

**PROJECT PLANNING REPORT  
FOR THE RELOCATION OF  
THE DEPARTMENT OF ANTHROPOLOGY  
TO  
THE NORMAN HUGHES BUILDING**

**January 15, 2007**

## TABLE OF CONTENTS

- I. EXECUTIVE SUMMARY
- II. MEMBERSHIP
- III. TERMS OF REFERENCE
- IV. BACKGROUND INFORMATION
- V. STATEMENT OF ACADEMIC PLAN
- VI. SPACE PROGRAM
- VII. THE NORMAN HUGHES BUILDING – SCOPE OF WORK
- VIII. FUNCTIONAL PLAN
- IX. SPECIAL CONSIDERATIONS
- X. RESOURCE IMPLICATIONS
- XI. FUNDING SOURCES
- XII. SCHEDULE
- XIII. RECOMMENDATIONS

### Appendices:

- A. Total Project Cost Estimates
  - Anthropology Project
  - OSM Classrooms
  - Future Completion of Shelled Space
- B. Description of Current Anthropology Facilities and Space Inventory
- C. COU Space Standard Calculations
- D. Functional Diagrams and Proposed Concept Plans
- E. Room Specification Sheets (On Request)
- F. Classroom Requirement Analysis

## **PROJECT PLANNING REPORT FOR THE RELOCATION OF THE DEPARTMENT OF ANTHROPOLOGY TO THE NORMAN HUGHES BUILDING**

### **I. Executive Summary**

The Department of Anthropology at the University of Toronto is currently dispersed over ten locations across the campus – in Sidney Smith Hall, the South Borden Building, One Spadina Crescent and the Munk Centre as well as in faculty offices located at the Colleges. The Faculty of Arts and Science is committed, as a fundamental objective, to end this spatial dispersal and to create an intellectual and social community in one location that will accommodate the on-going expansion of the department and appropriately support the department's growing preeminence in its field. The Faculty believes that a new facility in the Hughes Building will provide a fitting home for a leading department of Anthropology in North America.

In recognition that on the completion of the Leslie Dan Pharmacy Building, the Norman Hughes Pharmacy Building would become available for reallocation to another institutional user, the Vice-President and Provost stuck a Project Planning Committee (January 2005) to make recommendations and provide a detailed space program indicating how space and facilities for the Department of Anthropology could be consolidated and relocated to that building.

The Department of Anthropology with its move to the Hughes Building will build upon and strengthen its ability to meet the three core departmental priorities laid out in the Stepping Up Academic Plan for 2004-2010. In the context of space planning, these priorities are as follows:

- A. The creation of a core Anthropology Building with research, teaching, and administrative facilities befitting a department which aims to move into the rank of the top five departments of Anthropology in North America;
- B. The organization and provision of spaces that foster intellectual dialogue and innovation across different subfields of anthropology and among different constituencies in the department;
- C. The provision of space and facilities that significantly enhance Anthropology's graduate and undergraduate programs in teaching and research, while meeting the space needs of an expanding department.

Consolidating the activities of the Anthropology Department in the Hughes Building responds to the department's planned growth over the next five years. During the current decade (2000-2010), the faculty will have grown by 40% (16.5 – 23 positions) and the graduate student body will have grown by 37% (62 – 85 funded cohort students, with an approved further increase by 2012 to 100 funded cohort graduate students). Since 2000 the number of undergraduate specialists and majors increased by 131% from 494 in 2000-01 to 1144 in 2005-06). It is in this context that the Department is experiencing a severe shortfall of space in its current, dispersed locations which has had noticeable impacts on their capacity to conduct research, recruit top-rated faculty, and provide students with a positive educational experience.

As a secondary effect of this project, the space released by the Department of Anthropology in Sidney Smith Hall (1,370 nasm) will allow for a rationalization of space utilization within that building. Expansion space will be provided for the remaining departments located in Sidney Smith Hall and in particular will allow for graduate enrolment expansion, growth in Psychology's research and teaching programs and the accommodation of additional staff in the Registrar's offices. As well, approximately 720 nasm will be released to the University for reallocation as will 300 nasm in the Federated Colleges.

This project entails the renovation and upgrading of the Norman Hughes Pharmacy Building, approximately 6,000 gross sq.m., and will accommodate a proposed space program for the Department of Anthropology of approximately 3,300 nasm, 120 nasm for OSM classrooms, 120 nasm for a proposed Archaeology Centre and 74 nasm for Fine Art Research Labs.

The Norman Hughes Pharmacy Building, purpose designed for the Faculty of Pharmacy, was constructed in 1963 and has received no major renovations since that time. Thus the majority of the building retains its original finishes and mechanical and electrical systems. In November 2005 preliminary estimates for extensive renovations, which would have provided for a complete renewal of the building and another 40 year term of use, were identified to cost in the order of \$15.5M. This amount exceeded the anticipated budget and as a result a comprehensive building assessment was undertaken and a program involving less extensive work to the building was identified. The scope of work proposed in this report retains the major building systems which will be repaired rather than replaced. This will be a satisfactory solution for at least the next 20 years from the perspective of the occupants. However, without the replacement of the major building systems the operating costs can be expected to remain at their current high level (Hughes is one of the top five buildings for utility costs, per sq.m., on the St. George campus) and deferred maintenance expenses could still arise in the longer term.

The Faculty of Arts and Science plans to undertake a staged approach to the construction of this project. The first stage will be the demolition and abatement of the 1<sup>st</sup> & 2<sup>nd</sup> Floors, and the renovation of the First Floor. This stage, if under \$2 million, will be approved under the jurisdiction of the Accommodation and Facilities Directorate. Subsequent stages will be separately estimated and brought forward to AFD or Business Board as required. Capital Projects will work with the Faculty of Arts and Science to minimize the noise and disruption caused to early occupants by construction activity in the vicinity or by shutdowns to major building systems as they are upgraded. The budget at present assumes that all work will be done in normal hours and is based on the current staging plan incorporated in this report. All hazardous material abatement for the entire building will be completed prior to Stage I occupancy.

The Total Project Cost for the renovation of the Hughes Building for the Department of Anthropology is \$9.59 million. The renovation of two classrooms for the Office of Space Management is \$172,517, for a total project cost of \$9.763 million.

Funding for the Anthropology project is to be provided by the Faculty of Arts & Science (\$7.59 million) and deferred maintenance funds from Facilities and Services (\$2 million). Funding for the centrally allocated classroom (\$173K) will be from the Office of Space Management.

## II. Membership

Hy van Luong	Chair, Department of Anthropology (Co-Chair)
Elizabeth Sisam	Director, Space and Facilities Planning (Co-Chair)
Max Friesen	Professor Associate Chair, Department of Anthropology
Joshua Barker	Assistant Professor, Department of Anthropology
Annette Chan	Business Manager, Department of Anthropology
Leah Walz	Graduate Student, Department of Anthropology
Trevor Orchard	Graduate Student, Department of Anthropology
Becky George	Undergraduate Student, Department of Anthropology
Monica Contreras	Assistant Dean, Director of Planning and Information Technology, Faculty of Arts and Science
Elizabeth Davies	Project Coordinator, Faculty of Arts and Science (previously)
Julia Henderson	Senior Planner, Faculty of Arts and Science (currently)
Bruce Dodds	Director, Utilities, Facilities and Services
Steven Bailey	Director, Office of Space Management
Julian Binks	Manager, Project Planning, Capital Projects
Heather Taylor	Office of Space and Facilities Planning (previously)
Gail Milgrom	Office of Space and Facilities Planning (currently)
Ron Venter	Vice Provost, Space and Facilities Planning, ex-officio

## III. Terms of Reference

1. Make recommendations and provide a detailed space program indicating how space and facilities for the Department of Anthropology can be consolidated and relocated to the Norman Hughes Pharmacy Building, 19 Russell Street.
2. Demonstrate that the proposed space program will take into account the Council of Ontario Universities and the University's own space standards.
3. Provide a functional plan / layout of the space to be used by the Department of Anthropology.
4. Identify all space surplus to the requirements of the Department which can be made available to other units.
5. Identify all deferred maintenance issues as well as regular maintenance that should be addressed concurrently with this renovation.
6. Identify all communications requirements, equipment and furnishings.
7. Identify all security and personal safety requirements and their related costs.
8. Identify all space vacated by the Department of Anthropology on campus and include recommendations for the renewed use of this space by the Faculty of Arts and Science.
9. Provide an estimate of total project cost, including construction, data and communications.
10. Include an estimate of total project cost, including construction, data and communications.
11. Identify all sources of funding for the project.
12. Report by June 2006.

#### **IV. Background Information**

The new Leslie L. Dan Pharmacy Building on College Street was completed in the summer of 2006 and, together with the new Terrence Donnelly Centre for Cellular and Bio-Molecular Research, has provided a new home for the Faculty of Pharmacy.

