

ST. GEORGE CAMPUS EXAMINATION CENTRE

PROJECT PLANNING COMMITTEE REPORT

Campus and Facilities Planning, University of Toronto

January, 2007
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EXECUTIVE SUMMARY

Increased enrollment, numerous changes in course delivery, and recent loss of examination spaces due to campus redevelopment have made it difficult to appropriately accommodate both in-term and final examinations. This planning report recommends the construction of an examination facility with a capacity of 1000 seats, which includes an accessible examination facility that will accommodate 105 specialized accessible stations.

The University of Toronto provides alternate accommodation for students who cannot write exams in the traditional setting. The dedicated accessible examination centre located at the John P. Robarts Library has capacity of only eleven seats, so the majority of examinations are administered at the University of Toronto Library at OISE/UT which can accommodate 66 accessible stations.

Use of the OISE/UT space will end with renovations planned for their library in the summer of 2007, and with a continuing increase in the number of examinations administered, it is clear that a new larger accessible examination centre is required. This planning report, therefore, recommends construction of a dedicated accessible facility with 105 seats in private, semi-private, and open arrangements as part of an integrated central examination writing facility.

Co-location of both exam writing facilities will make it easier for students to locate the Centre, allow for simpler and more secure management of exam materials and aids, and create improved accommodation for students with disabilities in a supportive and dignified environment.

When the Centre is not in use for examinations and in-term testing, the facility can be made available for student study space and accessible study facilities. The provision of such a facility will make available approximately 15,700 hours of classroom time that is currently scheduled for in-term and exams and also release the Drill Hall making it available to Woodsworth College.

The former warehouse building at 255/257 McCaul Street, purchased in April, 2002 from the Toronto District School Board, will be renovated to become the St. George Campus Examination Centre addressing the shortage of both in-term and final examination space. This location will have convenient access to transit, both streetcar, subway and have available parking. A WheelTrans drop-off bay is planned as part of the project.

The total project cost is estimated to be \$10.6 million, and will include renovation of three floors of the building, include an elevator to service the four-storey structure and include items of deferred maintenance. Funding for the Exam Centre will be from several sources:

- A \$500K contribution from Woodsworth College
- Annualized payments of \$75K from the Office of Space Management realized by consolidating exam testing sites
- \$1 million contribution from Facilities and Services (FRP), spread over two years
- \$8.35 million borrowing, amortized over 20 years.

Proportional attribution of costs associated with general building upgrades will be assigned to a unit that will occupy the fourth floor space in the future.

Renovations of the facilities are expected to be complete by January, 2008.

I. MEMBERSHIP

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Ms. Shirley Roll	Facilities Planner, Campus and Facilities Planning
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Ms. Andréa Armbrorst	Student Member, VP, Internal and Service, University of Toronto Students' Union
Ms. Margaret Shalma	Chair, Access Centre and Student Member

II. TERMS OF REFERENCE

1. Determine the space programme to accommodate the needs of the Office of Space Management for a dedicated test facility.
2. Determine a space programme to accommodate the needs of Accessibility Services for a specialized testing facility.
3. Demonstrate that the proposed space programmes take into account the Council of Ontario Universities' and the University's own space standards.
4. Plan to realize maximum flexibility of space to permit future reallocation as programme needs change.
5. Review the utilization of existing accessible test sites at the various locations currently used and identify opportunities for sharing.
6. Determine a functional layout of the space required as can be accommodated in the former Board of Education warehouse building at 255/257 McCaul Street.
7. Determine any secondary effects to the building project and related resource implications of these effects.
8. Identify all equipment and moveable furnishings necessary to the project and their related costs.
9. Identify phasing opportunities for the implementation of the Examination Centre.
10. Provide a total project cost for the Examination Centre, broken into phases.
11. Determine a realistic schedule to complete each of the phases of the project.
12. Identify all resource implications of the proposal. Report by the Fall 2006.

III. BACKGROUND INFORMATION

The Office of Space Management (OSM) administers two types of tests during an academic year:

- In-term examinations generally occurring in the middle of term. These examinations are usually coordinated by the individual academic departments, and area accommodated within the teaching classroom inventory stock or in the OSM dedicated test facilities.
- Final examinations occurring after the end of each academic term in predefined examination periods. Final examinations are organized by the Registrar's Offices and are housed in OSM's dedicated test facilities or in teaching classroom inventory stock.

During the past few years, it has become more difficult to provide appropriate accommodations for both in-term and final examinations:

- Enrolment expansion has increased the demand for the number of examination spots.
- Many departments, dealing with increased enrolments, have reorganized the delivery of their courses and combined multi-sectioned courses into a large single-section course. This change has triggered the need for larger examination rooms, and increased utilization of larger classrooms that are often used to house in-term examinations.
- The Faculty of Applied Science and Engineering is now using their existing classroom inventory beyond 5 p.m. to accommodate the increased enrolment. This scheduling change effectively removed numerous classrooms from the stock of available in-term examination sites.
- Renovations to various University buildings have removed both long-term or temporary space from the stock of available examination sites.

The following table summarizes the number of examination seats by building and includes temporary and rental locations. The list includes only spaces that are and can be furnished with tables and chairs. Classrooms with continuous desks are less appropriate, but are frequently used to meet the demand to accommodate examinations. Tiered classrooms and classrooms with tablet arms are not used for examinations.

Building Name	Current Exam Capacity	
	Term Tests	Final Exams
Bahen Center for Information Technology	545	545
Clara Benson Building		615
Galbraith Building	296	296
Haultain Building	200	200
McLennan Physics Labs		160
New College Residence		96
Sandford Fleming Building	282	282
St. Vladimir's Church rental		120
Trinity College		80
University College	200	200
Varsity Arena rental		600
Wallberg Building	64	64
Woodsworth College dedicated	165	165
McMurrich Building dedicated temporary	290	290
Total number of examination spaces	2042	3713
Number of dedicated examination spaces	455	455

The total budget for final examinations for 2005/2006 was \$133,650. In-term examinations are accommodated in OSM space with appropriate furnishings as no funds are available to rent or move furniture.

The University of Toronto has only two dedicated exam locations (four rooms) in the McMurrich Building (temporary accommodation replacing the Canadiana Gallery) and Woodsworth College in the Drill Hall. Future plans for renovations to the McMurrich Building and to Woodsworth College will permanently remove these locations from the stock of examination spaces.

Varsity Arena had served a vital role in accommodating 600 students during the final examination period. While the redevelopment of the site has been a threat in terms of accommodating exams for a number of years, it was the refurbishment of the ice rink surface that took the exam writing facility out of service in April/May of 2005. The lost capacity of this examination site was temporarily replaced by the use of the Field House (capacity of 1000 seats). This arrangement, however, severely restricted the ability of the Athletic Centre to provide its programming to the University of Toronto students and community. With the plan to renovate Varsity Arena as a future phase of the Varsity Centre, the near future of Varsity Arena's ability to house final examinations is uncertain. Furthermore, it is unlikely that the Field House can continue to serve as a replacement.

