

FOR CONFIRMATION

PUBLIC

OPEN SESSION

TO: Executive Committee

SPONSOR: Professor Scott Mabury, Vice President, University Operations

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DATE: March 21, 2016 for March 29, 2016

AGENDA ITEM: 5 (b.)

ITEM IDENTIFICATION:

Capital Project: Revised Report of the Project Planning Committee for the School of Graduate Studies, Macdonald-Mowat House, 63 St. George Street Renovation & Restoration

JURISDICTIONAL INFORMATION:

Pursuant to section 4.2.3. of the Committee's terms of Reference, "...the Committee considers reports of project planning committees and recommends to the Academic Board approval in principle of projects (i.e. space plan, site, overall cost and sources of funds)."

Under the Policy on Capital Planning and Capital Projects, "...capital projects over \$3 million and up to \$10 million will be considered by the Planning and Budget Committee for projects at the St. George campus and by the respective Campus Affairs Committees and Campus Councils for projects at University of Toronto Mississauga and University of Toronto Scarborough and recommended to the Academic Board for consideration. It is expected that such projects will be placed on the Board's consent agenda and be confirmed by the Executive Committee of the Governing Council. Execution of such projects is approved by the Business Board."

GOVERNANCE PATH

B. Project Planning Report – Project Scope, Total Project Cost, and Sources of Funding

1. Planning and Budget [for recommendation] (March 2, 2016)
2. Academic Board [for approval] (March 17, 2016)
3. **Executive Committee [for confirmation] (March 29, 2016)**

A. Execution of the Project

1. Business Board [for approval] (February 29, 2016)

PREVIOUS ACTION TAKEN:

In February 2015, the Report of the Project Planning Committee for the School of Graduate Studies, 63 & 65 St. George Street was approved in principle by the Capital Project and Space Allocation committee (CaPS) and capital expenditure was approved to procure a consultant team to proceed with design development of the renovation and restoration of both buildings. In early 2015, Ventin Group was retained as the primary consultant. In June 2015, with a more concrete estimate of the construction cost in hand, the School of Graduate Studies sought, and was granted, approval to proceed with the renovation and restoration of 63 St. George Street. In September 2015, the Business Board approved the execution of the project subject to the approval in principle of the project by the Governing Council, and on October 21, 2015, the Executive Committee confirmed the approval in principle of the *Report of the Project Planning Committee for the School of Graduate Studies, Macdonald-Mowat House, 63. St. George Street, Renovation and Restoration*, as well as the project scope and funding source.

HIGHLIGHTS:

University of Toronto has the largest graduate school in Canada, with more than 16,000 graduate students in approximately 280 graduate degree programs. The mission of the School of Graduate Studies (SGS) is to promote excellence in graduate education and research and to ensure consistency and high standards across the divisions. SGS defines and administers University-wide regulations for graduate education, dealing with issues such as program delivery, performance standards, equity, and ethical conduct. It also organizes services and financial assistance to graduate students and represents the cause of graduate education at the University of Toronto in the wider academic and general community.

The graduate school's administrative offices are located within two large historic houses on the St. George campus: 63 St. George Street (also known as the Macdonald-Mowat House), built in 1872 and once home to the first Prime Minister of Canada, and 65 St. George Street, originally built in 1891 for John Bryce Kay. 63 St. George Street is owned by Knox College and the University of Toronto has recently entered into a long term lease with the College. 65 St. George Street is owned by the University. The houses are heritage listed and are in need of interior and exterior repair and renewal. Both properties have been extensively modified over time and many of the rooms are awkwardly planned with poor circulation, or have ad hoc provisions that severely compromise the quality of space. In particular, the HVAC and lighting systems are in need of renewal as well as many of the room partitions and interior finishes. 63 St. George Street, is in more urgent need of

renovation as compared to 65 St. George Street.

Vision Statement & Academic Plan

The School of Graduate Studies has emphasized the importance of providing high quality and elegant administrative space as well as highly visible access to essential student services. This project will enhance the student experience by improving delivery of student services and providing a public face to the School. The initiative will also serve as a key component of the 2030 Plan which aims to increase graduate enrolment at University of Toronto to 40% of the student population (as compared to the current 25%) by 2030. The committee's vision includes several core principles that guide the review and renewal of 63 & 65 St. George Street including:

Space program and Scope of work

The renovation of 63 St. George Street proposes to reorganize and renovate approximately 715 net assignable square metres (nasm) (1070 gross square metres (gsm)). Approximately 49 full-time staff members from 6 different departments are currently distributed throughout the two buildings. The proposed plan aims to consolidate members of the same work group into clusters and improve delivery of Graduate Student Services. 63 St. George Street currently houses 31 FTE staff from Student Services, Business & Operations, English Language & Writing Support, and Information Systems in office & support space as well as 3 large defense rooms. The proposed plan accommodates a total of 11 additional work stations, creates student reception and common space while decreasing the number of defense rooms in 63 St. George, while accommodating one defense room in 65 St. George, and only slightly increasing the amount of office & support space in the building.

All three floors of the Macdonald Mowat House are to be re-organized, removing many non-structural partitions to create more cohesive and efficient workspaces. The resulting rooms will be more spacious, rational, and preserve the integrity of the original building, rather than remain as compartmentalized into isolated, poorly planned, and sometimes windowless work spaces. A primary project goal is to create better space for graduate students to interface with their administration, with a student common space, counseling and consultation space, and oral examination rooms that provide a more welcoming and dignified atmosphere than what is currently available. The project includes the following:

1. Rationalization of the floor plan to create more efficient and better quality work spaces while accommodating additional staff and maintaining flexible usage.
2. Redesigning spaces to align more closely with the University's accessibility standards, allowing full and equal access for all users as possible. (Universally accessible first floor with universally accessible washrooms)
3. Restoration and renewal of the poorly maintained or hidden heritage features in the buildings, including original doors, hardwood floor, and additional finishes, ceiling details, and removal of the north exterior fire exit stairwell.
4. Exterior restoration work includes repairing any decaying woodwork (including the cornice & soffit), metal flashing, rusting eaves troughs and rain water leaders (The documentation that went forward to Business Board, and other bodies, in Fall 2015 indicated that the windows were to be replaced as a separate project, however, since that time heritage permits have been received (sooner than expected) allowing for the windows to now be included in the project, which will result in significant cost

savings to SGS.)

5. New HVAC system, with new distribution and air-conditioning and new control system.
6. Updated lighting and controls throughout.
7. Updated furniture throughout, appropriate for the heritage characteristics of the space.

Secondary Effects

During construction, all staff from 63 St. George Street will be re-located to a purposely renovated swing space at 704 Spadina Avenue. Staff from this building will return to their renovated space upon project completion.