The relocation of the Faculty of Pharmacy has created an opportunity to accommodate the Department of Anthropology in an updated Norman Hughes Building. In many ways, the existing laboratory and office arrangement within the Hughes Building better matches the needs and size of the Department of Anthropology than does its current facilities and, as a result, makes Anthropology the preferred candidate for this space. Space vacated by Anthropology will then become available for re-allocation, primarily in the overcrowded Sidney Smith Hall and in the South Borden Building.

The move to the Hughes Building provides the Department of Anthropology with the opportunity to consolidate their faculty, staff, and graduate students and to appropriately and adequately support their research. All the departmental space, currently spread across ten locations on the St. George campus, can be relocated to the Hughes Building including the teaching and research labs.

Relocating the Department of Anthropology from the Sidney Smith Hall is consistent with the continued intent and planning to create expansion space for other departments and services to students within Sidney Smith Hall. The lack of readily available space and the lack of capacity for increasing the infrastructure, along with the presence of asbestos in Sidney Smith make changes there both unlikely and unaffordable. Therefore, consolidation and expansion of the Department of Anthropology within Sidney Smith Hall is not possible.

#### **V. Statement of Academic Plan**

##### **Vision and Priorities**

Anthropology is concerned with the unity and diversity of human conditions and behaviour (and those of related primates), both from an evolutionary-historical perspective and in current populations across the world. Being at the interface of the natural sciences, social sciences, and humanities, anthropology has served as fertile ground for the cross-breeding of different theoretical strains on human evolution, culture, and society. There is no other academic discipline that is more firmly committed to the criticism of ethnocentrism, and to the in-depth historical, transnational, and evolutionary study of non-Western cultures and societies in order to gain comparative insights on the human condition.

In the past decade, the Department of Anthropology at the University of Toronto has reached a new level of international prominence in research, considerably enhanced the quality of its graduate program, and made major contributions to many inter-disciplinary programs at the University of Toronto. Three review committees in the past five years have strongly endorsed the department's distinctive vision and direction:

The Cluster 1 Review Committee in 1999 assessed:

*This kind of visionary thinking [towards a stronger 2 integration of the four subfields along those three themes] can make the department a world leader. If the reorganisation is successful—and there is every reason to believe that, with adequate resourcing, it will be successful—we believe that the University of Toronto would become the best anthropology department in North America.*

The Cluster 9 Review Committee also remarked in 1999:

*The Department of Anthropology should integrate its traditional four fields into the proposed three theme structure in order to foster integration between the subdisciplines...there is an enormous opportunity to shape the future of this Department and its programs through the large number of replacement faculty which must be hired in the coming years. This opportunity should not be lost and should be pursued along the lines of the three themes outlined in the Complement Plan. If this is done carefully, it will result in a vibrant program in teaching, research and scholarship in the Department of Anthropology and ensure the University's very high reputation in this discipline.*

Similarly, the OCGS Review committee remarked in 2003:

*This department [of Anthropology at the University of Toronto] ranks very competitively among the best anthropology departments in North America... To summarize the positive changes, we would underline the strong new appointments made, the breakdown of barriers between subfields, curricular and structural changes that have brought better integration to the department, the general collegial atmosphere, the guaranteed student funding, and reduced time toward completion of degrees. All these changes point to a program of outstanding quality that is not sitting still.*

In the next six years, the Department of Anthropology has three main objectives:

1. To move into the rank of the top five Departments of Anthropology in North America in Research.
2. To continue promoting active dialogues across different subfields of anthropology in order to achieve a stronger intellectual integration, and to make an active contribution to many inter-disciplinary programs at the University of Toronto through course offerings with cross-cultural, transnational, and evolutionary perspectives.
3. To maintain the quality of our undergraduate program, to continue refining our graduate program, and to expand our graduate enrolment.

In order to meet these objectives, we require consolidation and enhancement of our currently dispersed, inadequate, and inefficient spaces that are housed in ten buildings across the St. George campus.

## **Research**

In research and anthropological training, the Department of Anthropology at the University of Toronto is currently the only anthropology department in anglophone Canada that maintains a strong five-field approach to the discipline (archaeology, biological anthropology, linguistic anthropology, medical anthropology, and sociocultural anthropology). The research strength of the St. George faculty can be measured in a variety number of ways. For example, over the past five years faculty have collectively authored or edited 20 research books and a very large number of articles, many in the most prominent journals in the field such as *Current Anthropology*, *American Journal of Physical Anthropology*, *American Antiquity*, and *American Ethnologist*; averaged a collective total of over \$700,000 per year in research funding with all but three faculty currently holding major research grants from SSHRC, NSERC, or equivalent U.S. agencies such as the National Institutes of Health; and received many major professional recognitions.

The Department intends to enhance its prominence as a leading Department of Anthropology through three primary strategies:

1. promote active dialogues across the different subfields of anthropology and create a stronger intellectual integration of the many diverse research strands within the Department.
2. support better-equipped laboratory and field archive spaces.
3. make active contributions to the university curriculum and to many inter-disciplinary programs through its cross-cultural, transnational, and evolutionary perspectives. The Department is committed to active engagement with the communities around it – within the University, throughout the multicultural city of Toronto and beyond./

### **Undergraduate Program**

The undergraduate program is the most diverse in North America. Students can study human biology and evolution; human behaviour from its first appearance in the archaeological record to the first appearance of writing; the role of language in the mass media and as it relates to ethnic, gender, and class relations; and the diversity and transformation of human cultures and societies in the current global landscape. The department offers specialist programs in General Anthropology, Sociocultural Anthropology, Biological Anthropology, General Archaeology, and Archaeological Science; and major program in General Anthropology, Linguistic and Semiotic Anthropology, Biological Anthropology, Prehistoric Archaeology, and Archaeological Science.

Anthropology has long been among the top DOBELL departments in the Faculty of Arts and Science (and in fact, one of the top two departments in the past few years). Undergraduate numbers have grown steadily, and for the current 2005-2006 academic year there are 1658 students enrolled in our specialist, major, and minor programs.

Our commitment over the next planning cycle is to maintain and enhance the quality of education for these students, by

- 1) maintaining class sizes at current levels or reducing them if feasible;
- 2) maintaining or enhancing Teaching Assistant support;
- 3) enhancing the student experience with appropriate undergraduate and graduate student spaces that allow and maintain student engagement in the discourse of Anthropology;
- 4) providing high quality teaching lab and seminar space for key anthropology courses;
- 5) A better organized and clustered storage space to house the Departmental (artifact, skeletal remains, etc) collections in secure and climate-controlled conditions which will discourage deterioration of delicate materials, and allow better access and secure management.

### **Graduate Program**

The graduate program in Anthropology at the University of Toronto is the largest in Canada, with strengths in all major subfields of Anthropology. The program has been considerably strengthened in the past five years and has gained additional international prominence. This achievement has resulted not only from the University's guaranteed funding policy, but also from curricular reforms in the direction of stronger intellectual integration, strengthened professional development for PhD students, reduced time to completion in all programs, and approval by OCGS of a new graduate track in Medical Anthropology.

The Department's space vision will enhance the graduate student experience through:



- 1) creation of a cluster of office spaces for all first year Masters and Doctoral students, to allow an increased sense of cohort and intellectual stimulation across subdisciplinary boundaries early in all students' careers;
- 2) for students beyond the first year the Department will create spatial integration of graduate student research and office space with faculty research clusters; and
- 3) providing a hub for informal and formal interaction among all of our students

### **Administration**

The Department is a complex entity, and its 5 administrative staff (one of whom is a half-time technician) are currently stretched to the limit in order to maintain the large and complex undergraduate and graduate teaching programs, very diverse faculty research endeavours, and large collections of artifacts and human skeletal remains for which the Department, on behalf of the University, is responsible. In order to allow these tasks to be performed in a more efficient and rational way, a complete spatial overhaul in which all administrative spaces are clustered together so that information and tasks can be shared when desired, security can be enhanced, and students or other visitors can easily find the information or person they are searching for.

## **VI. Space Program**

### **A. Overview of Existing Space**

The Department of Anthropology presently occupies approx. 2,500 net assignable square meters spread over ten different locations on the St. George campus. The main departmental home is in Sidney Smith Hall (on the basement level and ground floor) with a major satellite location in the South Borden Building. The table below shows a breakdown of the department's existing space by building location:

<b>Department of Anthropology</b>	
<b>Building Location</b>	<b>Nasm</b>
Birge-Carnegie Library	30
Borden Building South	720
Munk Centre for Intl Studies	34
Northrop Frye Hall	45
Sidney Smith Hall	1,370
Spadina Crescent-1	96
St. George Parking Garage	31
Trinity College	43
University College	123
Wetmore Hall-New College	24
<b>Grand Total</b>	<b>2,514</b>

A detailed space inventory of the existing Anthropology allocations can be found in Appendix B along with a description of the various facilities.