The second largest examination center (capacity of 300 seats) is located in the McMurrich Building. This location is temporary and will be eliminated when the space is renovated for other use.

It is clear that the need for space required to accommodate both in-term and final examinations has increased with the enrolment expansion. This has been referenced in both the Report of the Student Experience Working Group, May, 2004 (co-chaired by the Vice-Provost, Students and the Dean, Faculty of Arts and Science), and the Arts and Science Response to Stepping Up (3.2.5). Increased competition by courses for the same instructional space as the in-term examinations and the renovation/redevelopment of Varsity site has created serious challenges to the University's ability to appropriately house examinations. Provision of a 1000 seat facility within the space at 255/257 McCaul Street, would provide much needed relief to both the in-term and final examinations.

ACCESSIBLE EXAMINATION FACILITIES

Accessibility Services relocated to the John P. Robarts Library in 2001, bringing together the administrative and clinical/advising staff, as well as staff who supervise and administer the accessible examination centre. Both units were located on the first floor of the library (Appendix A). At this location, the accessible examination centre has only eleven examination stations, and requires additional examination space.

At the present time, the majority of accessible examinations are accommodated at the University of Toronto Library at OISE/UT on the mezzanine level, and additional spaces are used on as needed basis. While administratively cumbersome, this array of examination spaces has enabled the University to meet its obligations to accommodate students with disabilities in the most appropriate way, and at the same time ensure the academic integrity of the testing process.

At the time of relocation, the number of students registered with Accessibility Services was approximately 700, and the number of examinations administered was just over 3100. In the academic year 2004-05, the total number of students registered with Accessibility Services surpassed 1,300, and the number of examinations supervised rose to over 6,100. The existing facility operates twelve months of the year often from 8:00am till 11:00pm. The existing examination facilities cannot handle any substantial increase in the numbers of students who require these services.

The cost of administering exams and tests in several different locations is prohibitive. Not only does this require the presence of at least two invigilators at each site, it also requires substantial additional work by the test and exam staff, managing students' exam schedules, sending and retrieving materials from faculty members, and alerting students as to the location of their test or exam. It has been estimated that a cost saving of up to \$250,000 can be realized annually with provision of space on one site.

Co-locating both examination facilities will provide considerable benefits to students and staff who administer the services. A single large examination centre will simplify access and will allow for more secure management of exam materials, and permit simpler delivery of exam aids including laptop computers and assistive devices. A central location combining the Main and the Accessible Examination Centres will enable invigilators to get quick answers to questions that arise during the writing of exams, and will enable the University to fulfill its mandate to accommodate students with disabilities in a supportive and dignified environment that reinforces the security of the academic evaluation process.

Student members of the Project Committee also discussed scheduling of examinations and have recommended that the weekly timetable be extended, as occurs on the UTSC campus. Possible use of a full week timeframe will reduce overall length of time attributable to the examination timetable and allow students to end term earlier. Faculties are continuing to explore this possibility.

The Committee also recommends that the examination centre also be used (and rented) for purposes compatible with examinations that will not require furniture removal or rearrangement. These anticipated uses include the following:

- study space
- professional association testing, and
- long distance exams for other Ontario universities

V. SPACE PROGRAMME

EXAMINATION CENTRE

The capacity of the proposed examination centre is 1000 seats. The capacity has been determined by tallying the loss of examination spaces across the St. George campus and by analyzing the most effective utilization of required stations. The most practical arrangement, from planning and invigilating perspectives, would be two sections of 300 seats plus three sections of 100 seats, and 105 accessible stations.

The typical floor area of a single examination station on the St. George campus is 2-2.5asm. This size is achieved by the use of small exam tables (30" x 24") and narrow isles (20-24") on all four sides of each tables. Typically, no corridors are provided as the space layout is made entirely of moveable furniture.

In addition to the space required for the exam tables, each examination room requires storage space for student bags/jackets and for invigilator stations. The storage space is typically provided in front or along the side(s) of each exam room; this arrangement allows all storage areas to be visible from each of the exam stations. Invigilator stations are typically located at the front of the room permitting invigilators to view all examination stations.

Space Programme

Room	#	Nomina	
		unit	Σ
	[-]	[nasm	[nasm
Large Exam Space	2	75	150
Medium Exam Space (capacity	3	25	75
Exam Centre	1	3	3
TOTAL			228

ACCESSIBLE EXAMINATION FACILITY

Accessibility Services at the St. George campus has experienced a significant increase in the number of registered students and the number of exams administered over the past five years, as evidenced in the following chart:

Academic Year	Number of Tests Administered by Accessibility Services	% increase year to year
2000/2001	3157	-
2001/2002	3319	5%
2002/2003	3935	19%
2003/2004	4813	22%
2004/2005	6105	27%
2005/2006	6883	13%

Such increase in the demand for services can be explained by the increased integration of students with disabilities in high schools, better information about the assistance provided by Accessibility Services, and the overall increase in the student population at the University of Toronto.

The number of students using Accessibility Services is expected to continue to grow for the next several years and then reach a steady state. The capacity of the proposed examination centre was therefore based on the peak demand experienced in April, 2005, provision for a flexible overflow space, and an increased effort to integrate students with disabilities in the typical examination setting.

Students who register with Accessibility Services have a wide range of disabilities. The table below shows a simplified breakdown by primary disability:

Disability	number	%
Acquired Brain Injury	28	2%
ADHD	120	9%
Chronic Illness	120	9%
Learning Disability	474	36%
Psychiatric Disorder	356	27%
Hearing Impairment	27	2%
Low Vision	37	3%
Mobility	171	13%
TOTAL	1333	100%

Approximately 18% of registered students have mobility, low vision or hearing disabilities. Therefore, the new accessible examination centre has to be fully accessible and designed with universal design principles in mind.

Over 80% of the registered students have various learning disabilities, psychiatric conditions or chronic pain and thus require additional considerations and alternate accommodations while writing exams. The following four types of rooms are included in the space programme:

- private examination rooms necessary for students who cannot tolerate any distractions, for those who use audio aids, and for students who require lighting level adjustment. This type of accommodation is most frequently requested, and 20 stations are planned for the facility.
- large private examination rooms needed for students who use guide dogs, and those who require an attendant to assist with the examination. The facility will provide 9 examination spaces of this type.
- semi-private examination rooms required for students that need a distraction-free environment. There are 35 stations that are planned in the facility.
- The overflow room required for students who need extra time to complete their exams. This room will be furnished with free standing tables that can be re-arranged as needed. This area can be easily shared for other student academic activities when not used for examinations. The planned capacity is 40 stations.

Computer use in the accessible facilities is an important part of the service provided. Based on peak computer use in April, 2005 it is proposed that the examination centre be outfitted with 38 new computers adding to the 10 existing laptops that will be relocated. Data outlets will be provided in all accessible examination areas.

The operation of the accessible facilities also require the following support space:

- An invigilators' station to accommodate up to two invigilators.
- A small kitchenette for both staff and students. Large numbers of students need access to drinking water, store their food, and use hot and cold packs to alleviate variety of discomforts while writing exams.
- An administrative office for 3 office staff that will relocate from the John P. Robarts Library.
- A secure storage room needed for confidential examination records and a variety of exam writing aids.
- A Student Waiting Area for students waiting to be registered. Students will also use the waiting area as a lounge. A Locker area is an essential part of the examination centre as the students must keep coats and bags outside of the examination room.