Schedule

The initial proposed schedule of the renovation and restoration of 63 St. George Street was as follows:

CaPS Approval (Consultant fees)	February 2015
Consultant Selection	March 2015
Design Development & Contract Drawings	April - September 2015
CaPS Executive approval	September 2015
Executive Committee confirmation	October 2015
Revised Full operational occupancy	August 2016

The schedule assumes all municipal approvals may be achieved within the timelines.

FINANCIAL AND PLANNING IMPLICATIONS:

Discussion of overall costs and sources of funds can be found in the in camera document for this project.

RECOMMENDATIONS:

Be It Confirmed

1. THAT the Revised Project Planning Committee Report for the School of Graduate Studies, Macdonald-Mowat House, 63 St. George Renovation and Restoration, dated February 26, 2016, be approved in principle; and,
2. THAT the revised project scope of 63 St. George Street Renovation and Restoration totalling 715 net assignable square metres (nasm) (1070 gross square metres (gsm)) be approved in principle, to be funded by the School of Graduate Studies Operating Funds.

DOCUMENTATION PROVIDED:

Revised Report of the Project Planning Committee for the School of Graduate Studies, Macdonald Mowat House, 63 St. George Street Renovation & Restoration, dated February 26, 2016.

**Revised Report of the Project Planning Committee for
the School of Graduate Studies,
Macdonald-Mowat House, 63 St. George Street
Renovation & Restoration**

University of Toronto Campus & Facilities Planning

February 26, 2016

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I. Executive Summary

University of Toronto has the largest graduate school in Canada, with more than 16,000 graduate students in approximately 280 graduate degree programs. The mission of the School of Graduate Studies is to promote excellence in graduate education and research and to ensure consistency and high standards across the divisions. Sharing responsibility for graduate studies with graduate units and divisions, and operating through a system of collegial governance, consultation, and decanal leadership, SGS defines and administers University-wide regulations for graduate education, dealing with issues such as program delivery, performance standards, equity, and ethical conduct. It also organizes services and financial assistance to graduate students and represents the cause of graduate education at the University of Toronto in the wider academic and general community.

The graduate school's administrative offices are located within two historic houses on the St. George campus: 63 St. George Street (also known as the Macdonald-Mowat House), built in 1872 and once home to the first Prime Minister of Canada, and 65 St. George Street, originally built in 1891 for John Bryce Kay. Both houses are large 3-storey buildings, located on the east side of St. George Street between Hoskins Avenue and College Street. 63 St. George Street is owned by Knox College and leased by the University of Toronto. 65 St. George Street is owned by the University. The houses are heritage listed and are in need of interior and exterior repair and renewal. Both properties have been extensively modified over time and many of the rooms are awkwardly planned with poor circulation, or have ad hoc provisions that severely compromise the quality of space. In particular, the HVAC and lighting systems are in need of renewal as well as many of the room partitions. 63 St. George Street is in more urgent need of restoration as compared to 65 St. George Street. It is the goal of the School of Graduate Studies to provide better and more efficient work space for its administrative staff and improve overall service delivery to graduate students by improving the quality of the space used to access such services.

The renovation of the School of Graduate Studies is composed of 2 projects: The first project proposes to reorganize and renovate approximately 715 nasm (1070 gsm) at 63 St. George Street, with staff temporarily relocating to 704 Spadina Avenue during construction. The second project is to renovate approximately 322 nasm (434 gsm) on the ground and third floors at 65 St. George Street after 63 St. George Street is completed. In February 2015, approval was obtained from Capital Project and Space Allocation committee (CaPS) to proceed with a selected proponent on the design development of both buildings, from which a total project cost estimate was obtained. Ventin Group was retained as the primary design consultant and is developing design and construction documents for both buildings. With a more concrete idea of the construction cost in hand, the School of Graduate Studies is now seeking approval for funds to proceed with the construction of 63 St. George Street.

Approximately 49 full-time staff members from 6 different departments are distributed throughout the two buildings. Staff from the same group can be found in both buildings and it is desirable to consolidate different teams into their own areas. It is also desirable to plan the work spaces so that they are more efficient and be able to introduce additional staff to the space. Preliminary space analysis suggests that more staff could be accommodated in the houses, however, the space plan needs to be re-organized to allow this to occur. Renewal of room finishes, lighting, improved HVAC systems (especially the air conditioning system), and updated furniture are also required to improve the quality of the work space. The project also proposes to restore and renew many of the poorly maintained or hidden heritage features in the buildings, including windows, original doors and finishes, ceiling details, and removal of an exterior fire exit stairwell. Finally the project wishes to

create better space for graduate students to interface with their administration, with a student common space, counseling and consultation space, and oral examination rooms that provide a more welcoming and dignified atmosphere than what is currently available.

In February 2015, the Report of the Project Planning Committee for the School of Graduate Studies, 63 & 65 St. George Street was approved in principle by the Capital Project and Space Allocation committee (CaPS) and capital expenditure was approved to procure a consultant team to proceed with design development of the renovation and restoration of both buildings. In early 2015, Ventin Group was retained as the primary consultant. In June 2015, with a more concrete estimate of the construction cost in hand, the School of Graduate Studies sought, and was granted, approval to proceed with the renovation and restoration of 63 St. George Street. In September 2015, the Business Board approved the execution of the project subject to the approval in principle of the project by the Governing Council, and on October 21, 2015, the Executive Committee confirmed the approval in principle of the Report of the Project Planning Committee for the School of Graduate Studies, Macdonald-Mowat House, 63. St. George Street, Renovation and Restoration, as well as the project scope and funding source.

The documentation that went forward to Business Board, and other bodies, in Fall 2015 indicated that the windows were to be replaced as a separate project, however, since that time heritage permits have been received (sooner than expected) allowing for the windows to now be included in the project, which will result in significant cost savings to SGS.)

Funding for the project is provided through a combination of departmental funds held by the School of Graduate Studies.

II. Project Background

a) Membership

Locke Rowe	Dean, School of Graduate Studies
Sarah Hopewell	Director, Design & Engineering
Bijan Homayouni	Manager, Design & Engineering
Ron Swail	Assistant Vice President, Facilities & Services
Ray Cheung	Director, Property Management, Fire Prevention, Elevator Services
Vikas Mehta	Area Manager, Mechanical Operations, Facilities & Services
Christine Burke	Director, Campus and Facilities Planning
Andrea Ling	Planner, Campus and Facilities Planning
George Phelps	Director, Project Development

b) Terms of Reference

1. Review the demand for renewed administrative work, meeting, and student common space at 63 St. George Street with reference to improving space efficiency, increasing the number of staff in the buildings for anticipated use, improving the quality of work space, and providing high quality student interaction space.