When occupied by the Faculty of Pharmacy the Norman Hughes Building had approximately 4,100 nasm with a gross area of 6,200 square meters. However, this represents a ratio of gross to nasm for the building of 1.5 (that is, for every 1.5 square meters of gross space there is 1 square meter of assignable space – offices, labs, etc.). This factor is considerably less than most newly constructed and renovated buildings at the university. A redesign of the interior spaces could result in the reduction of useable, assignable areas, however, as the intention is to maintain the existing narrow corridors

and to retain as many existing walls as possible it is unlikely that the ratio of gross to nasm will increase to one closer to the institutional average (1.88) thereby reducing the nasm to approximately 3,300. Instead the nasm in the building should remain closer to the existing 4,100. The Space Program for the Hughes Building, as described below, is approximately 3,600 nasm and can thus be accommodated in a renovated Hughes Building.

#### Norman Hughes Pharmacy Building

Floor	Gross Square Meter	Net Assignable Area Nasm
Basement	916	573
1 <sup>st</sup> Floor	895	576
2 <sup>nd</sup> Floor	996	749
3 <sup>rd</sup> Floor	969	784
4 <sup>th</sup> Floor	969	822
5 <sup>th</sup> Floor	969	660
6 <sup>th</sup> Floor (Mechanical)	441	n/a
Total	6,155	4,164

#### B. Nominal Space Requirements

To determine the space allocation required by the Department of Anthropology, a space utilization analysis using the Council of Ontario Universities space standards and the internal university guidelines, was conducted. The analysis was based on the following profile of the department which includes existing academic and non-academic complements, programs and student numbers as well as the increases in these numbers as approved in the current academic plan to the year 2010:

#### Departmental Profile

Current	Current	Approved Increase	Steady State	Comments
FTE Academics, 05/06	22.56	3	25.56	
# Postdoctoral Fellows 05/06	3	2	5	
# FTE UTM faculty active on St. George campus/fall term 05/06	2	2	4	10 faculty at UTM, 2 active on St. George fall term, 2 active growth
# FTE UTSC faculty active on St. George campus/fall term 05/06	2	2	4	7 faculty at UTSC, 2 active on St. George fall term, 2 active growth
# Professors Emeriti, active 05/06	2		2	
# Courses taught by non faculty stipends/term 05/06	5		5	in fall term 5 courses taught by 4 people
FTE non-academic staff, 04/05	4.5	0.75	5.25	
FTE Ph.D. students 04/05	70		70	some at UTM and UTSC (10)
FTE Masters students 04/05	24.2		24.2	See above
<u>Departmental Profile continued</u>				
Current	Current	Approved Increase	Steady State	Comments
Total FTE Funded Cohort	73	11	84* (up	

Graduate Students, St. George campus 05/06			to 100 in 2012)	
# TAs – from non funded cohort	17		17	
# WSCH fall 2004	442	0	442	for courses with "p" sections in held undergraduate labs

\*84 funded graduate students were approved June 2005, currently 100 funded graduate students are part of the expansion plan June 2006 for June 2012.

Based on this profile the COU space formula generates approximately 3,000 nasm for the Department of Anthropology. The detailed calculations can be found in Appendix C and the summary is shown in the table below:

Category of Space	Existing Nasm	COU Space Guidelines/ Nominal Requirements	Proposed Nasm	Change Proposed /Existing Nasm
Teaching Labs	228	221	141	
Research Facilities	1,115	1,401	1,306	
Faculty Offices & PdF offices	640	461	562	
Graduate Student Spaces	139	359	471	
Non-Academic Staff Offices	73	68	69	
Departmental Support Space/Lounge	164	222	213	
<b>SUBTOTAL - DEPARTMENTAL COU CATEGORIES</b>	<b>2,359</b>	<b>2,733</b>	<b>2,762</b>	<b>403</b>
University Level Collection	0*	na	330	
Archaeology Centre (CFI/AIF application)	0	na	119	
Previously approved labs for Fine Arts (New hire)	0	na	74	
Undergraduate Study Space	29	campus	70	
Student Club/Lounge Space	67	campus	86	
<b>SUBTOTAL - ADDITIONAL DEPARTMENTAL REQUIREMENTS</b>	<b>96</b>		<b>678</b>	<b>583</b>
Classrooms	59	campus	117	
<b>SUBTOTAL – SPACE MANAGEMENT</b>	<b>59</b>		<b>117</b>	<b>58</b>
<b>TOTALS</b>	<b>2,514</b>		<b>3,558</b>	<b>1,044</b>

- There are existing University Level Collection Spaces in part found within Research Laboratories and 30 NASM in UTM

The column headed Proposed by Arts and Science is the result of a number of planning exercises, consultations with users and identification of additional requirements for the department undertaken by the Office of Planning and Information Technology in the Faculty of Arts and Science:

1. A detailed study of the existing layout of the Hughes building was carried out with the intention to reuse as much of the available configuration as possible. The existing conditions – structural, window size and spacing, grid lines, service core, etc. –

presented a number of limitations to the potential layout of the space program and these are reflected in the proposed space program.

2. The existing office sizes were maintained and this has created a range of faculty and staff offices from 20 NASM to 10 NASM depending on the floor level.

The larger offices are proposed to be allocated to the 11 Non-Lab based faculty since the faculty office serves as the primary storage and archival room as well as the team meeting space. The smaller offices are proposed for the Lab-based Faculty where a typical faculty office is appropriate.

3. The allocations proposed, for those COU categories which directly apply to the department, fall within the range of the COU guidelines.
4. A number of facilities which are viewed by the COU guidelines as "campus" facilities will also be located in the Hughes building - student study spaces and student club spaces, as well as, two classrooms which will be managed by the Office of Space Management and for which the Department of Anthropology will have first priority booking.
5. There are three unique facilities required that are beyond the standard COU guidelines:

#### **- University Level Collections Storage**

The storage requirements for the above include contents from several collections: the Grant collection, the Ontario and Japanese collection, the Teaching collection and the Faculty Collection.

The Grant Collection is a donated collection consisting of human skeletal remains of known medical conditions and cause of death; this collection is used for teaching and research. The Ontario collection consists of native and first nations human skeletal remains, which are used for research. These collections are currently being assessed for repatriation. The Japanese collection consists of stone and pottery artifacts used for research. The teaching collection consists of miscellaneous artifacts and small animal skeletons. Currently all these collections are inadequately housed in the basement of Sidney Smith Hall. The Faculty Collection is in part from field and purchased objects and artifacts, used primarily for research and for teaching. Currently the Faculty Collection is found within existing research laboratories and in two storage rooms.

The UTSC Collection consists of stone, ceramic, and bone artifacts collected from southern Ontario archaeological sites, and is currently stored in Scarborough.

The UTM Collection consists of human skeletal remains, and is currently stored on the UTM campus and must be consolidated with the collections in St. George for proper management.

All these collections contain fragile and sensitive items that are important to the academic mission of the Department. The relocations that are required as part of the scope of this project will be managed by the Collections' Curator who will be responsible to direct the packing and transport of the collections to avoid damage.

#### **- Archaeology Centre**

The Archaeology Academic Initiatives undertaken by the Department of Anthropology involve a series of ambitious and tightly integrated proposals aimed at fundamentally restructuring research and teaching in archaeology through the creation of a Centre for Archaeology that will include a cross-disciplinary community beyond the Department.

The Centre will be the hub for intellectual exchange and methodological innovation, enhancing opportunities for interaction and collaboration between students and faculty drawn from a wide range of departments and academic units, including Anthropology, Classics, Fine Art, Geography, Geology and Near and Middle Eastern Civilizations.

The Centre will not replicate existing departmental structures and will be a separate and distinct entity and the mechanism to facilitate exchange among units. The core of the proposal is the creation of a shared Colloquium room designed to enhance interaction, exchange, and collaboration. The Outreach area will be managed and coordinated by the Department of Anthropology and will act as the public foil for the academic exchange. The Centre's main administrative hub will include offices for the Centre's Director, the technician and Research Fellow. Research spaces will include a shared wet lab, microscope lab, and computer lab.

The proposal also includes support for both undergraduate and graduate student participation in faculty field projects, the creation of an annual symposium, and the introduction of an interdepartmental graduate course in archaeological methods.

#### **- Fine Art Research Laboratory**

The COU space formula for research facilities provides research laboratories or equivalent research space for the majority of the Humanities and Social Sciences by generating 1 NASM per FTE faculty and 0.5 NASM per full time equivalent graduate student. The formula is intended to create a pool of research project or office workspace, to be used as dedicated computer, interview, analysis, confidential file storage and research assistant workspace and to be allocated based on the needs and priorities of the department.

The Department of Fine Art – Art History stream falls into this category with the exception of the one approved faculty position working in the field of archaeology. For this 1 FTE, COU generates 10nasm plus 0.5 x 10nasm per FTE graduate assistant. Because of the specialized nature of equipment, venting and clean/messy environments required for this research space, the archaeology lab will be located outside of proposed location for the Department of Fine Art at One Spadina Crescent and be located within the Department of Anthropology. This type of research facility would be compact in nature and take advantage of the intellectual community of archaeologists and other shared facilities.