Space Programme - accessible facilities

Room	#	Nomina	
		unit	Σ
	[-]	[nasm	[nasm
Small Private Examination	2	3	6
Large Private Examination	9	5	4
Semi-Private Examination Room	3	3	10
Overflow	1	10	10
Invigilators'	1	1	1
Small	1	6	6
Administrative	1	3	3
Storag	1	6	6
Student Waiting	2	2	4
TOTA			41

IV. SITE

The University of Toronto purchased the Board of Education property at 155 College Street in April, 2002. The acquisition of the property included four structures: 155 College Street, 255/257 McCaul Street, 263 McCaul Street, and 240 McCaul Street.

The office building at 155 College Street was renovated and opened in September, 2005, as the Health Sciences Building to accommodate the Faculty of Nursing, Public Health Sciences (Faculty of Medicine), Health Policy Management and Evaluation (Faculty of Medicine), and centrally administered classrooms.

The administrative building at 263 McCaul Street has also been renovated and is fully occupied by the following units: the Toronto Board of Education, to accommodate their reference library and museum; the Health and Well-being Programs and Services (Human Resources and Equity); and the Department of Family and Community Medicine (Faculty of Medicine).

The parking garage at 240 McCaul Street was demolished in the summer of 2005 and reopened as surface parking lot in September, 2005. This property was declared surplus by the University in December, 2006.

The warehouse building at 255/257 McCaul Street has been used as an interim storage facility since it was constructed in 1931. The University allocated office space to two units until a long-term use of the building could be determined. The building has large floor plates, essentially empty, because of its previous use, that can be configured to accommodate rooms to accommodate large capacities.

The north portion of the warehouse building houses a large mechanical plant (1st floor and portion of the lower level). The mechanical plant supports 255/257 McCaul Street, 155 College Street and 263 McCaul Street.

The centre portion of the first floor comprises a large loading area with three loading docks.

VI. FUNCTIONAL PLAN

The warehouse building at 255/257 McCaul Street has four storeys; a basement or lower level which is at grade at the north end and three storeys above grade. At the south end, the first floor is one-half storey above grade due to the slope of the site.

The areas of each floor are as follows:

Floor	gross ^{2]}	[nasm
basemen	171	82
1st	220	92
2nd	220	141
3rd	220	163
TOTA	831	480

PROPOSED USE

The project plan included in this report proposes full renovation of the lower level and two storeys. The top, or third floor, will remain vacant until a use can be identified.

The Office of Space Management requires two rooms with a capacity of 300 students each, and three rooms with a capacity of 100 students each. Each floor plate (south portion) of the building is sufficient to accommodate one of the large exam rooms or three medium sized rooms.

The Examination Centre will be located on lower levels of the building to minimize exit stair requirements (Figure 1, Figure 2 and Figure 3). The floor plans provided on the subsequent pages have been prepared for functional planning purposes. With the implementation of the project, an architect and other consultants will work with the Project Planning Committee to determine optimal layouts. Details provided by the committee are identified in the room data sheets. These will inform the consultant in the next level of planning of these facilities.