2. Make recommendations for a detailed space program and functional layout of 63 St. George Street, including the incorporation of additional staff and common spaces. Space program must retain flexibility in use of space to support changing needs.
3. Demonstrate that the proposed space program will be consistent with the University's space standards.
4. Identify all secondary effects, including space reallocations within the existing building, impact on the delivery of services during construction and the possible required relocation as required to implement the plan of existing services, as well as the associated costs.
5. Identify equipment and moveable furnishings necessary to the project and their estimated cost.
6. Identify all data and communication requirements and their related costs.
7. Identify all security, occupational health and safety and accessibility requirements and their related costs.
8. Determine a total project cost estimate for the capital project including all aspects identified above and costs of implementation.
9. Identify a funding plan for capital costs.
10. Complete report by for September 2015.

c) Background Information

The School of Graduate Studies has its administrative offices in 2 historic buildings, both of which require renovation. This report outlines the scope of work for the renovation and restoration of 63 St. George Street.

The Macdonald-Mowat House at 63 St. George Street was built in an Italianate and Second Empire style, with a flat roof, projecting eaves, and decorative surrounds around tall narrow windows. It was John A. Macdonald's primary residence between 1876 to 1878 and was listed on the city's Heritage registry in 1973 and is currently listed by the Architectural Conservancy of Ontario. The interior of the building has many heritage attributes that have been identified as important to maintain including the entrance hall and stairwell, the drawing room, library, and dining room on the ground floor. The large 3-storey rear wing was added later with a new Mansard roof, replacing the older roof on the original portion of the building and altering the quality of space on the third floor. The building was used as a women's residence for Innis College in the 1960s, during which many of the rooms and corridors were subdivided, and additional fire escape stairwells were added over the years marring the exterior of the building. There are also multiple level changes on the second and third floors between the original building and the east addition. It has been under ownership by Knox College since 1910. The University leases the space from Knox College.

As a heritage listed building, renovation to 63 St. George Street should preserve the heritage assets and design integrity of the building, while providing functional and quality office space for a modern working environment. The proposed renovation involves the reorganization of many of the offices, with the removal of many non-structural partitions to create more cohesive and efficient workspaces, with the possibility of adding additional staff. Renovation of 63 St. George Street also includes restoring many of the heritage features of the building (including the original library for student lounge use), updating and relocating washrooms, updating and restoring finishes, lighting, dealing with deferred maintenance issues, and improving the mechanical, plumbing, and electrical systems, especially the air conditioning system. Exterior restoration includes removing a fire exit stair on 63 St. George and replacing the windows that have been heavily modified over the years, to be more sensitive to the heritage qualities. The documentation that went forward to Business Board, and other bodies, in Fall 2015 indicated that the windows were to be replaced as a separate project, however, since that time heritage permits have been received (sooner than expected) allowing for the windows to now be included in the project, which will result in significant cost savings to SGS.)

The total proposed area of work is 715 nasm (1070 gsm) at 63 St. George Street.

d) Vision Statement & Academic Plan

The School of Graduate Studies has emphasized the importance of providing high quality and elegant administrative space as well as highly visible access to essential student services. This project will enhance the student experience by improving delivery of student services and providing a public face to the School. The initiative will also serve as a key component of the 2030 Plan which aims to increase graduate enrolment at University of Toronto to 40% of the student population (as compared to the current 25%) by 2030. The committee's vision includes several core principles that should guide the review and renewal of 63 & 65 St. George Street including:

- The buildings should showcase and promote the advancement of graduate studies on campus;
- The spaces should allow for full and equal access for all users as possible and follow the University's accessibility standards;
- Design of the spaces should promote productivity, involvement, and interaction among its users;
- The spaces should be designed in such a way that their use will be flexible and allow for a range of activities including individual work, group work, and meetings;
- The student access areas should include lighting that promotes an inviting and comfortable meeting environment;
- At every opportunity, design and function should minimize the ongoing maintenance and other upkeep costs;
- The spaces should promote a professional appearance and demonstrate a renewed appearance of modernity and innovation while respecting the unique heritage assets of the building.

e) Occupant Profile

6 different staff groups currently occupy the School of Graduate Studies and the Macdonald-Mowat House for a total of 49 FTE staff. They include:

Student Services – currently 24 full time and 2 part time staff, for a total of 25 FTE staff, are located in 63 St. George Street. Student Services are involved in recruitment, financial counseling, graduate awards, enrollment, registration, records, fees, graduation, and post-doctoral services.

Office of English Language & Writing Support – currently 4 FTE staff, located in 63 St. George Street, including 2 full time academic faculty and a director that provide graduate students with training in academic writing and speaking through workshops, courses, and private consultation.

Business & Operations – currently 6 FTE staff distributed between 63 & 65 St. George Street. B&O staff manage the budget, finances, human resources, and operations for SGS. They also process fees and payments from students directly and are the first point of contact for the University's Cashier's office and graduate student fee inquiries.

SGS Information Systems – currently 5 FTE staff, located at 65 St. George Street. The Information Systems staff maintain the data and information systems of the School, and provide technical support.

Graduate Professional Development – currently 2 FTE staff are located at 65 St. George Street.

SGS staff – currently 7 FTE staff, including the Dean and two Vice-Deans of SGS, as well as their administrative staff, are located at 65 St. George Street. SGS staff are involved with managing the School on issues such as student conduct, appeals, final oral exams, and graduate faculty appointments.

f) Space Program and Functional Plan

Overview of Existing Space

Refer to Appendix 1 for drawings. Both 63 and 65 St. George Street have been included for the purposes of COU analysis. The School of Graduate Studies currently includes the following inventory of rooms that may be included in the renovation:

TABLE 1.1 63 St. George Street (Macdonald - Mowat House) Existing Space Summary

Level	Room	Program	NASM	Notes	
Ground	101	Student Services Private Office	11.15	1 workstation, 1 cabinet	
	113	Student Services Utility Room	6.44	1 file cabinet, photocopy, workstation	
	102	Student Services Shared Office / Reception	73.83	Integrated reception counter, 5 workstations, photocopy, 2 file cabinets, 3 shelves	
	102K	Reception / Student Access stations	12.43	3 access stations in hall	
	103	Student Services Shared Office	41.99	3 work stations	
	111	Defense Room	40.04	10 person conference table, AV capacity	
	110	ELWS Administration	9.16	1 workstation, 2 cabinets, storage closet	
	110B	Closet	1.21	In Office	
	110A	Accessible W/C	3.70	Non Assignable Space (NAS)	
	109	ELWS Director	18.07	1 workstation, meeting table w chairs, 2 cabinets, 2 storage shelves, 3 bookcases	
	108	Female W/C	10.11	NAS - 3 W/C, 1 Sink	
	107A	Photocopy room	6.85		
	105	Closet	2.32	NAS	
	106	Kitchen / Lounge	16.32		
	107	Business & Operations Office / Mailroom	24.40	1 workstation, 1 file cabinet, guest chairs, mail cubbies, integrated counter	
	113V	Vestibule	7.59	NAS	
	102K	Corridor	22.66	NAS	
	102S	Stair	2.40	NAS	
	110K	Corridor	16.79	NAS	
	110S	Stair	9.54	NAS	
	108K	Corridor	4.96	NAS	
	108V	Corridor	2.55	NAS	
	109K	Corridor	7.70	NAS	
	107K	Corridor	7.10	NAS	
	107V	Vestibule	3.26	NAS	
	107S	Stair	0.41	NAS	
		Subtotal NASM:		251.95	
		Subtotal NAS:		113.52	