The Proposed Fine Art Research Laboratory will have a research focus on records, artifacts, geological samples or documents from archaeology survey and excavation.

The proposed plan has responded to the space demands of the department's core stakeholders, including faculty, staff, and students and is designed to address the concerns and needs raised during extensive consultation with these stakeholders.

The proposed space program for the Department of Anthropology in the Hughes Building is shown on the following pages and reflects a combination of the COU space guideline measurement of space requirements and the preliminary functional plan assessment of the Hughes Building:

<b>DEPARTMENT OF ANTHROPOLOGY - SPACE PROGRAM</b>		
<b># ROOMS</b>	<b>SPACE USE</b>	<b>PROP. SPACE PROGRAM in NASM</b>
	<b>Undergraduate Teaching Laboratories</b>	<b>140.60 total</b>
1	Undergraduate Teaching Lab	132.00
1	Adjacent TA prep space	8.60
1	Adjacent Tech Storage (& work space) * counted in the total NASM of Non-academic offices (see note)	00.00
	<b>Research Laboratories</b>	<b>1,306.06 total</b>
12	Research Laboratories, various sizes* NIC Fine Art Lab	1,034.06
1	Microscopy Lab (shared facility)	9.00
1	Walk-in Freezers (existing not assignable space)	na
1	Wet Lab (shared facility)	32.00
11	Field Project Archive & RA rooms	96.40
2	Workroom / Storage	55.00
2	Prep Lab for Teaching and Research Collections	32.00
1	Field Storage	28.60
1	Photographic Equipment Storage Room	19.00
	<b>Academic Staff Offices</b>	<b>561.52 total</b>
1	Chair's Office	24.50
2	U/G Coordinator & Graduate Coordinator (14 NASM/office)	28.00
11	Faculty Offices (non-lab based researchers) (18.4 NASM/office)	202.30
12	Faculty Offices (lab based researchers) (12.3 NASM/office)	148.10
3	Professor Emeriti Offices (10 stations @5.45 NASM/st)	61.02
6	UTM/UTSC Offices (15 stations@5.3 NASM/st)	58.60
3	Post doctoral Offices (6 stations@4.75 NASM/st)	39.00
	<b>Graduate Student Spaces</b>	<b>471.20 total</b>
100*	Graduate Student Workspaces (100@3NASM/st)	294.90
2	TA Consultation Rooms	22.50
3	TA work rooms	21.00
1	Graduate Student Lounge	26.24
1	AGSU offices	18.30
1	Graduate Computer Lab (12 stations)	44.00
1	Graduate Seminar Room	43.00
	<b>Non-Academic Staff Offices</b>	<b>69.00 total</b>
5	Administrative Offices ( 4@14 NASM for admin offices) ( 1 @ 13 NASM is Tech Storage & work space for U/G Lab	69.00
	<b>Departmental Support Spaces</b>	<b>212.90 total</b>
1	Administrative File Storage (Document Storage)	8.50
1	Confidential Fax/document room	7.90
1	Departmental Photocopy room (shared)	11.60
1	Faculty Lounge	39.00
1	Mail Room	5.50
1	Graduate/TA File Storage	8.90
1	Multi-purpose Departmental Meeting Room	99.00
1	Server Room	15.50
1	Staff Lounge	17.00
	<b>Sub Total for Department of Anthropology (COU Based Stand.)</b>	<b>2,761.28</b>

<b>DEPARTMENT OF ANTHROPOLOGY - SPACE PROGRAM - Continued</b>		
<b># ROOMS</b>	<b>SPACE USE</b>	<b>PROP. SPACE PROGRAM in NASM</b>
	<b>University Level Collections</b>	<b>329.50</b>
1	Research Collection: Ontario Collection	85.00
1	Research Collection: General Storage	40.00
1	Grant Collection	51.50
1	Teaching Collection: Skeletal Artifacts	56.00
1	Faculty Collection: Research & Field	67.00
1	UTM/UTSC Collection	30.00
	<b>Undergraduate Study Space</b>	<b>70.00</b>
1	Undergraduate Study Space	70.00
	<b>Student Activity Spaces (Club &amp; Lounge)</b>	<b>85.60</b>
1	ASA Office (undergraduate students)	14.00
1	Undergraduate Meeting	26.00
1	Lockers, existing (basement & 1 <sup>st</sup> floor)	45.60
	<b>Total for Department of Anthropology (COU + add needs)</b>	<b>3,246.38 total</b>
	<b>Archaeology Centre</b>	<b>119.00 total</b>
1	Director's Office	18.00
2	Outreach	51.00
1	Post Doctoral Office	11.00
1	Office lab Tech 4	12.00
1	Colloquium Room	27.00
	<b>Fine Art</b>	<b>74.00 total</b>
4	Labs for Dendrochronology, Palaeoenvironment	74.00
	<b>Seminar Rooms - OSM</b>	<b>117.00 total</b>
2	Seminar/Classrooms Rooms	117.00
	<b>TOTAL for BUILDING</b>	<b>3,556.38 total</b>



## **VII. The Norman Hughes Building – Condition, Proposed Scope of Work and Phasing**

### **General:**

The building, purpose designed for the Faculty of Pharmacy, was constructed in 1963 and has received a number of small renovations at the first floor and 4<sup>th</sup> and 5<sup>th</sup> floors but no major renovations since that time. Thus the majority of the building has its original finishes and mechanical and electrical systems. The exterior is in reasonably good condition, the brickwork is sound and the windows were unusual for the time in being double-glazed units. The structure is poured concrete. The renovations described below take into consideration the faculty's stated term of 20 years.

### **Hazardous materials:**

A hazardous materials survey and report was completed in July 2006. In summary, asbestos was found in pipe and duct insulation. Testing on flooring, ceiling and wall materials did not reveal any significant amounts of asbestos-containing materials. Laboratories have fumehoods and benches where transite asbestos was used. Paints were analysed for lead and no significant areas were found. In the proposed renovations to the building, all asbestos containing materials and equipment is proposed to be decommissioned and removed, including mechanical rooms. It has been discovered that the building drain lines potentially contain Mercury. The University adopts procedures supported by the Ministry of Labor on removal of drains that potentially contain mercury, and these procedures will be budgeted and implemented accordingly.

### **Life safety:**

In terms of life safety provisions and systems, the building is sprinklered at the basement level only, the exit doors are not fire rated and have no closure devices, the fire alarm system is obsolete and not expandable, the emergency lighting system is deficient, and the stair railings do not comply with current standards. There are no roof anchors.

The proposed renovations will:

- Improve safety by creating two zones on each floor separated by a 1 Hr rated partition, each with access to one of the main exit stairs for floors 1 to 5<sup>th</sup>. The existing basement sprinkler system will be maintained
- All exit doors, including exit stair doors will be replaced with fire rated doors equipped with the appropriate panic hardware.
- The existing fire alarm will be replaced with a new zoned- system as required by the current Building (and Fire) Code.
- The existing emergency lighting system will be replaced with one that will meet current standards including the provision of additional locations.
- If there is significant renovations required that will affect existing railing these will not be replaced, however there are some portions of exposed railing around walkways where solid retrofitting of compliance guards will be installed.
- Since roof anchors are not essential to the project installation of these may be done in conjunction with a new roof and/or new window installation at a future time.

### **Mechanical Systems:**

The building's HVAC system is a "dual duct" system whereby the supply air stream is divided in two main distributions with one half being heated and the other being cooled. This results in main "hot" and "cold" supply ducts running vertically to each floor and distributed

into zones, each manipulated by a mixing box, which mixes warm and cool air to design temperatures signals supplied by a local thermostat. Moreover the existing building does not have any supplementary perimeter heating (some rooms have added electrical baseboard heaters). This existing system is less efficient than other more traditional distribution system and therefore it is not energy-efficient and is more costly to operate. The system will be maintained, however the existing mixing boxes cannot be maintained as the manufacturer is no longer in business and parts are not available.

Since the system was purpose-designed for the Pharmacy Dept, and because of the large amount of air exhaust provided by the laboratory fumehoods, there was no provision for return air from the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors. Since the proposed scope of the project will eliminate most of the existing fumehoods, airflow will stagnate in those areas and this will need a mechanical system solution. Further discussion on the HVAC system issues is contained in the July 13<sup>th</sup> 2006 memo from Utilities.

After much discussion of the various options, and in light of the funds available, the committee agreed to the following scope of work on the HVAC system:

The existing main air-handling and supply duct systems will remain. The air-handlers will receive an overhaul and necessary upgrades to ensure their capacity, operation, and useful life will be appropriate for the continued occupancy of the building.

