; LINGUISTICS: 1 room; PHILOSOPHY:5 rooms;
RELIGION: 1 room
NASM Required: 11 @ 8 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - TA office hours, course related group work etc.
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 5
- D. Space relationship, proximity to other facilities:**
 - near graduate student offices
- E. Visual relationship, proximity to other facilities:**
- F. Furniture and equipment, fixed:**
 - white boards and bulletin boards
- K. Furniture and equipment, moveable:**
 - table (seat 5)
 - chairs (arms) (x5)

SECTION C:

- L. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- M. Power requirements:**
 - 2x duplex receptacles
- N. Special systems:**
 - Voice cabling (x1)
 - 5 (E) data cabling (x1)
- K. HVAC:**
 - zonal control (ensure proper air flow since small room/occupancy ratio)
- M. Plumbing:**
 - none
- M. Special finishes:**
 - coat hooks (x6)
 - glazed panels to permit viewing from exterior and natural light
 - at least one should be outfitted specifically with wheel chair accessible furniture
 - booking boards to be hung outside each room
 - signage including nameplate, room # and message attachment mechanism affixed to side of door

SECTION A:

Room Name: **Boardroom (English)**

Rooms Required: 1 room with capacity for 20 seated

NASM Required: 50 nasm (5 nasm to be used to accommodate small coat room & kitchenette)

SECTION B:

- A. Space purpose and type of activity:**
 - meetings and seminars
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - 20
- D. Space relationship, proximity to other facilities:**
 - adjacent to faculty lounge, large meeting room and kitchenette
 - Note: if feasible the faculty lounge and boardroom can share a common kitchenette and coat room with doors from each space into these areas
 - proximity to Chair's Office
- E. Visual relationship, proximity to other facilities:**
- F. Furniture and equipment, fixed:**
 - wall mounted white boards with cord strip (on horizontal sliders)
 - retractable, ceiling mounted screen (powered)
 - fridge unit/coffee or servery unit including upper and lower cabinets (may be shared with faculty lounge)
 - credenza for supplies and coffee
- G. Furniture and equipment, moveable:**
 - connectable tables or conference table (to seat 20)
 - comfortable, chairs (arms) on castors (x20)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
 - dimmable spot lighting or perimeter lighting on tracks
- I. Power requirements:**
 - 4x duplex receptors
 - sufficient power for fridge and coffee maker etc.
- J. Special systems:**
 - Voice cabling (x1)
 - 5 (E) data cabling (x1)
- K. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 - small sink unit
- M. Special finishes:**
 - enclosed kitchen/service unit
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - cloak room (movable or built in and shared by faculty lounge)
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: **Boardroom/Conference Events Room (Religion)**
Rooms Required: 1
NASM Required: 50 nasm

SECTION B:

- A. Space purpose and type of activity:**
– meetings, seminars, colloquia, term parties, symposium, conferences, receptions
- B. Number of occupants, resident:**
– none
- C. Number of occupants, transient:**
– 30 to 40 standing
- D. Space relationship, proximity to other facilities:**
- connected with seminar/meeting room by double doors or sliding wall (sound isolation permitted)
– adjacent or near kitchen/lounge
– central (close to elevators, washrooms)
– after hour access
- E. Visual relationship, proximity to other facilities:**
– a/v storage
- F. Furniture and equipment, fixed:**
– chalk boards x 2
– retractable, ceiling mounted screen x 2 (powered)
– ceiling mounted data projector
– podium/lecture stand
– storage for folding chairs
- G. Furniture and equipment, moveable:**
– stackable chairs x15
– flexible stackable wooden tables x 8 to seat 4 each in lecture style or to be connected to form seminar style table configuration
– comfortable, movable chairs (x30)
– 84" tall bookcases/shelves x 4

SECTION C:

- H. Lighting:**
– over head fluorescent lighting with parabolic reflectors
– dimmable spot lighting or perimeter lighting on tracks
- I. Power requirements:**
– 4x duplex receptors (one per wall)
– configured for laptop use
- J. Special systems:**
– 5 (E) data cabling
– voice cabling (connection only)
– data and voice jack as a single unit, wall mounted
- K. HVAC:**
– room control
- L. Plumbing:**
– none
- E. Special finishes:**
- window blinds (darkness) for projection capability;
- coat hooks
- signage room #

SECTION A:

Room Name: **Boardroom (Philosophy)**
Rooms Required: 1 (to seat 15-20)
NASM Required: 36 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - meetings, graduate classes, orals, interviews etc.
- B. Number of occupants, resident:**
 - none
- I. Number of occupants, transient:**
 - up to 20
- D. Space relationship, proximity to other facilities:**
 - remote from support cluster
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - whiteboard and bulletin board
 - retractable ceiling mounted screen (powered)
 - credenza for supplies and coffee
 - enclosed kitchenette with lower and upper cupboards
 - cabinet to house TV, VCR & overhead projector
- G. Furniture and equipment, moveable:**
 - connectable tables or racetrack conference table (to seat 20)
 - armchairs on castors (x20)

SECTION C:

- H. Lighting:** (per room)
 - overhead fluorescent lighting with parabolic reflectors on dimmer switch
- I. Power requirements:** (per room)
 - 4 x duplex receptacles (1 per wall)
- J. Special systems:** (per room)
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
 - data and voice jack as single unit, wall mounted (location to be decided by occupier)
- K.HVAC:**
 - zonal control
- I. Plumbing:**
 - none
- M. Special finishes:**
 - window blinds for projection capability
 - coat hooks (x20)
 - signage including nameplate and room #
 - side vision panels at doorways with glazing treatment for privacy

SECTION A:

Room Name: Faculty/Staff Lounge (English)
Rooms Required: 1 room
NASM Required: 70 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - receptions, informal gatherings, lunch, coffee breaks etc.
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 40
- D. Space relationship, proximity to other facilities:**
 - adjacent to boardroom with one or two sets of double doors joining the rooms. Note, these two rooms may share a kitchenette and coat room if architecturally feasible.
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - built-in unit to support fridge, microwave, coffee maker, kettle, sink, cupboards/storage (both upper and lower)
 - bulletin board and whiteboard
- G. Furniture and equipment, moveable:**
 - sofas (x3)
 - comfortable chairs (x10)
 - coffee tables (x3)
 - square café style chairs (x2)
 - square café style tables (x10)

SECTION C:

- H. Lighting:**
 - wall mounted sconces
 - architectural lighting
- I. Power requirements:**
 - 3x duplex receptacles (one per wall)
 - additional sufficient power for fridge/microwave/kettle/coffee maker (along fourth wall)
- J. Special systems:**
 -
- K. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 - sink unit
- A. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat room – may be shared with boardroom with doors entering from both rooms

SECTION A:

Room Name: **Departmental Lounge (Linguistics)**

Rooms Required: 1 room

NASM Required: 50 nasm (20nasm noted under graduate student space and 30nasm under departmental support space)

SECTION B:

- A. Space purpose and type of activity:**
 - faculty, staff, researchers and graduate students for informal gatherings, lunch, coffee breaks
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 40
- D. Space relationship, proximity to other facilities:**
 - near non-academic staff offices and faculty offices
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - built unit to support fridge, microwave, coffee maker, kettle, sink, cupboards/storage (both upper and lower)
 - bulletin board
- G. Furniture and equipment, moveable:**
 - sofas (x3)
 - comfortable chairs (x10)
 - coffee tables (x3)
 - café style chairs (x12)
 - café style tables (x3)

SECTION C:

- H. Lighting:**
 - wall mounted sconces
 - architectural lighting
- I. Power requirements:**
 - 3x duplex receptacles (one per wall)
 - additional sufficient power for fridge/microwave/kettle/coffee maker (along fourth wall)
- J. Special systems:**
 -
- K. HVAC:**
 - local control
- L. Plumbing:**
 - sink unit
- M. Special finishes:**
 - large glazed double french doors opening to hallway
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat closet

SECTION A:

Room Name: **Common Lounge (Philosophy)**
Rooms Required: 1
NASM Required: 70 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - departmental gatherings, casual lunch/coffee room
- B. Number of occupants, resident:**
 - none
- I. Number of occupants, transient:**
 -
- D. Space relationship, proximity to other facilities:**
 - near faculty cluster
 - near elevators
 - near support cluster
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - built unit to support fridge, microwave, coffee maker, kettle, sink, cupboards/storage (both upper and lower)
 - dishwasher
 - bulletin board and whiteboard
- G. Furniture and equipment, moveable:**
 - sofas (x3)
 - comfortable chairs (x10)
 - coffee tables (x3)
 - tables (x3) to be moved from 215 Huron St.

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors on dimmer switch
 - wall sconces
- I. Power requirements:**
 - 3 x duplex receptacles (1 per wall)
 - additional sufficient power for fridge/microwave/kettle/coffee maker/dishwasher
 - TV cable
- J. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - Sink unit and dishwasher
- M. Special finishes:**
 - window coverings
 - coat rack (movable)

SECTION A:

Room Name: **Departmental Lounge with Kitchenette (Religion)**

Rooms Required: 1 room

NASM Required: 35 nasm

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

- gathering space for faculty, staff, student and researchers: informal meetings, lunch, coffee breaks etc.

B. Number of occupants, resident:

- none

C. Number of occupants, transient:

- up to 25

D. Space relationship, proximity to other facilities:

- after hour access
- clustered with mailroom, seminar rooms
- other noisy places

E. Visual relationship, proximity to other facilities:

–

F. Furniture and equipment, fixed:

- enclosed kitchenette (built in unit to support fridge, microwave, coffee maker, kettle, dishwasher, sink, cupboards/storage (both upper and lower))
- enclosed cloak room with doors opening into the lounge as well as to the hallway for easy transportation of wardrobes
- bulletin board
- bookcases with glass doors that can be locked (for thesis)

G. Furniture and equipment, moveable:

- sofas (2)
- comfortable chairs (6)
- coffee tables (x2)
- café style chairs (8)
- tables by kitchen
- mud mats and hangers
- 2-3 wardrobes on wheels (as fit)

SECTION C:**H. Lighting:**

- wall mounted sconces; table and floor lamps, fluorescent lights

I. Power requirements:

- 3x duplex receptacles (one per wall)
- additional sufficient power for fridge/microwave/kettle/coffee maker (along fourth wall)

J. Special systems:

–

K. HVAC:

- local control

L. Plumbing:

- sink unit
- dish washer

N. Special finishes:

- large double french doors opening to hallway off center; well ventilated

SECTION A:

Room Name: Graduate Student Lounge (English)
Rooms Required: 1
NASM Required: 45 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - graduate student social/meeting place, lunchroom
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 25
- D. Space relationship, proximity to other facilities:**
 - in the vicinity of Ph.D. and M.A. offices and carrels
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - bulletin boards
 - bookcases (x2) (3ft (w) x 7ft (h))
 - mailboxes x 200 spaces
- G. Furniture and equipment, moveable:**
 - sofa (x2)
 - comfortable chairs (x4)
 - coffee table (x2)
 - kitchenette (microwave, fridge, sink etc.)
 - full height café table (x1) and chairs (x6)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 4x duplex receptacles (1 per wall)
 - sufficient power to support kitchenette
- J. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - sufficient for kitchenette sink
- M. Special finishes:**
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks (x25)
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy

SECTION A:

Room Name: **Graduate Student Work Room (Religion)**
Rooms Required: 1
NASM Required: 13 nasM

SECTION B:

- A. Space purpose and type of activity:**
 - meeting and work space for graduate student tasks groups
 - confidential meeting space
 - non-academic support space
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 8
- D. Space relationship, proximity to other facilities:**
 - clustered with other graduate spaces
- E. Visual relationship, proximity to other facilities:**
 - glass partitions for upper half of walls if natural light is not available
- F. Furniture and equipment, fixed:**
 - bulletin boards
 - bookcase
- G. Furniture and equipment, moveable:**
 - sofa (x1)
 - chairs (x5)
 - coffee table
 - if possible: small/mini kitchenette (microwave, mini fridge, sink etc.) by entry door

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
 - individual task lighting (x4)
- I. Power requirements:**
 - 4x duplex receptacles (1 per wall)
 - sufficient power for microwave, fridge
- J. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - sufficient for kitchenette sink
- M. Special finishes:**
 - linoleum flooring for lounge/kitchen area
 - coat rack
 - signage including nameplate and room #

SECTION A:

Room Name: **Library (English)**

Rooms Required: 1 room

NASM Required: 40 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - reading, study room; waiting area for distinguished guests to the department
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 16
- J. Space relationship, proximity to other facilities:**
 - proximity to administrative staff offices for security – adjacent to administrative waiting area desirable
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - tall built-in bookshelves on all walls with locking glass-paneled doors
- G. Furniture and equipment, moveable:**
 - reading/study table with power and data (x4)
 - 8 chairs (arms)
 - 2 wing-back upholstered chairs
 - 2 side tables

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 4 x duplex receptacles (one per wall)
 - data supplied to study tables x 4
- J. Special systems:**
 -
- K. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 -
- B. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - card access for security

SECTION A:

Room Name: Library (Linguistics)

Rooms Required: 1 room

NASM Required: 18 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - reading, study room
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 8
- K. Space relationship, proximity to other facilities:**
 - proximity to administrative staff offices for security
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - tall built-in bookshelves on all walls with locking glass-paneled doors
- G. Furniture and equipment, moveable:**
 - wired/data ready reading/study table (x4)
 - 8 chairs (arms)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 4x duplex receptacles (one per wall)
- J. Special systems:**
 -
- K. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 -
- C. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall
 - card access

SECTION A:

Room Name: **Departmental Library (Philosophy)**
Rooms Required: 1
NASM Required: 35 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - reference library for students, faculty
- B. Number of occupants, resident:**
 - none
- L. Number of occupants, transient:**
 - up to 10
- D. Space relationship, proximity to other facilities:**
 - near faculty cluster
 - remote from support facilities but on same floor
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - coat rack (to be moved from 215 Huron)
- G. Furniture and equipment, moveable:**
 - desk with computer return
 - ergo chair (x2)
 - table (x2) to be moved from 215 Huron
 - chair (x8) to be moved from 215 Huron
 - bookcases (full)(x13) to be moved from 215 Huron
 - bookcases (half) (x6) to be moved from 215 Huron
 - require possibly 4 more bookcases (custom made to match existing)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 4 x duplex receptacles (1 per wall)
- J. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - signage including nameplate, room # and message attachment mechanism affixed to side of door

SECTION A:

Room Name: **Thesis library storage (Philosophy)**
Rooms Required: 1
NASM Required: 15 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - storage of graduate thesis.
- B. Number of occupants, resident:**
 - none
- M. Number of occupants, transient:**
 - up to 6
- D. Space relationship, proximity to other facilities:**
 - adjacent to graduate offices and near departmental library
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves provided for the full wall length on both sides, 7ft. high
- G. Furniture and equipment, moveable:**
 - table (to seat 6)
 - ergo chairs (x6)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors on dimmer switch
- J. Power requirements:**
 - 4 x duplex receptacles (1 per wall)
- K. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
- L. HVAC:**
 - zonal control
- M. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks (x8)

SECTION A:

Room Name: Reception/Administrative Waiting Area
Rooms Required: 4 (1 for each department)
NASM Required: 5 nasm each

SECTION B:

- A. Space purpose and type of activity:**
 - waiting area
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 5
- D. Space relationship, proximity to other facilities:**
 - directly adjacent to department secretary at immediate entrance to administrative suite.
 - Close to library for waiting purposes of distinguished visitors. (English only)
 - May be open space in alcove off of corridor
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - none
- G. Furniture and equipment, moveable:**
 - comfortable seating (chairs) x2
 - sofa (x1)
 - small coffee table (x1)OR built in cushioned benching as architect designs