Second	201A	Student Services Finance Counsellor	13.52	1 workstation, 2 cabinets, table & 3 chairs
	201B	Student Services Senior Awards Officer	12.65	1 workstation, 2 file cabinets
	202	Student Services Shared Office	18.38	2.5 FTE, 3 workstations, incl. reception counter
	203	Student Services Shared Office	19.53	2 workstations, photocopy, 5 file cabinets
	204V	Student Services storage	8.45	NAS - 5 file cabinets
	205	Student Services Private Office	12.18	1 Workstation, table w 2 chairs, 2 file cabinets, bookcase
	205B	Closet	0.76	NAS
	205A	Student Services Private Office	13.03	1 workstation, 2 file cabinets
	214	Student Services Associate Director	15.89	1 workstation, table w 4 chairs, bookcase
	213	Student Services Director	24.40	1 workstation, table w 4 chairs, 5 file cabinets, bookcase
	213A	Hall Closet	2.31	NAS
	213B	Hall Closet	2.40	NAS
	206	Photocopy room	8.09	Photocopy, Worktable, bookcase
	212	Student Services Private Office	10.03	1 workstation, file cabinet, bookcase
	211	Student Services Private Office	11.32	1 workstation, file cabinet, bookcase
	211A	Meeting Room	13.38	6 person table, whiteboard
	207A	Hall Closet	1.65	NAS
	211A	Hall Closet	1.68	NAS
	210A	Hall Closet	1.50	NAS
	207	Shared Office	33.79	4 Workstations, table w 2 chairs, 2 bookcases
	208	Student Services Associate Director	13.81	1 Workstation, 2 File cabinets, bookcase, table & 4 chairs
	209	Student Services Private Office	10.55	Vacant - 1 workstation, 1 bookcase
	210	W/C	8.90	NAS 2 W/C, 1 sink
	201K	Corridor	23.55	NAS
	200S	Stair	19.31	NAS
	207K	Corridor	6.63	NAS
	213K	Corridor	7.94	NAS
	214S	Stair	9.46	NAS
	211K	Corridor	9.65	NAS
			Subtotal NASM:	230.55
		Subtotal NAS:	104.19	
Third	300K	Waiting area	5.12	NAS
	301	Defense Room	37.63	10 person table
	303	Defense Room	49.79	16 Person table
	304	Student Services Shared Office	36.21	3 workstations, 3 file cabinets, 2 bookcase,

			2 tables, storage closet
305	Male W/C	4.75	NAS - 3 W/C, 3 sinks
307b	Kitchen	6.57	
307	ELWS Senior Lecturer	12.52	1 workstation, file cabinet, 2 bookshelves, table & 4 chairs
308	ELWS Meeting Room	25.86	10 person table, 1 workstation, 2 bookcases
312	Storage Room	3.71	NAS
311	Female W/C	9.3	NAS - 2 W/C, 2 sinks
310	ELWS Senior Lecturer	21.69	1 workstation, file cabinet, bookshelf, table & 3 chairs
310a	ELWS Meeting space	8.87	1 table & 3 chairs
300K	Corridor	18.00	NAS
314K	Corridor	5.76	NAS
312S	Corridor	7.67	NAS
300	Closet	1.25	NAS
307K	Stair	2.91	NAS
307S	Stair	5.04	NAS
312K	Corridor	15.03	NAS
	Subtotal NASM:	199.14	
	Subtotal NAS:	78.54	
	TOTAL NASM	681.64	
	TOTAL NAS	296.25	

TABLE 1.2 65 St. George Street (School of Graduate Studies) Existing Space Summary

Level	Room	Program	NASM	Notes
Ground	101	Vice Dean Programs	23.97	1 workstation, table & 4 chairs
	102A	Vice Dean Students	23.95	1 workstation, table & 4 chairs
	102	Vice Dean Admin Assistant	17.61	1 workstation, guest chair
	103	Vice Dean Exec Assistant	12.82	1 workstation, guest chair
	104	Photocopy room	10.91	Photocopy, 2 cabinets, work counter, shelves
	105	Staff Lounge / Kitchen	21.43	
	106	Business & Operations Storage	12.46	NAS - 5 file cabinets
	106A	Business & Operations Director	17.99	1 workstation, table w 3 chairs, 5 file cabinets, whiteboard
	106B	Business & Operations Private Office	13.15	1 workstation, file cabinet, 2 chairs, whiteboard
	107	Business & Operations Shared Office	30.77	2 workstations, 2 chairs, 7 file cabinets, safe
	101K	Entry	4.26	NAS
	108	W/C	1.90	NAS

	102K	Foyer	30.47	NAS
	102S	Stair	6.77	NAS
	110K	Corridor	11.03	NAS
	109	Corridor	5.90	NAS
		Subtotal NASM:	172.60	
		Subtotal NAS:	72.79	
Second	201	SGS Conference Room	35.77	14-20 person conference table, additional chairs
	202A	Private Office	20.49	Vacant - 1 workstation, table w 4 chairs
	202	Private Office	22.84	2 workstations
	204	Female W/C	10.85	NAS
	205	Male W/C	9.47	NAS
	206A	Dean Exec Assistant	16.81	1 Workstation, guest chair, file cabinet
	207	Dean	38.92	1 workstation, large meeting table, 6 armchairs
	208	SGS Co-ordinator, Governance & Policy	21.71	1 workstation, shelves, table & 4 chairs
	209	Kitchen	3.73	
	210	Student Waiting Room	7.94	4 armchairs, coffee table
	202S	Stairs	6.48	NAS
	202K	Foyer	20.12	NAS
	203S	Stairs	4.48	NAS
	205K	Corridor	6.79	NAS
	208K	Corridor	8.96	NAS
		Subtotal NASM:	168.21	
		Subtotal NAS:	67.15	
Third	301	IT Lead Developer	15.77	2 workstations, 1 file cabinet
	303	W/C	5.23	NAS
	304	IT Systems Administrator	15.25	1 workstation, table w 2 chairs
	305	IT Director	14.74	1 workstation (2 monitors), file cabinet, table & 2 chairs, whiteboard. Attic access.
	306K	Photocopy Room / Kitchen	31.1	Shelves, worktable, file cabinets
	307	IT Developer	11.21	1 workstation, table & 2 chairs
	308	Open Office	13.75	1 workstation, file cabinet
	309	Private Office	15.48	2 workstations
	301S	Stairs	3.47	NAS
	302K	Corridor	4.79	NAS
		Subtotal NASM:	117.30	
		Subtotal NAS:	13.49	
		TOTAL NASM	458.11	
		TOTAL NASM	153.43	