All mixing boxes need to be replaced as areas receive renovation, with matching modern controls installed. Downstream supply ductwork and diffusers will be rearranged as necessary to suit the new layouts. All retained existing ductwork will be cleaned and the systems rebalanced to suit the revised layouts. The existing return air duct which serve the lower floors only will be modified or replaced in order to provide return air from all floors.

Where necessary supplemental perimeter heat will be added by installing additional fixed electric baseboard heaters.

### **Electrical Systems:**

There are no serious issues currently noted with the electrical service and distribution system. Given the age of the wiring and the fact that the panels are obsolete, normally in a major renovation a complete replacement would be considered. Since the new occupancy is not expected to increase the electrical load in the building significantly, the committee decided to retain the existing electrical system.

The lighting fixtures have been upgraded in the past to be more energy efficient, and will be retained if not re-used in large part, however some of the areas affected will require new lighting.

### **Exterior and Landscaping:**

There is no allowance in the budget for any site or street-level façade improvements at the Russell St face. As discussed in Section IX D., Campus Planning Issues, the corner of Huron and Russell presents an opportunity to begin landscape and streetscape improvements to this important university connector as described in Investing in the Landscape and in the University of Toronto Open Space Masterplan of 1999.

### **Phasing of the Project:**

The current proposed renovations and occupancy of the building by the Department of Anthropology will proceed in Four Stages, in part to follow a schedule that reflects the need to meet critical deadlines for both Anthropology and for secondary projects in Sidney Smith Hall.

Stage I will consist of all required work to the First Floor and demolition and abatement of the Second Floor. It will incorporate the recommended local life safety and mechanical changes to be done at the same time as other construction. The life safety modifications will be limited to egress requirements and fire separations; all fire alarm upgrades will be performed in Stage IV.

**Stage I:**

The scope of work that will be included in this Stage will consist of:

- All hazardous material and lab equipment decommissioning removal from the 1<sup>st</sup> and 2<sup>nd</sup> floor;
- All required demolition at the 1<sup>st</sup> floor;
- All required demolition at the 2<sup>nd</sup> floor;
- All new construction required in the 1<sup>st</sup> floor (including all mechanical and electrical work);

Further Stages will consist of all the required changes to the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors of the Building. These Stages will also include the balance of the work cited under Section VII of this report entitled "Norman Hughes Building – Scope of Work" .

**Stage II:**

The scope of work that will be included in this Stage will consist of:

- Staging / Scaffold Installation
- All hazardous material and lab decommissioning removal from the basement, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors and Mechanical Rooms.
- All required demolition at the basement, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors.

**Stage III:**

The scope of work that will be included in this Stage will consist of:

- All new construction required in the basement, OSM spaces at the first floor, and 2<sup>nd</sup> floor (including all mechanical and electrical work.)
- Building elevator upgrades.

**Stage IV:**

The scope of work that will be included in this Stage will consist of:

- All new construction required in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors, (including all mechanical and electrical work.) This will not include the "shell spaces" identified by Arts & Science: Rms 312/416(portion)/515(portion)/515A/516/517(portion).
- Building fire alarm upgrades

Capital Projects will work with the Faculty of Arts and Science to minimize the noise and disruption caused to early occupants by construction activity in the vicinity or by shutdowns to major building systems as they are upgraded. The budget at present assumes that all work will be done in normal hours and is based on the current staging plan incorporated in this report. All hazardous material abatement for the entire building will be completed prior to Stage I occupancy.

It is expected that the Basement storage spaces will be moved in a gradual process that may take up to six months, and that research laboratories (from the North Borden and One Spadina) may also have a long-lead move in order to minimize interruptions to on-going research and teaching.

There is no schedule yet for the completion of the 247 nasm of the four laboratories to be shelled.

### **VIII. Functional Plan**

The Department of Anthropology will reuse, as much as possible, the appropriate existing spaces in the Hughes building in order to minimize demolitions and the extent of renovations. Fire, life safety issues and the removal of hazardous materials will be of primary concern and be addressed by the renovations.

As part of the extensive consultation process within the Department, a consensus emerged that the Department should take advantage of, and contribute to, the variety of communities in the University and beyond in the surrounding multicultural city of Toronto. This will be consistent with the Department's identity as a leading centre for anthropology in North America. To support this spatial re-birth the interior of the first floor needs to be transformed into a "public space" in order to showcase the building's core disciplinary identity. The Archaeology Centre will be located at the main public main entrance.

Community outreach spaces will enable community-based research projects, meetings of community or university organizations, and other forms of interaction. Exhibit space will showcase the range of research, and provide an invitation to the community to interact with the Department.

In addition the first floor is the appropriate location for a variety of spaces needed by undergraduate students, all the classrooms managed by the Office of Space Management (OSM), and the practical classroom (Similar to the SS 572 teaching laboratory).

OSM conducted an Anthropology classroom utilization analysis (Refer to Appendix F). Based on the academic requirements for the 2006 session and the limitations of the layout of the building, it was determined that there should be one room with a capacity of 55 (tablet arm chairs in classroom style) and a second room with a capacity of 30 (seminar style) which would be appropriate for the smaller enrolment courses including graduate and smaller tutorials. The 30 seat classroom would also accommodate the A&S 1<sup>st</sup> year 199Y courses and will augment the relative short supply of these spaces on the campus for these courses.

As a discipline based on field research, several categories of research space are fundamental to the academic aspirations of the Department and its continued intellectual success. Therefore, the Space Functional Plan for Anthropology requires a core complement of collections storage rooms, field archive rooms, and research laboratories.

The Hughes Building has suitable storage space at the basement level, providing that security, temperature and humidity can be maintained at the required levels. Collections need to be separated in clusters as described in the Room Data Sheets in a specific arrangement. A preparatory, research and exhibit Lab needs to be located adjacent to the storage of the collections.

The Department of Anthropology requires an easily accessible, public administration centre. The Functional Plans have identified the Second floor as the appropriate location for this cluster of offices, shared spaces and multi-purpose Meeting Room. This room would be used for departmental meetings, oral examinations, graduate seminars, and invited speakers for the departmental colloquium series.

The centralization of the Department's administrative offices will facilitate intradepartmental coordination and equipment sharing, while improving the provision of administrative services to students. The main administrative space will include a waiting area and work-study spaces to deal with the high volume of student traffic during certain periods in the academic calendar. Security in this area will be carefully maintained.

The Non-lab based anthropologists do not require research laboratories but do need field archive rooms which can hold current research materials and provide space for their Research Assistants (RA). Those required in conjunction with faculty offices have been located adjacent to each faculty office at the second floor level

Lab-based anthropologists and archaeologists require research laboratories with their faculty offices integral to the space and with corresponding graduate student space. Based on discipline compatibility lab-based researchers have been clustered by floor level. In addition, shared laboratory facilities have been located with the appropriate intellectual cluster.

The Third Floor clusters medical and linguistic anthropologists. It also serves as the main area for graduate students, with an office for the Anthropology Graduate Student Union, a Graduate Seminar Room, a graduate student lounge and office space for all new Ph.D. and Master's degree programs in order to build a sense of cohort and to facilitate interaction across subfields among new students, and office space for students in sociocultural, linguistic and medical anthropology.

The Fourth Floor would cluster biological anthropology and some archaeology labs.

The Fifth Floor would cluster the archaeologists (including an archaeologist in the Department of Fine Art), including the shared facilities consisting of the microscopy lab, a wet lab and equipment storage.

The Department has committed to provide each graduate student with a secure work space with adequate privacy and sound control. Also, it will provide graduate students with access to computer, printing, fax facilities, and work space for layout and analysis of text-based and collections-based data. The Anthropology Graduate Student Union will be provided with an office, lounge and meeting room appropriate to the size of its membership.

The Department has also committed to continue to provide undergraduate program space. This space is critical to creating a balanced student community. This space includes an office for the Anthropology Students' Association, a lounge, and meeting room and study spaces.

As well there is an existing locker room in the basement of the Hughes Building which has been identified as an essential support space for both undergraduate and graduate students. The Functional Plan proposes to retain this amenity.

The functional floor layouts can be found in Appendix D.

## IX. Special Considerations

### A. Accessibility

The existing Hughes building is located at the south-west intersection of Russell and Huron Street. The building has two main entrances symmetrically found along its north elevation on Russell Street, one towards the west and one towards the east. The east-side entrance has an exterior accessible ramp from street level and an electronically operated door into the first floor. The Main floor is 838.2 mm above adjacent grade at the sidewalk level.

The building is equipped with a passenger elevator with a cab dimension of 1524 mm (W) x 1524 mm (D) x 2438 mm (H). The passenger elevator does not comply with current Technical Safety and Standards Authority (governing body for elevator safety) standards and requires upgrades based on a coordination study to be performed by UofT Utilities.

The building is also equipped with a loading elevator with a cab dimension of 1600mm (W) x 1829 mm (D) x 2133 mm (H). This cab services the first floor loading area located along the south-side of the building and the basement floor. The existing service elevator will be maintained.