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 2x duplex receptacles
 - 1x voice cabling
- J. Special systems:**
 - none
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - should be wheelchair accessible

SECTION A:

Room Name: Photocopy/Fax/Office Supplies Room
Rooms Required: ENGLISH: 1 @ 20NASM; LINGUISTICS: 1 @ 15NASM; PHILOSOPHY: 1 @ 20NASM; RELIGION: 1 @ 25NASM
NASM Required: 2 @20NASM; 1 @ 15NASM; 1 @ 25NASM

SECTION B:

- A. Space purpose and type of activity:**
- Photocopy/Fax/Office Supplies Room
 - Mail for faculty, staff & students (Religion)
 - Administrative workstation (Religion)
- B. Number of occupants, resident:**
- none
- C. Number of occupants, transient:**
- 3
- D. Space relationship, proximity to other facilities:**
- near non-academic offices
 - accessible after hours/outside support cluster
 - with other noisy areas (ie. Kitchen/lounge; seminar rooms)
- E. Visual relationship, proximity to other facilities:**
-
- F. Furniture and equipment, fixed:**
- lockable storage/shelving space for supplies
 - tabletop work space
 - 125 faculty/staff/student mail slots (Religion)
 - 150 faculty/staff/student mail slots (Philosophy)
 - bulletin boards x 2
- G. Furniture and equipment, moveable:**
- photocopier, shredder, recycling centre, cutting board
 - large table
 - folding chairs (x3 Religion only)

SECTION C:

- H. Lighting:**
- overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
- 4x duplex receptacles 1per wall
 - sufficient power for copier, shredder and fax
- J. Special systems:**
- voice cabling (x2)
 - data cabling (x1)
- K. HVAC:**
- zonal control
- L. Plumbing:**
- none
- M. Special finishes:**
- signage including nameplate, room # and message attachment mechanism affixed to side of door

SECTION A:

Room Name: **Mail Room**

Rooms Required: **ENGLISH:** 1 @15nasm; **LINGUISTICS:** 1 @10nasm; **PHILOSOPHY:** 1 @10nasm

NASM Required: 1 @ 15nasm plus 2 @10nasm

SECTION B:

- A. Space purpose and type of activity:**
 - staff mail and fax retrieval
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - up to 2
- D. Space relationship, proximity to other facilities:**
 - near non-academic offices
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - mailbox unit to accommodate 100 faculty/staff (English)
 - mailbox unit to accommodate 80 faculty/staff and 40 graduate students (Linguistics)
 - shelving and lockable storage units
 - table top work space
- G. Furniture and equipment, moveable:**
 - recycling centre
 - photocopier, shredder, printer, cutting board, postage machine, fax (Philosophy only)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 4x duplex receptacles
- M. Special systems:**
 - voice cabling (x2)
 - data cabling (x1) (x2 for Philosophy)
- N. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - signage including nameplate, room # and message attachment mechanism affixed to side of door

SECTION A:

Room Name: Files Storage Room
Rooms Required: 3 @ 30nasm (English, Philosophy, Religion); 1 @ 20nasm (Linguistics)
NASM Required: 3 @ 30nasm plus 1 @ 20nasm

SECTION B:

- A. Space purpose and type of activity:**
- storage of departmental files (faculty, student, records, financial, personnel)
 - main supply room (Religion)
 - casual admin work room (Religion)
- B. Number of occupants, resident:**
- none
- C. Number of occupants, transient:**
- none
- D. Space relationship, proximity to other facilities:**
- proximity to non-academic offices desirable but not essential
- E. Visual relationship, proximity to other facilities:**
-
- F. Furniture and equipment, fixed:**
- flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - safe unit (English only)
- G. Furniture and equipment, moveable:**
- 5 drawer filing cabinets (English & Linguistics x5; Philosophy x 8; Religion x 6)
 - lockable supplies cabinets (x 3 – Philosophy, Religion)
 - large table (Religion)
 - folding chairs (x4) (Religion)

SECTION C:

- H. Lighting:**
- overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
- 2x duplex receptacles (above 5 drawer filing cabinet height)
- J. Special systems:**
- none
- K. HVAC:**
- zonal control
- L. Plumbing:**
- none
- M. Special finishes:**
- secure space
 - signage including nameplate, room #

SECTION A:

Room Name: Undergraduate Student Union Office
Rooms Required: 1 @ 15nasm (English); 3 @ 10nasm (Philosophy, Linguistics, Religion)
NASM Required: 1@ 15 nasm plus 3 @ 10nasm

SECTION B:

- A. Space purpose and type of activity:**
Student union administrative activities
- B. Number of occupants, resident:**
 - 1
- C. Number of occupants, transient:**
 - up to 3
- D. Space relationship, proximity to other facilities:**
 - close to other student spaces
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - bulletin board, white board
 - flush mounted pilasters (shelf standard) with shelves provided for the full wall length
- G. Furniture and equipment, moveable:**
 - desk unit with computer return with lockable pedestal
 - ergo chair (x1)
 - small meeting table
 - visitors chairs (arms) (x2)
 - bookcases (x2) (3ft. (w) x 7ft (h) adjustable shelf
 - filing cabinet (x1)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 4x duplex receptacles (1 per wall)
- J. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x2)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- K. HVAC:**
 - Individual thermostatic control is desirable
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks (x4)