Space Allocation

Both 63 & 65 St. George Street are primarily administration and student services buildings. Both houses combined have 49 FTE staff which will increase to 61 FTE, with up to 42 people in 63 St. George Street and 19 people in 65 St. George Street.

63 St. George Street currently houses 31 FTE staff from Student Services, Business & Operations, English Language & Writing Support, and Information Systems in 552 nasm of office & support space as well as 3 large defense rooms that occupy 127 nasm. The proposed plan increases the amount of office & support space to 604 nasm for 42 FTE staff, as well as creating student reception and common space (54 nasm) and decreasing the number of exam rooms to 2 rooms of 69 nasm total.

65 St. George Street currently has 18 people from the Dean & Vice-Dean offices, Business & Operations, and Information Systems, and Graduate Professional Development in 458 nasm of office and support space. This will increase to 19 FTE staff in 484 nasm of space in the proposed plan.

TABLE 2.1 Staff FTE and Office space allocation calculation

Staffing	Current FTE	Planned FTE	COU standard NASM	Total NASM	Notes
Full-Time SS Staff requiring offices	10.5	7.0	12.00	84.00	
Full-Time SS Staff requiring workstations	14.0	17.0	9.00	153.00	
Part-Time SS Staff requiring workstations	0.5	1.0	9.00	9.00	
Full-Time IT Staff requiring Offices	4.0	0.0	12.00	0.00	
Full-Time IT Staff requiring workstations	1.0	5.0	9.00	45.00	
Full-Time ELWS Staff requiring Offices	4.0	3.0	12.00	36.00	
Full-Time ELWS Staff requiring workstations	0.0	1.0	9.00	9.00	
Dean	1.0	1.0	40.00	40.00	
Vice Deans	2.0	2.0	24.00	48.00	
Full-Time SGS Staff requiring Offices	4.0	6.0	12.00	72.00	
Full-Time SGS Staff requiring workstations	0.0	0.0	9.00	0.00	
Full-Time B&O Staff requiring offices	3.0	4.0	12.00	48.00	
Full-Time B&O Staff requiring workstations	3.0	2.0	9.00	18.00	
Full-Time Other Staff requiring offices	1.0	2.0	12.00	24.00	
Full-Time Other Staff requiring workstations	1.0	10.0	9.00	90.00	
Subtotal Office NASM	49.0	61.0		676.00	
Office Support Space				338.00	50% of office space subtotal
Total allocated Office Space**				1014.00	

** COU allocation based on planned FTE numbers

TABLE 2.2 Existing and Proposed NASM compared to Standard Area Allocation

Space Category	Current FTE	Planned FTE	Existing NASM	COU standard NASM	Proposed Space NASM
Office Space 63 & 65 St. George Street (combined)	49	61	1009.80	1014.00	1087.79
Student Common Space			12.43	n/a	54.42
Exam Space (Defense Rooms)			127.46	n/a	69.13

The existing space program for both buildings has approximately 236 nasm of office support space and 774 nasm of office space for 49 FTE staff members. This is an average of 15.8 nasm per FTE staff, which is larger than COU standards. This larger than standard office or workstation size is not unusual given that both buildings house senior level University staff and due to the fact that these buildings were not purpose built spaces and rather appropriated residential buildings with large and sometimes awkwardly shaped rooms. Nevertheless, the proposed program is decreasing the amount of office space allocated per FTE by increasing the occupancy in both buildings while maintaining roughly the same amount of support space. In 63 St. George Street, the proposed plan brings the space allocation down to 11.24 nasm per FTE, including 4 senior administrative offices.

Program

The following Space Program includes renovated and reconfigured space to accommodate additional administration offices and support spaces in both 63 & 65 St. George Street, a new Student Reception Lounge in 63 St. George Street, as well as 2 large defense rooms in the same building. Refer to figures in Appendix 1 & 2.

TABLE 3.1 Proposed Program Areas, 63 St. George Street

Level	Room	Program	NASM	Notes
Ground	101	Mailroom / Storage / Photocopy	17.93	1 file cabinet, photocopy, workstation
	102	Student Services Shared Office / Reception	73.83	Integrated reception counter, 6 workstations, 5 file cabinets, 3 shelves, table & 4 chairs
	102K	Reception	12.43	Reception Counter
	102K	Corridor	22.66	NAS
	102S	Stair	2.40	NAS
	103	Student Lounge	41.99	Furniture TBD
	105	Accessible W/C	3.70	NAS
	106	Student Services Shared Office	24.85	2 workstations, 2 file cabinets, guest chairs
	107	Staff Lounge / Kitchen	17.53	Furniture TBD
	107A	Janitor Closet	2.15	NAS

	107K	Corridor	27.80	NAS
	107V	Vestibule	3.26	NAS
	107S	Stair	0.41	NAS
	108	Female W/C	10.11	NAS - 3 W/C, 1 Sink
	109	Defense Room	29.09	8 person meeting table & chairs, AV capacity
	110	Student Services Shared Office	19.55	2 workstations, 2 cabinets, 3 shelves
	110S	Stair	9.54	NAS
	111	Defense Room	40.04	10 person conference table & chairs, AV capacity
	113V	Vestibule	7.59	NAS
		Subtotal NASM:	264.81	
		Subtotal NAS:	102.05	
Second	200S	Stair	19.31	NAS
	201	Student Services Shared Office	34.09	3.0 FTE, 4 workstations, 2 file cabinets
	201K	Corridor	23.55	NAS
	202	Student Services Senior Awards Officer	14.35	1 workstation, 2 file cabinets
	203	Student Services Finance Counsellor	21.60	1 workstation, 2 file cabinets, table w 3 chairs
	204V	Student Services storage	8.45	NAS - 5 file cabinets
	205	Student Services Shared Office	26.95	2 workstations, 5 file cabinets
	207	Student Services Shared Office	29.00	2 workstations, table & 2 chairs, 2 bookcases, file cabinet
	208	Student Services Private Office	15.04	1 workstations, 1 file cabinet, 1 bookcase
	209	Student Services Private Office	12.84	1 workstation, file cabinet, bookcase
	210	W/C	4.11	NAS
	210A	W/C	3.82	NAS
	211	Student Services Meeting Room	27.19	8 person table
	211A	Photocopy room	5.01	Photocopy, worktable, shelf
	211B	Hall Closet	1.47	NAS
	211K	Corridor	17.34	NAS
	212	Student Services Associate Director	18.49	1 workstation, 2 file cabinets, bookcase, table & 4 chairs
	213	Student Services Director	24.40	1 workstation, table & 4 chairs, 5 file cabinets, bookcase
	213A	Hall Closet	2.31	NAS
	213B	Hall Closet	2.40	NAS
	213K	Corridor	7.94	NAS
	214	Student Services Associate Director	15.89	1 workstation, table & 4 chairs, bookcase
	214S	Stair	9.46	NAS
		Subtotal NASM:	244.85	