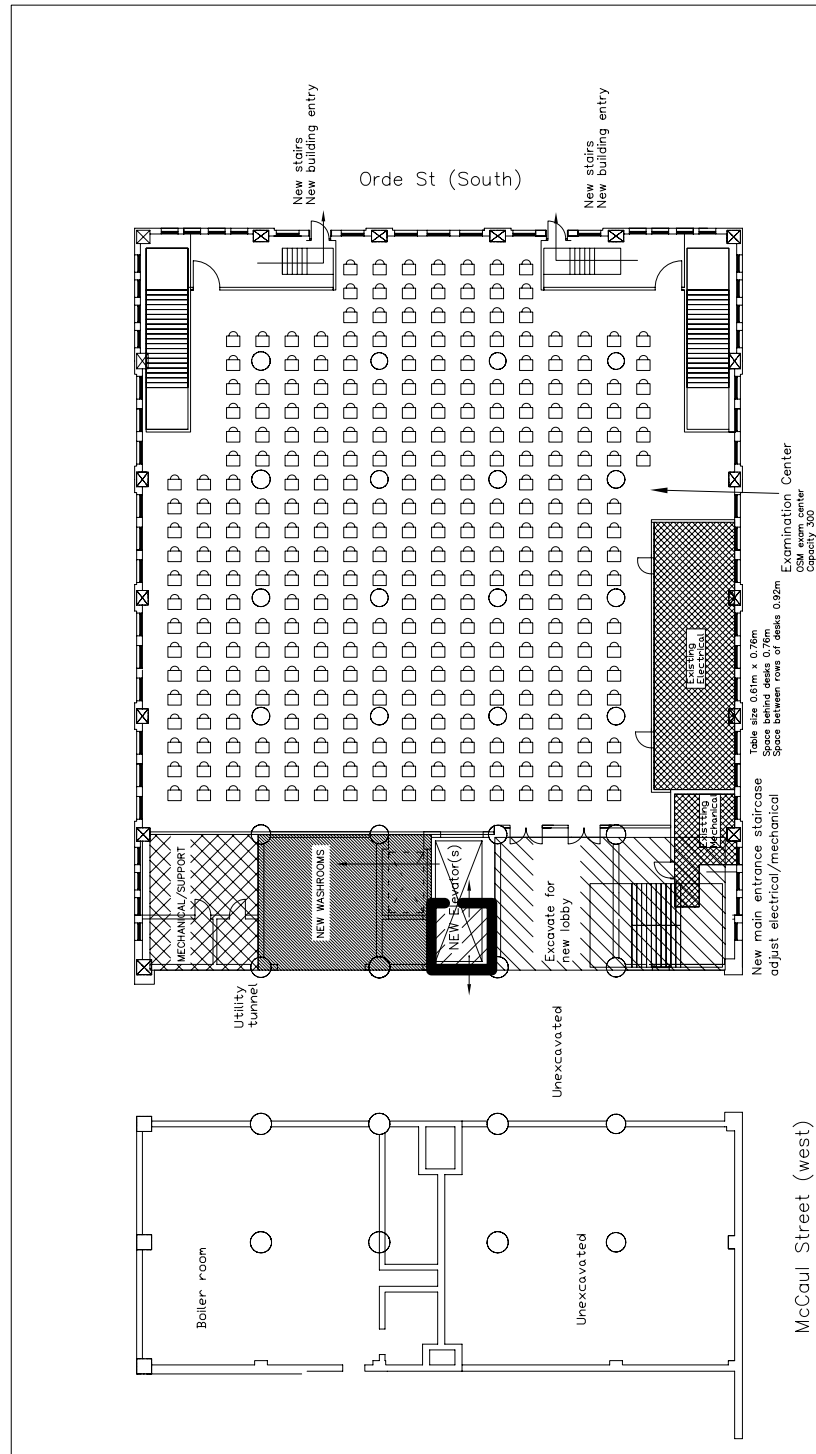


Figure 1: St. George Examination Centre – 255/257 McCaul Street – Lower Level

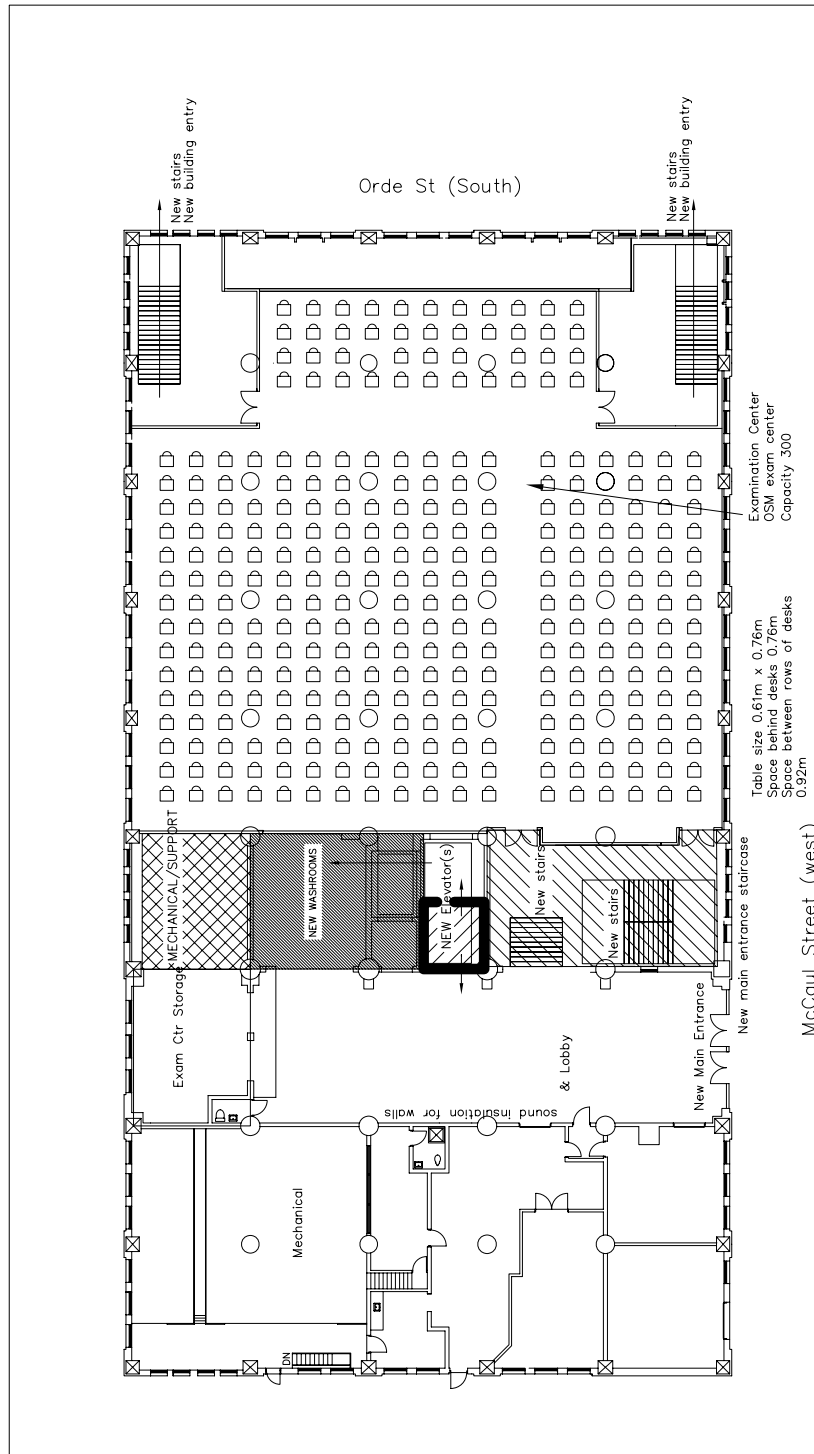


Figure 2: St. George Examination Centre – 255/257 McCaul Street – First floor

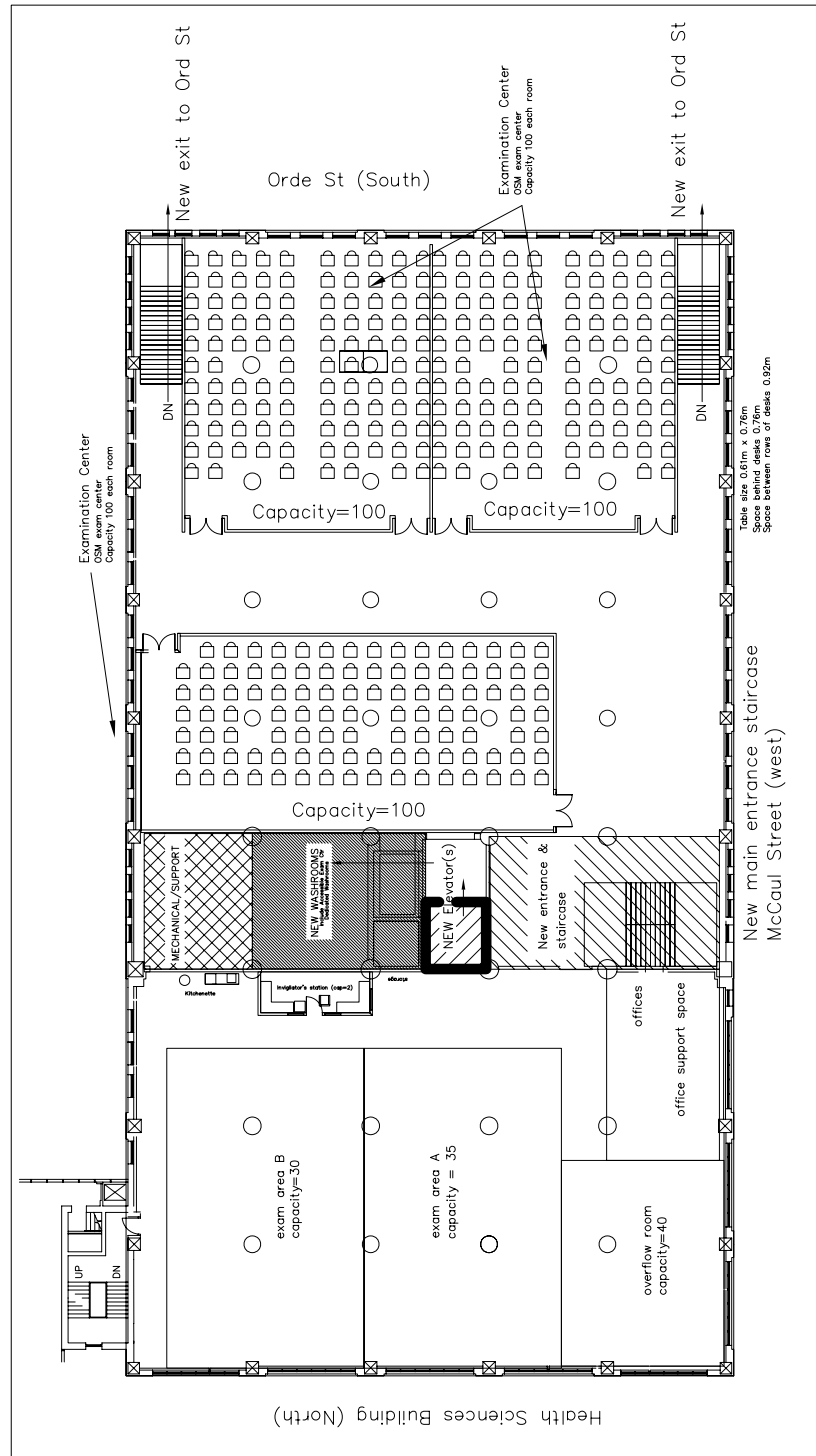


Figure 3: St. George Examination Centre – 255/257 McCaul Street – Second floor

VII. ENVIRONMENTAL IMPACT

The Environmental Checklist for Project Committees should be used as a guide for consultants, to realize energy savings, to reduce impact on the environment and to stimulate environmental awareness. Specifically, the following items should be addressed:

- the use of task lighting in offices (i.e. electrical outlets in appropriate places for functionality);
- option of using task lighting in examination rooms for students with low vision rather than providing 30% more light intensity in all examination spaces (i.e. electrical outlets in appropriate places for functionality);
- building materials, fixtures and furnishings that minimize environmental impact 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 demolition be used on site or be sent to be recycled or reused; and
- convenient space for recycling bins be provided.

Choices that offer environmental benefits and simply lowest life-cycle costs should be presented by the consultants for consideration to the Project Committee.

The building envelope will be improved by replacing windows in all renovated areas. HVAC will be provided to the current building code standards with additional filters installed in the accessible examination area.

VIII. SPECIAL CONSIDERATIONS

ACCESSIBILITY

The renovation project will include an elevator to service each floor and accessible washrooms .

The University of Toronto is committed to ensure that its buildings and services are accessible to persons with disabilities. The University's Barrier Free Design Standards can be found at:

http://www.fs.utoronto.ca/userfiles/page_attachments/library/10/8156_1161423_accessibility_8156_1560105.pdf

The project's Total Project Cost (TPC) estimate in section **IX. Resource Implications** includes a line item for a Universal Design Consultant. This consultant should be retained at the outset to participate in the design process to ensure that recommendations can be incorporated into the plans at an early stage.

COMPUTING AND COMMUNICATIONS

Accessible Services depend greatly on information systems to conduct their business:

- examination staff connect to their custom database, hosted on a Windows 2000 server located at 130 St. George Street, and manage the scheduling and delivery of examinations, and
- students frequently use computers to assist them while taking examinations.

The configuration of the IT system at the Accessible Examination Facility is driven by the need for security, availability and functionality:

- Security - the University can meet its statutory requirements only if it can preserve the integrity of the examination process. The integrity is preserved through a series of customizations to a standard Windows XP workstation that present barriers to students accessing the Internet, installing software on the computers or accessing external media attached to the computer while writing an exam. It is proposed that a data connection and power be available in either the storage room or the building communication room to establish facility to monitor possible intrusions of non Accessibility Services managed hosts on the Examination Centre network.
- Availability – the computer system supporting the examination centre has to be available all the time and perform at high speed. The system has to be able to be quickly restored and readily accept/deploy changes. The desirable speed of the network connection from an individual computer to the campus backbone is 100 Mb. The high speed connection will allow Accessible Services to access CNS service for managing computer and data systems.
- Functionality - the majority of computer systems have simple functional requirements such as access to MS Office, the ability to turn on and off a spell checker, and an access to printing. Occasionally used systems require specialty hardware, such as alternative input devices, and software for various adjustments such as sound or display.