The building's existing and proposed washrooms will have the following specifications:

FLOOR LEVEL	No. of Stalls (total)	No. of HC	No. of Stalls Proposed
Basement Floor	1/F* 1/M * + 1M	0	0
First Floor	3/F 4/M	0	1 HC unisex
Second Floor	2/F	1 unisex	0
Third Floor	0	0	1 HC unisex & 1 F
Fourth Floor	0	0	1 HC unisex with shower
Fifth Floor	2/F 1/M	0	0

\*locked and assigned to caretaking.

The Proposed Functional Plans (refer to Appendix D) have identified the additional stalls proposed as per above chart. This would create 3 accessible stalls for the building with additional of one female washroom.

The proposed Classrooms will have one accessible seat for every thirty seats, and the Practical Classroom (Anthropology Lab) will have one accessible bench for every forty seats). The proposed graduate student areas will have fully accessible areas, including one accessible study carrel for every thirty stations.

In addition all new environmental signage will be needed. The proposed way finding system and room signage will be designed in compliance with best practices under the Canadian Compliance with ADA.

## B. Personal Safety

Building Security, including personal safety and property protection, as it applies to the Hughes Building, includes the following scope:

### Building/Campus design (passive security)

The existing building perimeter should be made secure 24/7. Pedestrian (public traffic) should take place within scheduled building hours and only using the buildings main entrances located along the north of the building. Most significant to the perimeter security is the elimination of the unsecure loading area located along the south side of the building by constructing a secure vestibule that is only accessible as a fire exit. Loading would be received on scheduled deliveries and be managed by the Department.

The existing east side entrance should be secured as an exit only door with no external handles and self-locking devices.

Passive security should be incorporated within the interior renovation ensuring that the entrances, exit stair and elevator are visible from occupied spaces.

### Security Systems (activated alarms, access controls)

The Hughes Building shall have installed one1 networked door access system based on the approved University of Toronto standard (Honeywell Operating System) in the main entrance (west) door.

The first floor shall be considered the public floor and stay open for longer hours. The basement and floors two to five shall be considered semi-private floors and will only be accessible between 8:30 am to 5:00 pm M-F. A new lockable vestibule shall be installed at the basement level. Since all exit stairs doors need to be replaced with rated solid doors they will be equipped with lockable self locking panic hardware.

### Security Patrol (active security)

The Faculty of Arts and Science will extend their existing building patrol schedule to include the Hughes Building. This service is provided by Campus Police and financed by the Office of the Dean.

### Monitoring Systems/procedures

Monitoring systems and procedures will accompany the security plan for the Department of Anthropology. The active security system will be managed in conjunction with Campus Police.

## C. Telecommunications and Network Connections

The existing building has a CNS main IT backbone closet located in room 105T. The project proposes that it remains unchanged.

A new server room is proposed to house the Departmental Servers and act as an on site IT storage and contract equipment set-up. The Server room is part of an existing Computer Research Lab located in room 105B, room 105A, at the First Floor level and adjacent to the OSM Classrooms and Practical Classroom (Anthropology Lab). This server room should be equipped as noted in the Room Specifications Sheets.

The overall network topology in the Hughes Building is confusing, ad hoc and quite out of date. Only the first, fourth, and a small portion of the second floors contain twisted pair

connections. The basement, third, fifth, and remainder of second floors are still connected to the network via coax cable.

The building is connected to the backbone via a fibre feed that comes in through room 56 in the basement, which is fed up to switches in room 122. Details of the wiring closets and their contents are described below. All coax is fed via a hub in room 56, and is split off at various points with mini hubs on various floors.

#### Wiring closets

1. Basement (room 56):
  - Fibre feeds from backbone enters building through this room
  - There are no switches in room 56, but there is a hub for coax which is connected via a transceiver and coax from room 122.
2. First floor (room 122):
  - Fibre feeds connect to switches controlled by CNS
  - Contains 1 3Com 3300 switch (CNS) – staying
  - Contains 1 3Com 4500 (CNS) switch – used for separate “super computer” subnet with its own fibre feed. This switch is staying. 2 ports have gigabit connections, the rest have 100 megabit.
3. Fourth floor (room 407, a locked room inside an office):
  - Connected via fibre from 122.
  - Contains 1 3Com 4200 switch – going with Pharmacy to the new building
4. Second floor (library back room):
  - Contains a 3Com hub which provides twisted pair connections and is fed via copper from 122.
  - There is also a switch owned by Robarts Library in this office that is connected via the hub. This will be removed when the library moves.
5. Second floor (room 201):
  - Contains one small hub providing twisted pair connections to a few labs in the area.
6. Second, Third and Fifth floors (various locations):
  - There exist several “mini hubs” providing coax connections. Each floor has two or three of these hubs, located in labs, etc. (not in wiring closets).
  - All coax is fed via the hub in room 56 in the basement.

As per a meeting with UTCNS, it has been recommended that the building IT infrastructure be relatively unchanged with minor closet upgrades. The infrastructure can be re-used with new wiring, connections and hubs. The fibre-feed to the building will also be upgraded to University standards.



#### **D. AV Infrastructure**

The proposed project shall include the following AV environments:

1. OSM Classrooms do not currently have any built in AV in the rooms. All AV upgrades will be funded directly by Space Management.
2. Departmental Meeting Room:
  - Built-in single data projector
  - Projecting wall/white board wall multi-purpose
  - Plug-in memory stick and laptop connection
3. Practical Class Room
  - Built-in single data projector in seminar area;
  - Built-in ceiling mounted document camera for lab area;
  - Projecting wall/white board wall multi-purpose
4. Graduate Seminar Room 3<sup>rd</sup> floor
  - Installation of av equipment available through an existing research grant, this includes a built-in single data projector and digital screens, and a projecting wall/white board wall multi-purpose.

#### **D. Campus Planning Issues**

The F. Norman Hughes Pharmacy Building was built at 19 Russell Street in 1963 in the southwest quadrant of the campus among other large, institutional buildings and blocks constructed primarily between 1950 and 1970. From a campus planning and heritage perspective, this building is important for its location on Russell Street running between Spadina Circle (One Spadina) to the west and St. George Street and Convocation Hall to the east. 19 Russell Street is also important for its location as visual terminus to the view corridor running south along Huron Street.

The 1993 Heritage Conservation Study for the University of Toronto Area discussed Russell Street in terms of its importance as a historical axis. The study suggests the University, "...treat the streetscapes of areas outside the heritage precincts ... in ways that support and "introduce" people to the heritage precincts themselves. On streets in the study area outside the proposed heritage precincts, but leading into the precincts – especially Russell, Willcocks, and St. Mary– maintain, repair and restore street tree plantings and narrow roadways with green setbacks." The study goes on to say that, "...the utmost effort should be concentrated on protecting and enhancing the canopy over the Circle (Spadina) itself and to its reestablishment on Russell Street as a means of visually "healing" the impact of the 1960s institutional developments on the surviving neighbourhoods to the west."

Further, Investing in the Landscape, the University of Toronto Open Space Masterplan of 1999 identifies as a "demonstration site" Spadina Circle and Russell Street as an opportunity for a new entry to the southwest part of the campus. "Huron and Russell Streets will demonstrate a new image for the streets of the West Campus, one that makes the streets distinctive and recognizable as an integral part of the open space on campus, in which a better balance between automobiles, pedestrians and streetscapes is achieved."

The plan to renovate the Hughes building for Anthropology does not address these campus planning issues and the University will need to find other opportunities needed to improve landscape/streetscape at this important university connector.

Servicing of the building from the private lane on the south side will remain unchanged.

## **E. Environmental Issues**

All construction is to be done in accordance with the University's environmental design standards. Using the Draft Environmental Checklist for Users Committees as a guide, the following recommendations are made to realize energy savings, to reduce impact on the environment and to stimulate environmental awareness:

- Allow for the use of task lighting in offices (i.e. electrical outlets in appropriate places for functionality)
- Building materials, fixtures and furnishings should minimize environmental impacts in their production use and eventual disposal (i.e. do not use exotic woods, avoid materials that off-gas, use materials that have recycled content).
- Materials from demolition should be used on site or be sent to be recycled or reused.
- Convenient spaces for recycling bins must be provided.

## **X. Resource Implications**

### **Total Project Costs**

The Capital Projects office was provided with proposed outline plans and room specification sheets by the Planning office of FAS. Additionally, F&S provided a VFA building condition report. With these documents, and in conjunction with Leber Rubes, Building Code consultants and A W Hooker & Associates, Quantity Surveyors, and in line with the scope of work described above in section V (c), an estimate of probable construction cost was developed. An explanation of the development of the scope of work can be found in appendix A.