SECTION A:

Room Name: Meeting Room (30 seat)

Rooms Required: 3 rooms of 30-seat capacity (English x 2; Linguistics x 1)

NASM Required: 3 x 54 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - seminars, group work, alternative meeting location
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - 30
- D. Space relationship, proximity to other facilities:**
 - adjacent or close to AV storage
 - close to elevator lobby and stairwell for ease of access/egress
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - sufficient white board/blackboard and powered overhead screen
 - ceiling mounted data projector
- G. Furniture and equipment, moveable:**
 - comfortable chairs (arms) on castors (x30)
 - flexible/stackable rectangular tables to seat 30 in lecture or seminar style
 - powered lectern with data/control panel
 - overhead projector on cart
 - TV/VCR/DVD on lockable cart (may be stored in AV closet and used on a bookable basis between the two classrooms)

SECTION C:

- H. Lighting:**
 - Dimmable overhead fluorescent lighting with parabolic reflectors in banks
- I. Power requirements:**
 - 4x duplex receptacles (one per wall)
- K. Special systems:**
 - whole room wired for laptop use by students (wireless?)
 - 5(E) data cabling (x1)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks (x30)
 - appropriate blackout window coverings for AV presentations
 - 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor)
 - side vision panels at doorways with glazing treatment for privacy

SECTION A:

Room Name: **Meeting room (seat 40)**
Rooms Required: 1 (Philosophy)
NASM Required: 68 nasm

SECTION B:

A. Space purpose and type of activity:

- meetings, graduate classes, seminars, departmental events etc.

B. Number of occupants, resident:

- none

M. Number of occupants, transient:

- up to 40

D. Space relationship, proximity to other facilities:

- remote from support
- remote from faculty cluster

E. Visual relationship, proximity to other facilities:

-

F. Furniture and equipment, fixed:

- wall mounted whiteboards
- retractable, ceiling mounted screen (powered)
- cabinet to house TV/VCR & overhead projector
- cabinet to house coffee machine, small sink, small fridge with upper & lower cupboard and lockable enclosure
- ceiling mounted data projector

G. Furniture and equipment, moveable:

- comfortable movable chairs (x40)
- flexible, stackable tables (total capacity 40)

SECTION C:

H. Lighting:

- overhead fluorescent lighting with parabolic reflector on dimmer switch
- dimmable spot lighting or perimeter lighting on tracks

N. Power requirements:

- 4 x duplex receptacles (1 per wall)
- fridge unit/coffee or servery unit including upper and lower cabinets

O. Special systems:

- 5 (E) data cabling (x1)
- voice cabling (x1)
- TV cable

P. HVAC:

- zonal control

Q. Plumbing:

- small sink unit

M. Special finishes:

- window blinds for projection capability
- coat rack (movable)

Room Name: **Meeting Room (seat 16)**
Rooms Required: 1 (Religion)
NASM Required: 30nasm

SECTION B:

- A. Space purpose and type of activity:**
– meetings, seminars, colloquia, term parties, symposium, conferences, receptions
- B. Number of occupants, resident:**
– none
- C. Number of occupants, transient:**
– 15 to 25 for the small seminar room
- D. Space relationship, proximity to other facilities:**
- connected by double doors or folding wall (sound isolation permitted) with boardroom/conference space
– adjacent or near kitchen/lounge
– central (close to elevators, washrooms)
– after hour access
- E. Visual relationship, proximity to other facilities:**
– a/v storage
- F. Furniture and equipment, fixed:**
– chalk boards x 2
– retractable, ceiling mounted screen x 2 (powered)
– ceiling mounted data projector
– wired podium/lecture stand
– storage for folding chairs
- G. Furniture and equipment, moveable:**
– stackable flexible wooden tables x 8 to seat 2 each in lecture format or to be connected for seminar format delivery
– comfortable, movable chairs x 16
– 84" tall bookcases/shelves x4
– wall which opens should have good sound insulation when closed

SECTION C:

- H. Lighting:**
– over head fluorescent lighting with parabolic reflectors
– dimmable spot lighting or perimeter lighting on tracks
- I. Power requirements:**
– 4x duplex receptors (one per wall)
– configured for laptop use
- J. Special systems:**
– 5 (E) data cabling
– voice cabling (connection only)
– data and voice jack as a single unit, wall mounted
- K. HVAC:**
– room control
- L. Plumbing:**
– none
- G. Special finishes:**
- window blinds (darkness) for projection capability;
- coat hooks
- signage room #

SECTION A:

Room Name: **A/V Storage**

Rooms Required: 4 (1 per department)

NASM Required: 3 nasm each

SECTION B:

- A. Space purpose and type of activity:**
 - secure storage area for a/v equipment – space for roll in AV cart for TV, VCR, DVD
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - none
- D. Space relationship, proximity to other facilities:**
 - close to technician's office and near classrooms
- E. Visual relationship, proximity to other facilities:**
 - none
- F. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves for the full wall length, 7ft high
- G. Furniture and equipment, moveable:**
 -

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 2x duplex receptacles
- J. Special systems:**
 - none
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - signage room # and name plate

SECTION A:

Room Name: UTQ Journal Suite (English)
Rooms Required: 1 suite of 2 rooms
NASM Required: 1 room @ 13 nasm with adjacent 7 nasm workroom

SECTION B:

- A. Space purpose and type of activity:**
- journal editing
 - writing and administrative work
 - meeting with students, faculty, staff etc.
- B. Number of occupants, resident:**
- 2
- E. Number of occupants, transient:**
- up to 2
- D. Space relationship, proximity to other facilities:**
- not critical
- E. Visual relationship, proximity to other facilities:**
- F. Furniture and equipment, fixed:**
- flush mounted pilasters (shelf standard) with shelves for the full wall length on both sides, 7ft high
 - bulletin board and white board
- G. Furniture and equipment, moveable:**
- desks with computer return (x2)
 - ergonomic chairs (x2)
 - table or bench workroom surface
 - 5 drawer filing cabinets (x2)
 - visitor chairs (arms) (2)
 - small meeting table (1)

SECTION C:

- H. Lighting:** (per room)
- overhead fluorescent lighting with parabolic reflectors
 - individual task lighting (x2)
- P. Power requirements:** (per room)
- 4 x duplex receptacles (1 per wall)
- J. Special systems:** (per room)
- 5 (E) data cabling (x2)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- K. HVAC:**
- Individual thermostatic control is desirable
- L. Plumbing:**
- none
- M. Special finishes:**
- window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: **Journal Office (Philosophy)**
Rooms Required: 1
NASM Required: 10 nasm

SECTION B:

A. Space purpose and type of activity:

- journal editing

B. Number of occupants, resident:

- none

N. Number of occupants, transient:

- up to 2

D. Space relationship, proximity to other facilities:

- adjacent to support facilities

E. Visual relationship, proximity to other facilities:

-

F. Furniture and equipment, fixed:

- flush mounted pilasters (shelf standard) with shelves provided for the full wall length on both sides, 7ft. high

G. Furniture and equipment, moveable:

- desk with computer return and lockable pedestal
- ergo chair
- small meeting table
- visitor chair (arms) (x2)

SECTION C:

H. Lighting:

- overhead fluorescent lighting with parabolic reflectors on dimmer switch

O. Power requirements:

- 4 x duplex receptacles (1 per wall)

P. Special systems:

- 5 (E) data cabling (x1)
- voice cabling (x1)

Q. HVAC:

- zonal control

R. Plumbing:

- none

M. Special finishes:

- window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
- side vision panels at doorways with glazing treatment for privacy
- signage including nameplate, room # and message attachment mechanism affixed to side of door
- coat hooks (x2)

SECTION A:

Room Name: Small Committee Room (English)
Rooms Required: 1 room with capacity for 6 - 8 seated
NASM Required: 15 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - meetings, seminars, graduate classes, orals, interviews, etc.
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - 8
- D. Space relationship, proximity to other facilities:**
 - adjacent to boardroom and kitchenette
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - whiteboards and small bulletin board
 - credenza for supplies and coffee
- G. Furniture and equipment, moveable:**
 - connectable tables or racetrack conference table (seats 8)
 - comfortable armchairs on castors (x8)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 2x duplex receptacles
- J. Special systems:**
 - Voice cabling (x1)
 - 5 (E) data cabling (x1)
- K. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 - none
- M. Special finishes:**
 - coat hooks x8
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door

SECTION A:

Room Name: Small Meeting Room (English)
Rooms Required: 1 room with capacity for 12 - 15 seated
NASM Required: 20 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - meetings, seminars, graduate classes, orals, interviews, etc.
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - 15
- D. Space relationship, proximity to other facilities:**
 -
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - whiteboard and bulletin board
 - credenza for supplies and coffee
- G. Furniture and equipment, moveable:**
 - connectable tables or racetrack conference table (seats 15)
 - comfortable armchairs (x15)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- K. Power requirements:**
 - 2x duplex receptacles
- L. Special systems:**
 - voice cabling (x1)
 - 5 (E) data cabling (x1)
- K. HVAC:**
 - individual thermostatic control is desirable
- L. Plumbing:**
 - none
- M. Special finishes:**
 - coat hooks (x15)
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door

Room Name: **Group Study Rooms (Philosophy)**
Rooms Required: 2
NASM Required: 15 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - bookable group study space
- B. Number of occupants, resident:**
 - none
- I. Number of occupants, transient:**
 - up to 8
- D. Space relationship, proximity to other facilities:**
 - within student cluster
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - white board and bulletin board
- G. Furniture and equipment, moveable:**
 - table (to seat 8)
 - chairs (x8)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors on dimmer switch
- J. Power requirements:**
 - 4 x duplex receptacles (1 per wall)
- K. Special systems:**
 - 5 (E) data cabling (x1)
 - voice cabling (x1)
 - data jack as a single unit, wall mounted (location to be decided by occupier)
- L. HVAC:**
 - zonal control
- M. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft. glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks (x8)
 - swipe card access lock

Department/Centre for the Study of Religion Miscellaneous Notes:

Lighting: some like bright offices while don't

Area requiring after hour access and others that must stay restricted after hours

Security concerns for areas

Mindful of Quiet/Loud spaces and activities

Laptops use within the area

Lockable space (drawers and offices)

All desks are assumed to be lockable and have a lockable file drawer

All office chairs must swivel

Room layouts exist for some room data sheets

Computer return may either be left or right depending on desired room layout (taking into consideration doors and windows etc)

Preference is for natural light but in its absence, can we allow for this through translucent material half way up the wall or through other design measures.