The requirements for data outlets are summarized in Appendix G.

The University has installed a permanent backbone connection using dark fiber under College Street as part of the renovation of the Health Sciences Building at 155 College Street. This connection will be extended to the Examination Centre

CAMPUS PLANNING

The renovation of 255/257 McCaul Street is consistent with the University's plans for use of property south of College Street.

The Examination Centre is part of the medical discovery district undergoing large development and expansion. North of the building is 155 College Street, which recently opened as the University's new Health Sciences Building. To the east is 263 McCaul which was recently renovated to accommodate Family and Community Medicine, and Health and Well-being Programs and Services. The new CCBP and Pharmacy buildings have recently opened on the north side of College Street. This, and other planned campus expansion will make the McCaul/College area a hub of activity. The Central Examination facility will have convenient access to transit, both streetcar, subway and have available parking. A WheelTrans drop-off bay is planned as part of the project.

ARCHITECTURAL SIGNIFICANCE

255/257 McCaul Street was commissioned as a Supply Building and designed by C. E. Dyson, Superintendent of Buildings for the Toronto Board of Education. The building exterior displays architectural detailing associated with Art Deco styling. The interior of the building is very plain, characterized by a grid of large concrete columns; with interesting architectural details located in the three office suites on the first floor.

DEFERRED MAINTENANCE

Appendix B contains the VFA report prepared for this building.

The proposed renovations will address the majority of items found on the deferred maintenance list:

- roof replacement,
- new windows in the renovated areas,
- new data connections,
- new HVAC system,
- new washrooms.

The size of the electrical service will require further review in light of these requirements, and the future power requirements of the unassigned third floor.

SECURITY AND PERSONAL SAFETY

Security System

The security system recommended by Facilities and Services as well as the University of Toronto Police is a fully electronic access card/lock system. Interior doors to the examination areas will be also controlled by the same system.

Personal Safety

The Examination Centre will see a high volume of use during exam times and somewhat lower use during the term. Administrative staff will be accommodated in the new facility during regular business hours Monday to Friday. Invigilators will be scheduled as required between 8am and 11pm.

During the peak exam times the facility will have four full-time staff plus invigilators and up to one hundred students. During low volume periods, however, the facility may have only one staff member. The different levels of occupancy have to be considered when addressing access and communication systems.

Personal safety will be addressed by an efficient floor layout incorporating the Crime Prevention through Environmental Design principles, electronic card access into the building, lighting at the entrance and exits, and inter-suite communication system for the accessible examination facility.

A secure room will be required to storage examination booklets and occasionally, exams. This room must be alarmed, and have safes to store exams.

SECONDARY EFFECTS

The current occupants of the building comprise CUPE 3261 (57nasm) and the Institute of Ukrainian Studies (96 nasm). Both occupants are located in the south portion of the first floor. In addition, there is a variety of short-term storage assigned to various university units. Most of the building is vacant or assigned on short term agreements.

Two units occupy the 1st floor and will need to be re-located:

- CUPE 3261 57nasm
- Institute for Ukrainian Studies 96nasm

Discussions regarding relocation of these units will be initiated with approval of this report. The construction of the Exam Centre will release the Woodsworth College Drill Hall and permit it to be renovated and re-assigned as student space.