The Total Project Cost estimate includes allowances for permits, professional fees, computing services, moving, limited (new) furnishings and equipment, contingencies, miscellaneous costs and minor interest charges. It does not include site or external building improvements. As noted in the Phasing section above, it does not include for work outside normal hours

It should be noted that the phasing of this project will inevitably have two or more contractors working in the same building simultaneously, resulting in the University engaging the role as "Constructor". In order to minimize risk and liability, and improve efficiency, the TPC includes fees for a Construction Supervisor that will report directly to Capital Projects on all site safety, coordination and schedule issues. All contracts issued for each Stage will be based on a Stipulated Sum Contract.

The total project cost of the Anthropology renovations to the Hughes building as described in this report have been estimated by Capital Projects to be **\$9,590,162**

The estimated cost of the renovations for the Office of Space Management Classrooms on the 1<sup>st</sup> Floor of Hughes, which are to be undertaken concurrently with Stage 111 of the Anthropology project, is **\$172,517**.

<b>Stage I :</b>	<b>\$1,226,960</b>
<b>Stage II:</b>	<b>\$1,886,173</b>
<b>Stage III:</b>	<b>\$1,841,685</b>
<b>Stage IV:</b>	<b>\$4,635,344</b>
<b>Subtotal:</b>	<b>\$9,590,162</b>
<b>OSM:</b>	<b>\$ 172,517</b>
<b>Total:</b>	<b>\$9,762,679</b>

The first Stage and subsequent Stages will be separately estimated and brought forward to AFD or Business Board as appropriate.

The renovation of 247 nasm of shelled laboratory spaces noted in the phasing section above will not be performed during this project. The new work in these spaces is budgeted at **\$512,000** plus lab benching and furniture. This work will be re-estimated when a more accurate scope can be defined by the user. If the shelled laboratories were to be included in an estimated Project Cost for the Hughes Building, the total would be **\$10,274,679**.

For further details, refer to the estimates in Appendix A.

### Secondary Effects

The consolidation of the Department of Anthropology into the Norman Hughes Building will release 2,600 nasm in a variety of locations. It is proposed that some of the space be retained by the Faculty of Arts and Science to be used to alleviate space shortage issues within other Departments and the remaining spaces (approximately 1,000 nasm) be released to the University and the Federated Colleges to be reassigned.

<b>Building</b>	<b>NASM</b>	<b>Use</b>
Sidney Smith Hall	1370	Kept in the Faculty of Arts and Science's inventory to be redistributed to current building occupants after an internal planning process to determine need and priority.
South Borden	720	Released to University, however due to the delicate nature of the material currently stored in the facility it may require more time to properly pack and move. Consequently the space will be released within six months of completion of the Hughes Building.
Spadina Crescent	96	Kept in the Faculty of Arts and Science's inventory. FAS is currently seeking approval in another submitted report – it is to be assigned to the Department of Fine Arts along with other spaces identified in Spadina Crescent.
Parking Garage	31	Kept in the Faculty of Arts and Science inventory for the Department Anthropology to store heavy duty "dirty" field equipment while the new more delicate "clean" equipment will be stored at Hughes.
Colleges	300	Released to the Colleges on completion of the Hughes project.
UTM	17	Room NE 137 Kept as storage for additional collections at UTM
UTSC	83	Room S311 and H111 Kept during short term then released to be reassigned within the Department of Social Sciences @ UTSC
<b>TOTAL</b>	<b>2617</b>	

## Operating Costs

The Faculty of Arts & Science will be responsible for all operating costs related to the Hughes Building, with the exception of the OSM classrooms.

It should be noted that operating costs can be expected to remain at their current high level, (at around \$450,000 pa, or \$72.38 per GSM in 2005-6, the Hughes building is in the top five highest utility users per GSM on campus, just behind such buildings as MSB, Lash Miller, CCBR, and Pharmacy. The deferred maintenance expenses postponed today could still arise in the longer term.

## XI. Funding Sources

The Office of the Dean, Faculty of Arts & Science has committed to fund \$7.59 million dollars towards the tenant improvements, renovations and furnishings for Department of Anthropology project. As well it is understood that if the costs of the project exceed the estimated budget, the Faculty of Arts and Science has committed to those costs as well, Facilities and Services has committed \$2 million towards deferred maintenance.

The centrally allocated classroom will be funded by the Office of Space Management.

Funding will be provided by:

The Office of the Dean, Faculty of Arts & Science.	\$7,590,162
Facilities & Services	\$2,000,000
Office of Space Management	\$ 172,517
Total	\$9,762,679

## XII. Schedule -

P&B Approval in Principle	July 2006
Schematic design complete	August 2006
Stage 1 tender,	October 2006
Stage 1 construction	January 2007 – March 2007
Planning and Budget Approval	January 2007
Stage 2 tender	January 2007
Stage 2 construction	February 2007 – April 2007
Stage 3 tender,	April 2007
Stage 3 construction	April 2007 – August 2007
Stage 4 tender,	June 2007
Stage 4 construction	August 2007 – January 2008
Commissioning	on going
Move in	from January 2007 to January 2008

## XIII. Recommendations

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


1. THAT the Project Planning Report for the Relocation of the Department of Anthropology to the Norman Hughes Pharmacy Building be approved in principle.

2. THAT the project scope of 3660 nasm/6100 gsm space program at a cost of \$9.76 million in 2006 dollars, be approved with funding to be provided as follows:

Faculty of Arts and Science	\$7.59 million
Facilities and Services (FRP)	\$2 million
Office of Space Management	\$.017million

3. THAT the first Stage and subsequent Stages be separately estimated and brought forward to AFD or Business Board as appropriate.
4. THAT all space currently occupied by the Department of Anthropology be released. Space in the South Borden Building and the Federated Colleges will be released by the Faculty of Arts and Science for reallocation to other university units.

## APPENDIX A – TOTAL PROJECT COST ESTIMATE

		PROJECT NUMBER: 079-06-053	PROJECT MANAGER: Mike M		
Capital Projects Department		PROJECT NAME: Anthropology	CAMPUS: St George		
TOTAL PROJECT COST (TPC)		PROJECT DURATION:			
Number	Item	Remarks	Base Cost	GST (1.98%)	Cost
<b>CONSTRUCTION</b>					
835730	Construction: Main Contract	per CPD&E JAN 2007	4,515,932	89,415	4,605,347
835752	Construction: Other Contract	upgrade elevators	75,000	1,485	76,485
835754	Secondary Effects	na	-	-	-
835757	Construction Contingency	at 10% of Main Contract / Demo Contract / Haz Mat	694,202	13,745	707,947
835762	Hazardous Waste Removal	Lab Decontamination & Mercury Removals	208,600	4,130	212,730
835765	Demolition Services	Asbestos and Demolition	1,179,799	23,360	1,203,159
835768	Site Preparation	Construction Staging	123,000	2,841	125,841
<b>Total Construction</b>					<b>\$6,931,510</b>
<b>LANDSCAPING</b>					
835755	Landscaping Services	no work	-	-	-
<b>Total Sitework</b>					<b>\$0</b>
<b>PERMITS, INSURANCE</b>					
835400	Licences / Permits		25,000	495	25,495
836700	Insurance	Calculated at 0.35% of Main Contract	15,210	301	15,511
<b>Total Permits, Insurance</b>					<b>\$41,006</b>
<b>PROFESSIONAL FEES</b>					
835200	Consulting		-	-	-
835201	Consultants: Disbursements		-	-	-
835204	Construction Management Fees	allow @ 4% (12 months) Construction Supervisor	210,000	4,158	214,158
835206	Other Consultants	cost, inspection, hazmat testing, commissioning.	80,000	1,584	81,584
835210	Legal Services	na	-	-	-
835721	External Project Manager	na	-	-	-
895720	Design Fees: In House	on total constr + cont	760,000	-	760,000
895721	Design: Disbursements	Meals, parking, mileage, printing	12,000	238	12,238
835723	Project Disbursements	Meals, parking, mileage, printing	2,000	40	2,040
895725	Project Management: Fees	3.50%	286,000	-	286,000
<b>Total Professional Fees</b>					<b>\$1,356,019</b>
<b>SERVICES TO SITE</b>					
835700	Site Services and Infrastructure	assume no changes	-	-	-
<b>Total Site Services</b>					<b>\$0</b>
<b>COMPUTER WIRING AND TELEPHONES</b>					
821110	Equipment: Computing: Purchase	5,000.00 New Fibre Optic in Main Contract	12,000	238	12,238
835010	Telephone Line Service	allow for relocations, new, detail TBD	30,000	594	30,594
<b>Total Computer Hardware &amp; Telephones</b>					<b>\$42,832</b>
<b>MOVING AND STAGING</b>					
837100	Moving		75,000	1,485	76,485
837101	Staging	na	-	-	-
<b>Total Moving and Staging</b>					<b>\$76,485</b>
<b>FURNISHINGS AND EQUIPMENT</b>					
820010	Furniture: Purchase	Allowance Identified by Arts & Science	850,000	16,830	866,830
821010	Equipment: Purchase		-	-	-
821510	Equipment: Audio / Visual: Purchase		20,000	396	20,396
821610	Equipment: Research: Purchase	Classrooms not included in estimate**	-	-	-
<b>Total Furnishings and Equipment</b>					<b>\$887,226</b>
<b>OTHERS</b>					
820011	Interior Signage: Purchase / Design	allowance	20,000	462	20,462
821325	Security and Access Systems	per A&S , re-keying of all areas	75,000	1,485	76,485
835070	Courier		2,000	40	2,040
835756	Exterior Signage: Purchase / Design		2,000	40	2,040
835764	Client Construction Expenses		-	-	-
835766	Ceremonies		-	-	-
835900	Advertising / Marketing		-	-	-
836430	Donor Recognition		-	-	-
890670	Facilities Repair/ Renovation: Internal	Allow 1% of total contract	50,000	990	50,990
<b>Total Others</b>					<b>\$152,016</b>
<b>SUB TOTAL:</b>					<b>\$9,487,094</b>
<b>PROJECT CONTINGENCY</b>					
835758	Project Contingency	3.5% of all costs outside of main contract	101,067	2,001	103,068
<b>Total Project Contingency</b>					<b>\$103,068</b>
<b>FINANCE COSTS</b>					
835305	Interest Charges		-	-	-
<b>Total Finance Costs</b>					<b>\$0</b>
<b>TOTAL PROJECT COST:</b>					<b>\$9,590,162</b>
* Asbestos removals budget includes for mechanical room and penthouse (250k)			<b>Approved by:</b>		
** TPC does not include costs for OSM classroom fit up.			<b>Date:</b>		