		Subtotal NAS:	100.16	
Third	300	Closet	1.25	NAS
	300K	Corridor	18.76	NAS
	301	Shared Office Space - 3 person	37.63	3 workstations, 3 file cabinets, 1 table
	302	Shared Office Space - 2 person	36.21	2 workstations, 2 file cabinets, 2 bookcase
	303	IT Shared Office - 5 person	49.79	5 workstations, 3 file cabinets, 2 bookcase, table & chairs
	304	Private Office	17.71	1 workstation, file cabinet, bookshelf
	305	Male W/C	4.75	NAS - 3 W/C, 2 sinks
	307	Private Office	12.52	1 workstation, file cabinet, bookshelf
	307b	Female W/C	6.57	NAS - 2 W/C, 2 sinks
	307K	Stair	2.91	NAS
	307S	Stair	5.04	NAS
	308	Shared Office Space - 2 person	25.86	2 workstations, 2 file cabinets, 2 bookcase
	309	Storage	5.45	NAS 4 file cabinets
	310	Shared Office Space - 2 person	25.51	2 workstations, 2 file cabinets, 2 bookcase
	311	Kitchen	8.34	NAS
	312	Storage Room	5.01	NAS
	312K	Corridor	17.90	NAS
	312S	Corridor	7.67	NAS
	314K	Corridor	5.76	NAS
		Subtotal NASM:	205.23	
		Subtotal NAS:	89.41	
		TOTAL NASM	714.89	
		TOTAL NAS	291.62	

TABLE 3.2 Proposed Program Areas, 65 St. George Street (for COU analysis only, drawings not included)

Level	Room	Program	NASM	Notes
Ground	101	Vice Dean Programs	23.97	1 workstation, table & 4 chairs
	101K	Entry	4.26	NAS
	102	Vice Dean Admin Assist & Exec Assist	21.01	2 workstations, 2 guest chairs
	102A	Vice Dean Students	23.95	1 workstation, table & 4 chairs
	102S	Stair	6.77	NAS
	102K	Foyer	30.47	NAS
	103	ELWS Meeting Room	21.33	10 person table w chairs
	104	Photocopy / Storage room	10.91	Photocopy, 2 full supply cabinets, work counter, shelves

	105	Staff Lounge / Kitchen	21.43	
	106	ELWS Admin Assistant **	15.80	1 workstations, chairs, file cabinets
	106A	ELWS Senior Lecturer	14.67	1 workstation, file cabinet, 2 bookcases, table & chairs
	106B	ELWS Senior Lecturer	14.31	1 workstation, file cabinet, 2 bookcases, table & chairs
	107	ELWS Director **	18.88	1 workstations, 2 file cabinets, 2 storage shelves, guest chairs
	107A	ELWS Meeting Room	11.78	4-6 people meeting space
	108	W/C	1.90	NAS
	109	Corridor	5.90	NAS
	110K	Corridor	11.03	NAS
		Subtotal NASM:	198.04	
		Subtotal NAS:	60.33	
Second	201	SGS Conference Room	35.77	14-20 person conference table, additional chairs
Not in	202A	SGS Dean Special Advisor	20.49	1 workstation, table & 4 chairs
Scope	202	SGS Advisor Assistant	22.84	1 workstation, file cabinets, chairs
	202S	Stairs	6.48	NAS
	202K	Foyer	20.12	NAS
	203S	Stairs	4.48	NAS
	204	Female W/C	10.85	NAS
	205	Male W/C	9.47	NAS
	205K	Corridor	6.79	NAS
	206A	Dean Exec Assistant	16.81	1 Workstation, guest chair, file cabinet
	207	Dean	38.92	1 workstation, large meeting table, 6 armchairs
	208	SGS Co-ordinator, Governance & Policy	21.71	1 workstation, shelves, table & 4 chairs
	208K	Corridor	8.96	NAS
	209	Kitchen	3.73	
	210	Student Waiting Room	7.94	4 armchairs, coffee table
		Subtotal NASM:	168.21	
		Subtotal NAS:	67.15	
Third	301	Business & Operations Director	15.77	1 workstation, table & 3 chairs, 2 file cabinets, whiteboard
	301S	Stairs	3.47	NAS
	302K	Corridor	4.79	NAS
	303	W/C	5.23	NAS
	304	Business & Operations Officer	15.25	1 workstation, file cabinets, chairs
	305	Finance Assistant	14.74	1 workstation, safe, file cabinets, 2 bookcases
	306K	Photocopy Room / Kitchen	31.1	Shelves, worktable, file cabinets
	307	Business & Operations	11.21	1 workstation & guest chairs, 3 lockable file cabinets

	Admin Assistant		
308	Assistant Cashier **	20.11	1 workstations, 1 chairs, 3 file cabinets, POS machine, Cash register, service counter
309	Business & Operations Officer	15.48	1 workstation, file cabinets, chairs
	Subtotal NASM:	123.66	
	Subtotal NAS:	13.49	
	TOTAL NASM	484.02	
	TOTAL NAS	140.97	

Functional Plan

Refer to Appendix 1, figures 1.1, 2.1, 2.2, 2.3 & 2.4 for existing conditions and Appendix 2, figures 2.5, 2.6 for proposed plans.

The proposed scheme aims to consolidate members of the same work group into clusters and improve delivery of Graduate Student Services. The first floor of each building should be universally accessible with a universal washroom. The scheme attempts to increase the space efficiency of the buildings by removing unnecessary meeting and support spaces and introducing 12 more staff members to shared work spaces. Along with the changes in functional program, the proposed scheme also requires changes to the furniture layout, lighting, HVAC, finishes, restoration of heritage features, and changes to the plan to increase accessibility. The proposed drawings have been developed further by Ventin Group and approved by the School of Graduate Studies.