LANDSCAPING

Landscaping associated with the renovation of the building is minimal because the facilities extend to the sidewalk.

Exterior work will include improved lighting.

IX. RESOURCE IMPLICATIONS

CAPITAL COST ESTIMATE

The total project cost is estimated to be \$10.6 million and will include the renovation of three floors of the building, and include an elevator to service all four-storeys.

OPERATING COSTS

Current operating costs for the building, with minimal occupancy and for use as a storage facility are \$331,000, or \$92/nasm. Once renovated, and with renovations addressing items of deferred maintenance, including a new HVAC system and new windows, will increase because of the change of use. (Appendix H)

X. FUNDING SOURCES

Funding for the Exam Centre will be from

- A \$500,000 contribution from Woodsworth College
- \$1,000,000 from Facilities and Services (FRP) spread over two years.
- Annualized payments of \$75,000 for 20 years realized by consolidating exam testing sites from the Office of Space Management
- \$8,350,000 borrowing, amortized over 20 years

Proportional attribution of costs associated with general building upgrades will be assigned to a unit that will occupy the fourth floor space in the future. The Examination Centre will also be made available for external rentals when not in use for University purposes. A number of institutions and professional associations have expressed interest for the use of the facilities.

Rentals, that will be managed by the Office of Space Management, will further assist in off-setting operational costs.

XI. SCHEDULE

Renovations of the facility area expected to be complete by January, 2008.

XII. RECOMMENDATIONS

The Project Planning Committee recommends the renovation of 255/257 McCaul Street as described in this project planning report for the purpose of in-term and exam testing.

Appendix A: Space Inventory

The Office of Space Management does not have dedicated long-term examination space that would be comparable to the proposed examination centre. Space that will be vacated after the completion of the new facility includes:

McMurrich Building (short term)	NASM
Room 101	109
Room 103	172
Room 202	252
Room 215	143
Woodsworth College	
Drill Hall Room 111	314

The new Main Examination Centre will replace space rented in Varsity Arena and the Clara Benson Building (Field House) during the peak exam times.

On the St. George campus, Accessibility Services has dedicated space only in the John P. Roberts Library Building. The test centre portion of this space will be vacated and available for reallocation upon completion of the facility. The office portion of the unit will remain in its current location.

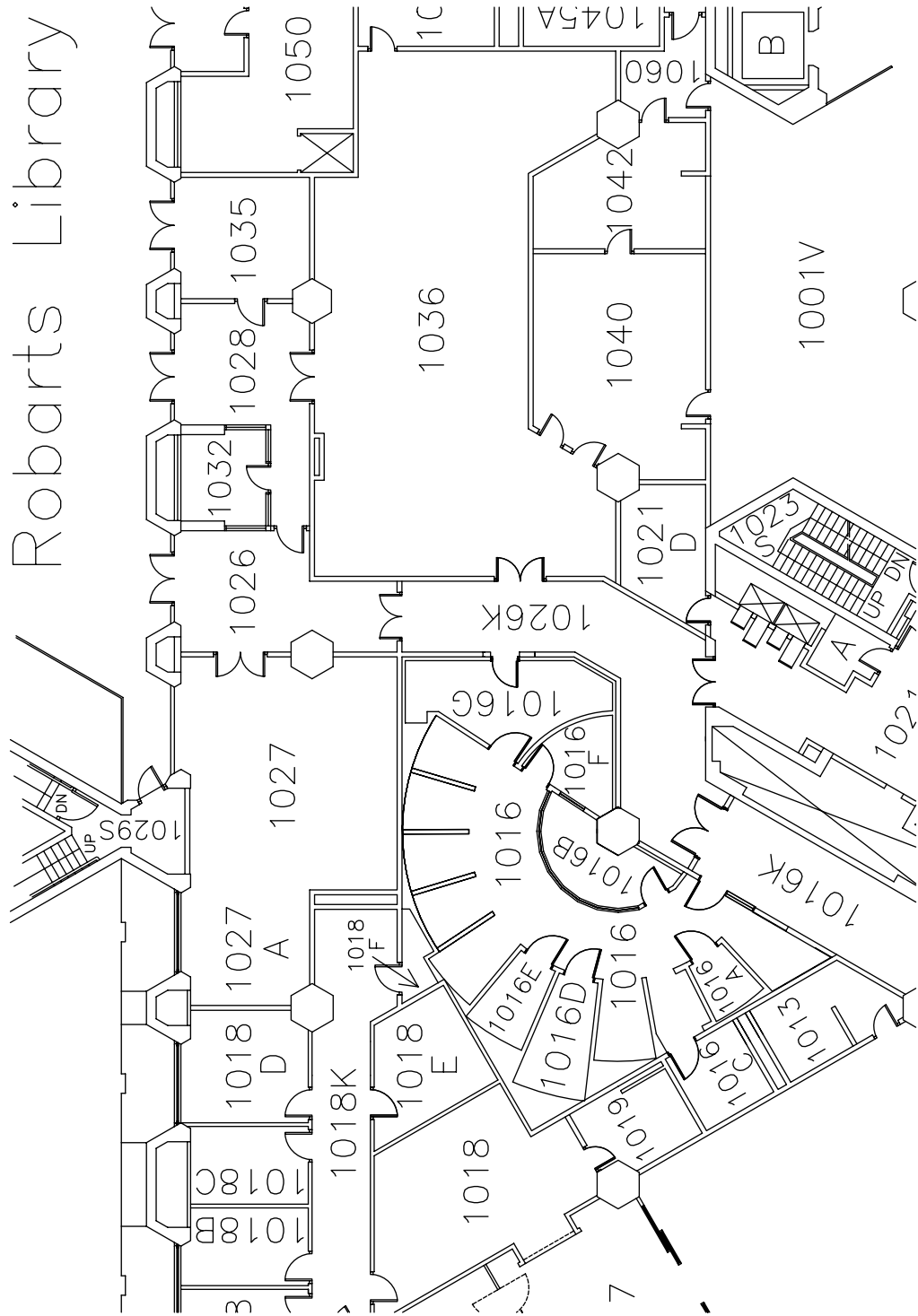
Robarts Library - Accessibility Services (floor plans following)

Space to be vacated when Accessible Exam Center is fully functional

Room R-number R-suffix	COU C-code	Allocation A-time A-space		Room Use Description	capacity	[nasm]
1016	130	100	100	Test/Exam Centre	7	52.45
1016 A	130	100	100	Examination Room	1	2.97
1016 B	1010	100	100	Invigilator's Office	1	8.04
1016 D	130	100	100	Examination Room	1	6.69
1016 E	130	100	100	Examination Room	0	4.45
1016 F	130	100	100	Examination Room	1	5.66
1016 G	1010	100	100	Professional Office Single	1	13.69
				TOTAL		93.95