Common Support Spaces

SECTION A:

Room Name: **File Server and Network support room**

Rooms Required: 3 (private)

NASM Required: 3 @ 10 nasm = 30 nasm

SECTION B:

A. Space purpose and type of activity:

- Network support for medical arts departments

B. Number of occupants, resident:

- 0

C. Number of occupants, transient:

- 1

D. Space relationship, proximity to other facilities:

- vertical stacking important

E. Visual relationship, proximity to other

- n/a

F. Furniture and equipment, fixed:

- patch panel

G. Furniture and equipment, moveable:

- 1 system rack 0.7 m (w) x 1.0 m (d) accessible from front and rear

SECTION C:

I. Lighting:

- overhead fluorescent lighting with parabolic reflectors
- emergency lighting

L. Power requirements:

- (1) 15amp quad 4x duplex receptacles, (1) 20amp circuit connection to university campus backbone

M. Special systems:

- Fibre connection between all server rooms
- voice cabling (x1)

N. HVAC:

- Individual thermostatic control is desirable

L. Plumbing:

- none

M. Special finishes:

SECTION A:

Room Name: **System Administrator Office & Building Manager Office**
Rooms Required: 2 rooms
NASM Required: 2 @13 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - network support for medical arts bldg
- B. Number of occupants, resident:**
 - 1
- C. Number of occupants, transient:**
 - up to 2
- D. Space relationship, proximity to other facilities:**
 - near proximity to service elevator
- E. Visual relationship, proximity to other facilities:**
- G. Furniture and equipment, fixed:**
 - flush mounted pilasters (shelf standard) with shelves provided for full wall length on both sides, 7ft high
 - bulletin board and white board
- H. Furniture and equipment, moveable: (per room)**
 - visitors chairs (arms) (x1)
 - desk with computer return and lockable drawers/filing drawer
 - 3 drawer filing cabinet (x1)
 - computer table (x1) 72" minimum
 - ergo chair (x1)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
 - individual task lighting (x1)
- I. Power requirements:**
 - 4x duplex receptacles (1 per wall)
- J. Special systems:**
 - 5 (E) data cabling (x2)
 - voice cabling (x1)
 - data and voice jack as a single unit, wall mounted (location to be decided by occupier)
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - window coverings and a 2ft.glazed transom panel (to allow maximum amount of natural light into interior corridor and offices)
 - side vision panels at doorways with glazing treatment for privacy
 - signage including nameplate, room # and message attachment mechanism affixed to side of door
 - coat hooks
 - door set back to allow for maximum bookcase space along full length of office wall

SECTION A:

Room Name: **Hardware and Media Storage Room**
Rooms Required: 1 room
NASM Required: 13 nasmm

SECTION B:

- A. Space purpose and type of activity:**
 - computing hardware and media storage
- B. Number of occupants, resident:**
 - none
- C. Number of occupants, transient:**
 - 3
- D. Space relationship, proximity to other facilities:**
 - n/a
- E. Visual relationship, proximity to other facilities:**
- F. Furniture and equipment, fixed:**
- G. Furniture and equipment, moveable:**
 - (x3) steel storage racks adjustable (**nexelate** or equivalent) **misco** series

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting with parabolic reflectors
- I. Power requirements:**
 - 2x duplex receptacles
- J. Special systems:**
 - none
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 - none
- M. Special finishes:**
 - secure spaceSignage including room #

SECTION A:

Room Name: **Canada Post mail room**
Rooms Required: 1 room
NASM Required: 8 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - lockable room for mail delivery at one point if current practice of mail delivery to each suite cannot be continued
- B. Number of occupants, resident:**
 - 0
- C. Number of occupants, transient:**
 - 2
- D. Space relationship, proximity to other facilities:**
 - ground floor adjacent to main entry
- E. Visual relationship, proximity to other facilities:**
- F. Furniture and equipment, fixed:**
- G. Furniture and equipment, moveable:**
 - Table for mail sorting (if required)

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting
- I. Power requirements:**
 -
- J. Special systems:**
 -
- K. HVAC:**
 -
- L. Plumbing:**
 -
- M. Special finishes:**

SECTION A:

Room Name: **Janitor changerooms**
Rooms Required: 2 room
NASM Required: 12nasm each

SECTION B:

- A. Space purpose and type of activity:**
 - changerooms for janitorial staff – one each for male and female staff
- B. Number of occupants, resident:**
 - 0
- C. Number of occupants, transient:**
 - 4
- D. Space relationship, proximity to other facilities:**
 - basement space
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - Full height lockers to hold coat, boots, etc.
 - Full height mirror fixed to one wall
 - Benching along locker wall
- G. Furniture and equipment, moveable:**

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting
- I. Power requirements:**
 -
- J. Special systems:**
 -
- K. HVAC:**
 -
- L. Plumbing:**
 - room should include small enclosed toilet and sink room
- M. Special finishes:**
 - Signage including room # and message attachment mechanism affixed to side of door
 - Side vision panels at doorways with glazing treatment for viewing

SECTION A:

Room Name: **Janitor office/lunchroom**
Rooms Required: 1 room
NASM Required: 18 nasM