63 St. George Street Proposed Program

This project proposes the reconfiguration and renovation of parts of approximately 715 nasm (1070 gsm) of interior space. Refer to figures 2.1-2.4. All three floors of the Macdonald Mowat House are to be re-organized, removing many non-structural partitions to create more cohesive and efficient workspaces, with the possibility of adding additional staff. The resulting rooms should be more spacious, rational, and preserve the integrity of the original building, rather than remain as compartmentalized into isolated, poorly planned, and sometimes windowless work spaces.

The ground floor will have spaces frequently accessed by students and visitors including the Student Services reception, a student lounge, 2 large defense rooms, and Graduate student advisors or assistants. On this floor, the west wing of the building will retain much of the original layout, with more efficient workstations situated in Room 102 so that additional Student Services staff can be accommodated. The workstations should be designed so that they provide some semi-private workspace without blocking access to natural light. The rear east wing will be reconfigured so that the staff kitchen and Room 110 become larger double offices, relocating the accessible washroom towards the back of the building. Room 109 is re-configured into a large Defense room by taking up currently non-assignable corridor space. A staff lounge and kitchenette, with a janitor's closet, is re-located to the north east corner of the building. The original encaustic tile or hardwood floor should be restored throughout this floor (with the exception of room 111 which is already completed) and new paint is required throughout. The existing

carpet in the main staircase hall should be removed on all levels and the hardwood floor restored as well.

Work on the second floor involves extensive demolition of existing non-structural partitions to create larger shared offices and meeting space, as well as more coherent private offices. In the west wing, rooms 201 & 205 will be restored to a larger configuration to accommodate a total of 6 workstations, while rooms 202 & 203 will become private offices with space to accommodate student visitors. In the east addition, 3 underused utility closets will be removed, and the female washroom reconfigured into 2 separate, unisex, single user washrooms and 1 small janitor's closet. This will allow rooms 207, 208, & 209 to be re-organized into larger offices partially enclosed in glass to create both shared work spaces and private offices. Rooms 211 & 211A will be restored to 1 large meeting space (or shared work space depending on future staffing plans) and Room 212 will be enlarged to accommodate a senior administrative office, provided that the floor in the former room 206 is raised to the same height as 212. It is also desirable, if possible, to lower room 214 so that it is the same level as the rest of the west wing. New finishes (including restoring the original hardwood floor or laying cork tile floor) and new paint should be provided throughout the second floor.

The third floor renovation involves demolition of existing non-structural walls and the creation of more shared work spaces throughout. Rooms 301 & 303, currently large defense rooms, should be organized to fit multiple work stations. The existing room 304 should be enlarged and organized into multiple work spaces. The poorly configured existing women's washroom in the east addition should be demolished and re-organized into single stall washrooms. The remainder of the east addition can then be converted into either large shared work spaces or private offices for any additional staff additions in the future. New finishes (including restoring the original hardwood floor or laying cork tile floor) and new paint should be provided throughout the third floor. In the original report, storage rooms were identified as needed in the basement, but removed through the design process.

Non-assignable space

Included in the preliminary program are service elements (non-assignable elements) that are not specifically described in the space program but will be part of the architect's responsibility for design.

These spaces may include, but are not limited to:

- Corridors, stairs, ramps, and public circulation space
- Mechanical rooms and stacks
- Electrical rooms and electrical closets
- Data & communication closets
- Janitor's closets: one per floor. While the building is too small to follow typical caretaking design standards, at least 1 secure closet per building must be large enough to contain a slop sink, 6'-8' of shelving along 1 side, and enough storage space to accommodate a vacuum, mop & bucket, cleaning materials, spare lighting supplies, bulk washroom supplies, and employee personal items.
- Public washrooms; the provision should exceed minimum code requirements and be barrier free on the ground floor of each building. Lockable storage should be provided in the washroom for a small supply of washroom consumables.

g) Building Considerations

Existing Building Condition

Several studies of both 63 & 65 St. George Street have already been undertaken, assessing mechanical systems and heritage features. 63 St. George Street, a heritage listed building, is identified as having architectural, historical, & contextual value. The building has been extensively modified over the years, including the large 3-storey rear addition and several metal clad fire stair additions.

63 St. George Street

63 St. George Street has a list of exterior restoration work that should be addressed including repairing any decaying woodwork (including the cornice & soffit), metal flashing, rusting eaves troughs and rain water leaders. Most of this damage has been caused by moisture penetration, and care should be taken to keep water away from the building. Any unnecessary exterior mounted conduit, wiring, and surplus metal attachments should be removed. Exterior metal frame storm windows should be replaced with operable internal storm windows and the original wood frames restored. Masonry repairs and paint removal or renewal are recommended as well. Unsightly air conditioning units protrude from almost all of the exterior windows and flexible ducts run along the floors and interior walls of many of the offices; the heritage study recommends removing and replacing these with another non-obtrusive system. An additional heritage feasibility study from 2014 also recommended re-cladding the metal clad north-west fire escape in brick to match the existing building in order to minimize its visual impact; further investigation by Ventin Group has resulted in the proposed removal of this staircase altogether and restoration of the original façade. Heritage restoration work is most critical on the west, south and north elevations.

The interior of the building also requires restoration work. The floor to the entrance hall is finished in an encaustic tile laid in a geometric tile pattern, some of which needs to be repaired, with careful attention at the door thresholds. The outdated carpet should be removed throughout the building, including at the original wood staircase, and the original hardwood floor should be restored where possible. The 3 main original ground floor rooms are the Double Drawing Room (102), the Library (103) and the Defense Room (111). Work in the Defense Room (111) is completed. Careful attention should be paid to the other 2 rooms and the entrance hall; any unnecessary fixtures, conduit, bulletin & white boards, and signage should be removed throughout. Overhead fluorescent and aged incandescent lighting should be replaced with more appropriate LED pendants and sconces that are complimentary to the heritage qualities of the building. Some of the interior wood trim requires minor repair work, especially if unnecessary wall mounted fixtures are removed. There is an organic decorative wallpaper in the Library that should be repaired and preserved and a dutch door in one of the Library's entrances should be replaced with the original wide paneled wood door (the original door is currently in storage). Hollow metal doors throughout the building should also be replaced with appropriate wood panel doors in line with the heritage qualities of the building. Many of the interior partitions throughout, especially on the second floor will be demolished and relocated so restoration of plaster work will be required throughout the building. Unnecessary level changes throughout the building should be removed where possible. For instance, room 214 should be lowered to the same elevation as the adjacent corridor and rooms.