Space to be remain used by Accessibility Services Department

1140	1010	100	100	Reception	1	11.2
1141	1010	100	100	Co-ordinator's Office	1	14.36
1142	1010	100	100	Supp Admin Office Multi	3	22.38
1144	1010	100	100	Professional Office Single	1	9.83
1145	1010	100	100	Professional Office Single	1	9.33
1146	1010	100	100	Professional Office Single	1	11.39
				TOTAL		78.49



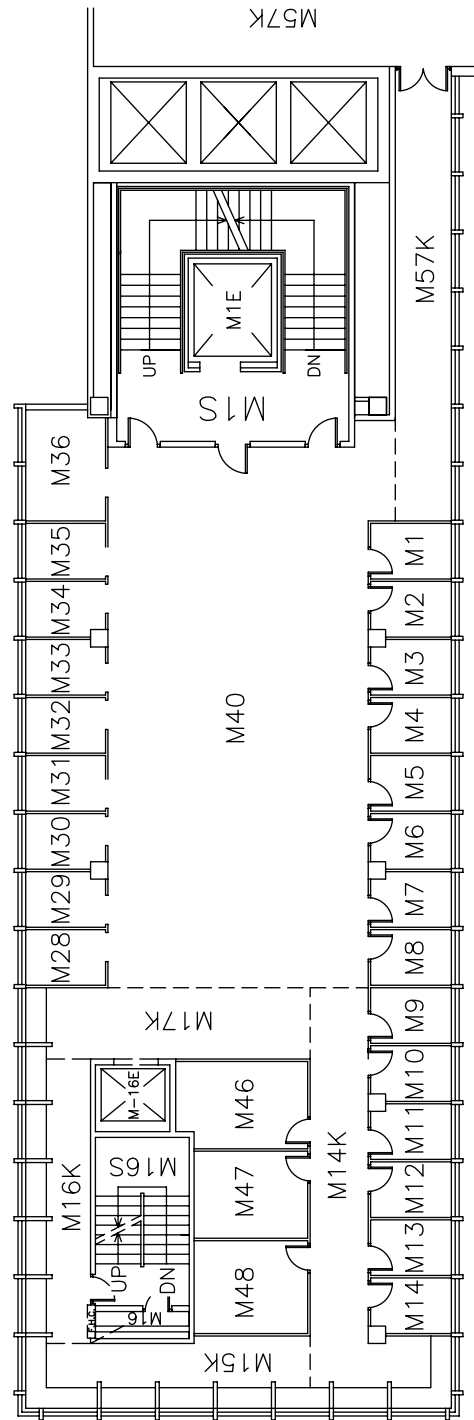
The University of Toronto Library at OISE/UT allows Accessibility Services to use the space at the mezzanine level of the first floor to hold the exams (approximately 40-60 days per year). This space is configured to provide private, semi-private and overflow space and is well suited for exam writing. At other times, the space is used by OISE/UT library.

OISE/UT also allows Accessibility Services to use one computer room, capacity 22, when not booked for OISE/UT activities (approximately 15 days per year).

OISE/UT - Accessibility Services (floor plans following)

Room		COU	Allocation		Room	capacity	[nasm]
R-number	R-suffix	C-code	A-time	A-space	Use Description		
M	1	520	100	100	Library Carrels-Closed	1	3.1
M	2	520	100	100	Library Carrels-Closed	1	3.02
M	3	520	100	100	Library Carrels-Closed	1	3.02
M	4	520	100	100	Library Carrels-Closed	1	3.1
M	5	520	100	100	Library Carrels-Closed	1	3.1
M	6	520	100	100	Library Carrels-Closed	1	3.02
M	7	520	100	100	Library Carrels-Closed	1	3.02
M	8	520	100	100	Library Carrels-Closed	1	3.1
M	9	520	100	100	Library Carrels-Closed	1	3.1
M	10	520	100	100	Library Carrels-Closed	1	3.02
M	11	520	100	100	Library Carrels-Closed	1	3.02
M	12	520	100	100	Library Carrels-Closed	1	3.1
M	13	520	100	100	Library Carrels-Closed	1	3.1
M	14	520	100	100	Library Carrels-Closed	1	3.02
M	14	520	100	10	Library Carrels-Open	1	1.81
M	15	520	100	50	Library Carrels-Open	1	4.3
M	16	520	100	50	Library Carrels-Open	1	4.3
M	17	520	100	10	Library Carrels-Open	1	1.3
M	28	520	100	100	Library Carrels-Open	1	3.06
M	29	520	100	100	Library Carrels-Open	1	2.98
M	30	520	100	100	Library Carrels-Open	1	2.98
M	31	520	100	100	Library Carrels-Open	1	3.06
M	32	520	100	100	Library Carrels-Open	1	3.06
M	33	520	100	100	Library Carrels-Open	1	2.98
M	34	520	100	100	Library Carrels-Open	1	2.98
M	35	520	100	100	Library Carrels-Open	1	3.06
M	36	520	100	100	Library Carrels-Open	2	6.01
M	40	520	100	75	General Table Seating & circ	20	74.32
M	46	520	100	100	Open Study Room - Lg Exm £	1	7.73
M	47	520	100	100	Open Study Room - Lg Exm £	1	6.82
M	48	520	100	100	Open Study Room - Lg Exm £	1	7.28
						TOTAL	180.87

Note: the library space will be returned to exclusive use by OISE library



Ground Floor Mezzanine Above
OISE

Appendix B

Toronto District School Board

255 McCaul Street

Regulation 444 Disposition of Surplus Administrative Buildings

2.1 255 McCaul Street



Key Facts

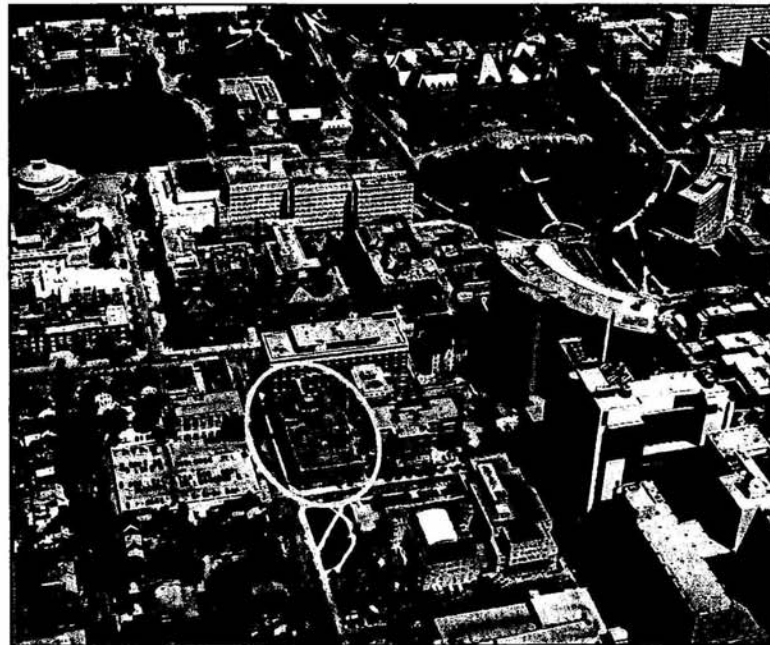
Address:	257 McCaul Street
Type of Use:	Warehouse
Gross Floor Area:	94,937 square feet
Net Rentable Area:	81,660 square feet
Storeys:	4 plus basement
Typical Floor Plate:	25,520 square feet
Site Area:	See 155 College Street
Parking:	See 155 College Street
Year Constructed:	1931
Legal Description:	Plan 113E Lot 1 to Lot 4, Con 1, FB Park Pt. Lot 13, Toronto
Offering:	100% freehold interest (in conjunction with 155 College Street, 263 McCaul Street, 240 McCaul Street, 63-65 Henry Street)

***Location and
Neighbourhood***

The building is located immediately south of 155 College on McCaul Street in downtown Toronto. The area is dominated by institutional uses. To the immediate north is the University of Toronto and Queens Park. To the east is University Avenue, and numerous hospitals. To the south is



predominantly low and medium density housing. Public transportation access is via the College streetcar and the University Avenue subway via the Queens Park station.