SECTION B:

- A. Space purpose and type of activity:**
 - union required space for lunch/break activities
 - janitorial admin. activities
- B. Number of occupants, resident:**
 - 0
- C. Number of occupants, transient:**
 - 6
- D. Space relationship, proximity to other facilities:**
 - basement space close to changerooms and supplies room
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - kitchenette with upper and lower cabinets, sink, and space for small fridge, coffee maker, microwave
- G. Furniture and equipment, moveable:**
 - large table
 - 6 comfortable chairs

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting
- I. Power requirements:**
 - as required for kitchenette equipment
- J. Special systems:**
- K. HVAC:**
- L. Plumbing:**
 - as required for kitchen sink
- M. Special finishes:**

Signage including room # and message attachment mechanism affixed to side of door
Side vision panels at doorways with glazing treatment for viewing

Other University Spaces

SECTION A:

Room Name: University Archival Storage
Rooms Required: 1 room
NASM Required: 250 nasm

SECTION B:

- A. Space purpose and type of activity:**
 - storage of archival materials
- B. Number of occupants, resident:**
 - 0
- C. Number of occupants, transient:**
 - 4
- D. Space relationship, proximity to other facilities:**
 - basement space
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - archival shelving along all walls
- G. Furniture and equipment, moveable:**
 - archival storage racks and/or filing cabinets in banks throughout space to fit
 - 2 sorting tables
 - 4 chairs

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting
- I. Power requirements:**
 - 4 duplex receptacles
- J. Special systems:**
 -
- K. HVAC:**
 -
- L. Plumbing:**
 -
- I. Special finishes**
 - Secure space with controlled card access
 - Signage including room # and message attachment mechanism affixed to side of door
 - Side vision panels at doorways with glazing treatment for viewing

SECTION A:

Room Name: **Seminar/Study Room**
Rooms Required: 3 room
NASM Required: 55 nasm each

SECTION B:

- A. Space purpose and type of activity:**
 - Bookable rooms for small class gatherings and group study
- B. Number of occupants, resident:**
 - 0
- C. Number of occupants, transient:**
 - 30
- D. Space relationship, proximity to other facilities:**
 - basement space with close proximity to elevator/stair lobby
- E. Visual relationship, proximity to other facilities:**
 - visual monitoring from elevator lobby should be possible
- F. Furniture and equipment, fixed:**
 - whiteboard/blackboard
 - retractable projection screen (powered)
 - ceiling mounted data projector
- G. Furniture and equipment, moveable:**
 - flexible stackable tables to seat 30
 - stackable chairs to seat 30
 - overhead projector on cart
 - lectern

SECTION C:

- H. Lighting:**
 - dimmable overhead fluorescent lighting in banks
- I. Power requirements:**
 - 4 x duplex receptacles
 - 5 (E) data cabling
 - 1 x voice cabling
- J. Special systems:**
 -
- K. HVAC:**
 -
- L. Plumbing:**
 -
- M. Special finishes**
 - Coat hooks for 30
 - Window blinds for projection capability (if room has windows)
 - Signage including room # and message attachment mechanism affixed to side of door
 - Side vision panels at doorways with glazing treatment for viewing

SECTION A:

Room Name: **Seminar/Study Room**
Rooms Required: 1 room
NASM Required: 24nasm

SECTION B:

- A. Space purpose and type of activity:**
 - bookable room for small class gatherings and group study
- B. Number of occupants, resident:**
 - 0
- C. Number of occupants, transient:**
 - 10
- D. Space relationship, proximity to other facilities:**
 - basement space adjacent to larger seminar rooms and close to elevator/stair lobby
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - whiteboard/blackboard
 - retractable projection screen (powered)
- G. Furniture and equipment, moveable:**
 - meeting table to seat 10-12
 - 12 stackable chairs

SECTION C:

- H. Lighting:**
 - dimmable overhead fluorescent lighting
- I. Power requirements:**
 - 4 x duplex receptacles
 - 1 x data cabling
 - 1 x telephone cabling
- J. Special systems:**
 -
- K. HVAC:**
 - zonal control
- L. Plumbing:**
 -
- M. Special finishes**
 - Coat hooks for 12
 - Window blinds for projection capability if windows in room
 - Signage including room # and message attachment mechanism affixed to side of door
 - Side vision panels at doorways with glazing treatment for viewing

SECTION A:

Room Name: **AV storage**
Rooms Required: 1 room
NASM Required: 5nasm

SECTION B:

- A. Space purpose and type of activity:**
 - room to store AV equipment to be shared by basement classrooms
- B. Number of occupants, resident:**
 - 0
- C. Number of occupants, transient:**
 - 1
- D. Space relationship, proximity to other facilities:**
 - adjacent to basement classrooms
- E. Visual relationship, proximity to other facilities:**
 -
- F. Furniture and equipment, fixed:**
 - wall shelving to hold small electronic equipment
- G. Furniture and equipment, moveable:**
 - TV/VCR/DVD unit on lockable/moveable cart

SECTION C:

- H. Lighting:**
 - overhead fluorescent lighting
- I. Power requirements:**
 - 1 x duplex receptacle
- J. Special systems:**
 -
- K. HVAC:**
 -
- L. Plumbing:**
 -
- M. Special finishes**
 - Signage including room #