The rear addition to 63 St. George Street is also in need of work. On the ground floor, the aging VCT flooring should be removed and the original hardwood restored or replaced with cork or carpet tile

depending on which option is the most economical and feasible. The extensive re-organization of the offices and washrooms will necessitate plumbing upgrades throughout the building. The re-organization will also require design and renewal of the lighting and finishes throughout this back area. All walls are to be re-painted throughout.

The confusing and unsightly array of existing way-finding signage and fire exit signs in the building needs to be re-organized and replaced. This includes updated and carefully considered accessibility signage for the new universal washroom, as the existing system is obtrusive and incongruous with the heritage qualities of the space.

With regards to maintenance issues, the water distribution system is old and prone to leaking, and replacement or repair needs are to be considered in the project. Asbestos has been found in the piping insulation so this would need to be remediated (refer to Appendix 5). As well, the sanitary system serving the building has aged beyond its rated life and should also be replaced. The basement concrete floor slab is in poor condition and requires patching. The masonry foundation walls in the basement have spalled in some areas and also require maintenance. The electrical panel and knob and tube wiring have been recently replaced, however, the fire alarm system still requires replacement.

According to a recent mechanical assessment (refer to Appendix 6), 63 St. George Street currently uses hot water heating radiators which have been recently updated and proven to be adequate thus far. The air conditioning uses 3 different systems – window mounted cooling units, portable hose units, and split indoor / outdoor units. As the window mounted cooling units conflict with heritage recommendations and the portable hose units waste floor space and are only a temporary solution, the mechanical assessment recommends that the entire building switch to the split indoor / outdoor units, carefully planning where the outdoor units will be located to avoid heritage impact. The building also requires additional ventilation, especially given the increased number of people that will occupy the space; several options were explored by the mechanical consultant, including the distributed Energy Recovery ventilators recommended by Design & Engineering (Appendix 6). They have recommended a high efficiency centralized chiller be installed with this project serving both buildings.

It should be noted that because the building is owned by Knox College and leased by the University, any renovation plans will need to be approved by Knox College before implementation.

Accessibility

The University is committed to students' equitable access to all of the building's facilities. Further, the project must comply with more stringent legislation under the revised Building Code (2012), with an amendment related to Accessibility filed on December 27, 2013 (Ontario Regulation 368/13). This revision to the OBC is effective for applications submitted after January 1, 2015. Enhanced criteria include: equipment such as visual alarms and power door operators; and clearance for mobility devices resulting in wider door widths, turning radius, and path of travel.

Neither 63 nor 65 St. George Street have elevators. 63 St. George Street has a long curvilinear ramp to its main entrance.

63 St. George Street will have most of its student services functions and student common space on the accessible ground floor. Services located on the upper floor will require University staff to meet with

students on the ground floor. It is a long term plan for the University to incorporate a small 2-way elevator in 63 St. George Street to provide access to services on the upper floors, however this is not in the scope of the current project.

Landscape

There is currently a double driveway between 63 & 65 St. George Street, one drive for each building. A heritage restoration study of the 2 buildings (refer to Appendix 3) recommends removing one of the driveways and landscaping the area, possibly with new hardscape, to create a new public laneway, similar to the laneway between 65 St. George Street and Sir Daniel Wilson residence. The new laneway would lead to the exterior space between 65 St. George Street and Prichard House which would be turned into public outdoor space to improve the quality of the back ramped entrance. While landscape plans are not in the scope of this project, they should be a consideration during design development. The position of new exterior ventilation and air conditioning units must be carefully considered as well.

Personal safety and security

Personal safety is of paramount consideration. Transparent common rooms and public areas, including stairwells, should be glazed where possible to allow for visual access. Consultants should provide exiting strategies for the re-organized space, especially in light of the increased capacity of 63 St. George Street. Exterior lighting fixtures around the buildings should be complementary to the heritage qualities while providing enough light to make the area secure.

Servicing (including garbage, recycling, and deliveries)

Refer to Appendix 1. Servicing for both buildings currently occurs at the back of 65 St. George Street, with garbage and recycling being stored between Prichard House and 65 St. George. Current access is via a double driveway between 63 and 65 St. George Street. Future landscape plans would like to remove one of these driveways.

Acoustics

Sound insulation is important in between offices, meeting rooms, and corridors and any new partitions should be designed to provide acoustical privacy where possible. In particular, new meeting and defense rooms must be fitted with acoustical privacy for oral exams.

Signage and donor recognition

Both buildings have standard exterior University of Toronto signs denoting address and building name, as well as heritage plaques, indicating the heritage significance of the buildings. These are both to remain as is.

Interior signage should be rationalized and re-designed by the consultant as the current way-finding and exiting signage are confusing and often redundant. Donor signage, if required, should be incorporated into the interior of the space.

h) Secondary Effects

All staff in 63 St. George Street will have to be relocated during construction; the current plan is to relocate to 704 Spadina Avenue, a former post office currently being renovated into swing space. Once work at 63 St. George is completed and their staff returned back to the renovated building, work may commence at 65 St. George Street, with staff from that building also moving to 704 Spadina Avenue.

i) Environmental Impact

Integration of environmentally sustainable principles into buildings, landscapes and transportation options is a high priority for the University. The University Environmental Protection Policy and Environmental Design Standards for New Construction and Major Renovation will be followed. All related material will be made available to the selected consultant team.

j) Schedule

Although the houses are viewed as 2 separate projects, schematic design and costing for both houses will occur together. Construction of 63 St. George Street is the priority project and 65 St. George Street renovation will follow after the completion of 63 St. George.

CAPS Approval (Consultant fees)	February 2015
Consultant Selection	March 2015
Design Development & Contract Drawings	April - September 2015
Full operational occupancy	May 2016
Revised Full operational occupancy	August 2016

III. Resource Implications

Costs will include removal of asbestos where required. Costs will also include relocation costs for the duration of the construction project.

The total project cost for the renovation of 63 St. George Street includes all construction, hazardous material abatement, consultant fees, approvals, moving, phone and data set-up, and furniture. It should be noted that the revised scope includes the cost of replacing the windows

Funding Sources

The project will be funded by the School of Graduate Studies Operating Funds.

Operating Costs

Current annual operating costs are estimated to be \$183 net assignable square metre including utilities, maintenance, and cleaning. It is anticipated that these costs will marginally decrease after the renovation due to higher efficiency lighting and air conditioning systems, as well as the introduction of a better building automation system.

IV. Appendices

1. Existing Plans
2. Proposed Plans
3. 63 & 65 St. George Street Refresh Plan for School of Graduate Studies, by William Greer
4. 63 St. George Street Heritage Feasibility Study, Fire Escape Removal & Reconfiguration
5. 63 St. George Street Designated Substances Report Summary
6. 63 St. George Street Mechanical Assessment
7. Revised Total Project Cost (upon request)