***Zoning***

QT 2.0 H14 - Institutional

Permits a wide range of residential and non-residential uses at 2.0 times coverage.

Site Statistics	The site is part of a three-building complex that includes 155 College Street (Education Centre) and 263 McCaul Street (old Administrative Building). Including these, the entire site is approximately 1.804 acres and is L-shaped with frontage on College Street and McCaul Street.
Building Description	The building is a four-storey rectangular warehouse constructed in 1931. There are three storeys above grade plus a mechanical penthouse and one level below grade. The below grade level includes an electrical room and storage. The structure is reinforced concrete frame with concrete slab floors. The exterior cladding is brick veneer with fixed aluminum frame, single pane windows.
Mechanical Systems	Ventilation air is provided mainly by five package A/C units. Steam is purchased from Toronto District Heating System and is provided to the Education Centre and old Administrative Building as well. The building is served by one 10,000lb hydraulic freight elevator. A second freight elevator is obsolete.
Electrical Systems	1800A, 120/208V, 3 phase, 4 wire distribution. The main switchboard was replaced in 1991. A diesel generator provides standby power.
Roof	The roof is a 4-ply asphalt system that is approximately 15-20 years old.
Fire Safety	Two fire hose cabinets for each floor.
Environmental	A phase I environmental assessment has not been completed.
Operating Costs	Available upon request.

APPENDIX C: Capital Cost Estimate

Project Title:

255 McCaul, Exam Centre

notes

GSM	5,545	complete occupiable lower, 1st and 2nd floors
NASM	2,694	Main centre - 2,280 NASM. Accessible Centre 414 NASM
Items		
Construction amount	6,614,400	per AW Hooker estimate Jan 19th 2007 with adjustments.
Demolition/HazMat allowance	600,000	interior partitioning, mechanical, electrical etc
Construction Contingency	721,440	
Applicable GST	157,130	
Total, including GST	8,092,970	
Hydro/City charges	125,000	Electrical upgrade of existing service, water.
Secondary projects	10,000	minor relocations
Landscaping	0	
Permits & Insurance	24,000	
Professional Fees	1,124,768	
Computing Infrastructure	70,000	
Telephone set & install	6,000	
Audio/Visual	0	
Moving	20,000	
Staging	0	
Furnishings: Department	500,000	both accessible & main exam centre furnishings.
Furnishings: Classrooms	0	
Equipment	235,000	see schedule for accessible exam centre.
Security & access systems	70,000	
Signage: Interior & Exterior	5,000	
Signage: Donor Recognition	0	
Groundbreaking & Building opening	0	
Miscellaneous	14,500	
Project Contingency	302,762	
Finance Costs	0	assumed fully funded as required to avoid interest costs.
Total Project Cost Estimate incl GST	\$10,600,000	

prepared 14th Feb 2007 jcb

APPENDIX D: OPERATING COSTS

**BOARD OF EDUCATION BUILDING - 255 McCaul
ESTIMATED BUILDING COSTS
FOR THE YEAR ENDED APRIL 30, 2006**

	<u>\$</u>
Operating Costs:	
Fabric Maintenance	19,100
Electrical Maintenance	6,200
Mechanical Maintenance	27,500
Caretaking Services	<u>20,000</u>
Total Operating Costs	<u>72,800</u>
Utility Costs:	
Hydro	111,400
Water	15,800
Steam	<u>103,100</u>
Total Utility Costs	<u>230,300</u>
Subtotal	303,100
Indirect overhead costs	<u>28,300</u>
Total Building Costs	<u><u>331,400</u></u>
NASM	<u>3,592</u>
Total cost per NASM	<u><u>92.26</u></u>

Assumptions:

Above costs are estimates only and based upon NASM's of similar occupied buildings.

Cleaning of occupied offices	12,000
Exam centre cleaning costs	8,000
Storage space to be cleaned by F&S Campus Services	<u>0</u>
	<u><u>20,000</u></u>

Three areas to be occupied. Ukrainian Dept and CUPE are two. Each will occupy about 200 NASM's each. Total NASM's of about 600 are just less than the 800 occupied at 263 McCaul. The cleaning costs here are about \$17,200. Prorating at 255 McCaul yields about \$12,000 per year.

APPENDIX E: EQUIPMENT AND FURNISHINGS

AVAILABLE UPON REQUEST.

APPENDIX F: ENVIRONMENTAL CHECKLIST

UNIVERSITY OF TORONTO ENVIRONMENTAL PROTECTION POLICY

PREAMBLE

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

FUNDAMENTAL PRINCIPLES

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

SPECIFIC OBJECTIVES

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

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

IMPLEMENTATION

To implement this Environmental Protection Policy:

- An Environmental Protection Advisory Committee (EPAC) will be established consisting of 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 programmes 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 programmes, and will liaise with the EPAC and all three campuses on the programmes.
- 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 programmes to inform the University Community about this and how its members, both personally and collectively, can best meet the objectives set forth in it;
- Inform all contractors, service operations and users of University facilities that they must comply with the requirements of the policy;
- Annually issue a report concerning the University's impact on the environment, summarising initiatives undertaken and identifying matters which require particular attention.

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

APPENDIX G: ROOM DATA SHEETS

AVAILABLE UPON REQUEST.

APPENDIX H: DATA OUTLETS

The following table includes summary of data outlets proposed in Phase 1 and Phase 2.

Room Name	Communications #	
	phone	data
Examination Centre		
Large Exam Space (basement)	1	1
Large Exam Space (1 st floor)	1	1
Medium Exam Space (2 nd floor)	1	100
Medium Exam Space (2 nd floor)	1	1
Medium Exam Space (2 nd floor)	1	1
Main Exam Centre Storage	0	0
Accessible Exam Facility		
Small Private Examination Room*	0	20
Large Private Examination Room*	0	10
Semi-Private Examination Room (cubicle)	0	35
Accessible Exam Centre Overflow Room	1	5
Invigilators' Station at Accessible Exam Site	1	2
Small Kitchenette	0	0
Accessible Exam Centre Administrative Office	4	3
Accessible Exam Centre Storage	0	0
Student Waiting Area		
Total	11	179