Capital Projects Department  
TOTAL PROJECT COST (TPC)

PROJECT NUMBER: P079-06-OSM  
PROJECT NAME: HUGHES OSM CLASSROOMS  
(REV DEC 06)

PROJECT MANAGER: MM  
CAMPUS: St. George  
PROJECT DURATION:

Number	Item	Remarks	Base Cost	GST (1.98%)	Cost
<b>CONSTRUCTION</b>					
835730	Construction: Main Contract	Includes mechanical and electrical fit up, finishes.	100,000	1,980	101,980
835752	Construction: Other Contract		-	-	-
835754	Secondary Effects		-	-	-
835757	Construction Contingency	10% of Main Contract	10,000	198	10,198
835762	Hazardous Waste Removal		5,000	99	5,099
835765	Demolition Services		-	-	-
835768	Site Preparation		-	-	-
<b>Total Construction</b>					<b>\$117,277</b>
<b>LANDSCAPING</b>					
835755	Landscaping Services		-	-	-
<b>Total Landscaping</b>					<b>\$0</b>
<b>PERMITS, INSURANCE</b>					
835400	Licences / Permits		-	-	-
836700	Insurance	Calculated at 0.30% of Main Contract	-	-	-
<b>Total Permits, Insurance</b>					<b>\$0</b>
<b>PROFESSIONAL FEES</b>					
835200	Consulting		-	-	-
835201	Consultants: Disbursements		-	-	-
835204	Construction Management Fees		-	-	-
835206	Other Consultants		-	-	-
835210	Legal Services		-	-	-
835721	External Project Manager		-	-	-
895720	Design Fees: In House		16,765	332	17,097
895721	Design: Disbursements	Meals, parking, mileage, printing	-	-	-
835723	Project Disbursements	Meals, parking, mileage, printing	-	-	-
895725	Project Management: Fees	3.50%	4,918	-	4,918
<b>Total Professional Fees</b>					<b>\$22,015</b>
<b>SERVICES TO SITE</b>					
835700	Site Services and Infrastructure	City charges	-	-	-
<b>Total Site Services</b>					<b>\$0</b>
<b>COMPUTER WIRING AND TELEPHONES</b>					
821110	Equipment: Computing: Purchase	Included in base building renovation.	-	-	-
835010	Telephone Line Service		-	-	-
<b>Total Computer Wiring &amp; Telephones</b>					<b>\$0</b>
<b>MOVING AND STAGING</b>					
837100	Moving		-	-	-
837101	Staging		-	-	-
<b>Total Moving and Staging</b>					<b>\$0</b>
<b>FURNISHINGS AND EQUIPMENT</b>					
820010	Furniture: Purchase		25,000	495	25,495
821010	Equipment: Purchase		-	-	-
821510	Equipment: Audio / Visual: Purchase	Included in Main Contract	-	-	-
821610	Equipment: Research: Purchase		-	-	-
<b>Total Furnishings and Equipment</b>					<b>\$25,495</b>
<b>OTHERS</b>					
820011	Interior Signage: Purchase / Design		500	10	510
821325	Security and Access Systems	Allowance	3,000	59	3,059
835070	Courier		-	-	-
835756	Exterior Signage: Purchase / Design		-	-	-
835764	Client Construction Expenses		-	-	-
835766	Ceremonies		-	-	-
835900	Advertising / Marketing		-	-	-
836430	Donor Recognition		-	-	-
890670	Facilities Repair/ Renovation: Internal		-	-	-
<b>Total Others</b>					<b>\$3,569</b>
<b>SUB TOTAL:</b>					<b>\$168,356</b>
<b>PROJECT CONTINGENCY</b>					
835758	Project Contingency	2.5% of project sub total	4,161	-	4,161
<b>Total Contingency</b>					<b>\$4,161</b>
<b>FINANCE COSTS</b>					
835305	Interest Charges		-	-	-
<b>Total Finance Costs</b>					<b>\$0</b>
<b>TOTAL PROJECT COST:</b>					<b>\$172,517</b>
Project Management Fees		Recommended by: MM	Approved by:		
\$5,023		1/10/2007 16:29	Date:		



Capital Projects Department  
TOTAL PROJECT COST (TPC)

PROJECT NUMBER:  
PROJECT NAME: SHELL SPACES  
(REV DEC 06) DRAFT

PROJECT MANAGER: MM  
CAMPUS: St.George  
PROJECT DURATION:

Number	Item	Remarks	Base Cost	GST (1.98%)	Cost
<b>CONSTRUCTION</b>					
835730	Construction: Main Contract	Based on equivalent scope as labs included in P4	382,000	7,564	389,564
835752	Construction: Other Contract		-	-	-
835754	Secondary Effects		-	-	-
835757	Construction Contingency	10% of Main Contract	38,200	756	38,956
835762	Hazardous Waste Removal		-	-	-
835765	Demolition Services		-	-	-
835768	Site Preparation		-	-	-
<b>Total Construction</b>					<b>\$428,520</b>
<b>LANDSCAPING</b>					
835755	Landscaping Services		-	-	-
<b>Total Landscaping</b>					<b>\$0</b>
<b>PERMITS, INSURANCE</b>					
835400	Licences / Permits		-	-	-
836700	Insurance	Calculated at 0.30% of Main Contract	-	-	-
<b>Total Permits, Insurance</b>					<b>\$0</b>
<b>PROFESSIONAL FEES</b>					
835200	Consulting		-	-	-
835201	Consultants: Disbursements		-	-	-
835204	Construction Management Fees		-	-	-
835206	Other Consultants		-	-	-
835210	Legal Services		-	-	-
835721	External Project Manager		-	-	-
895720	Design Fees: In House		51,422	1,018	52,440
895721	Design: Disbursements	Meals, parking, mileage, printing	500	-	500
835723	Project Disbursements	Meals, parking, mileage, printing	-	-	-
895725	Project Management: Fees	3.50%	14,742	-	14,742
<b>Total Professional Fees</b>					<b>\$67,682</b>
<b>SERVICES TO SITE</b>					
835700	Site Services and Infrastructure	City charges	-	-	-
<b>Total Site Services</b>					<b>\$0</b>
<b>COMPUTER WIRING AND TELEPHONES</b>					
821110	Equipment: Computing: Purchase	Computing & Network Services	-	-	-
835010	Telephone Line Service		1,000	20	1,020
<b>Total Computer Wiring &amp; Telephones</b>					<b>\$1,020</b>
<b>MOVING AND STAGING</b>					
837100	Moving		-	-	-
837101	Staging		-	-	-
<b>Total Moving and Staging</b>					<b>\$0</b>
<b>FURNISHINGS AND EQUIPMENT</b>					
820010	Furniture: Purchase		-	-	-
821010	Equipment: Purchase	NO INFO PROVIDED TO ESTABLISH BUDGET ????	-	-	-
821510	Equipment: Audio / Visual: Purchase	Included in Main Contract	-	-	-
821610	Equipment: Research: Purchase		-	-	-
<b>Total Furnishings and Equipment</b>					<b>\$0</b>
<b>OTHERS</b>					
820011	Interior Signage: Purchase / Design		-	-	-
821325	Security and Access Systems	Included in Main Contract	-	-	-
835070	Courier		-	-	-
835756	Exterior Signage: Purchase / Design		-	-	-
835764	Client Construction Expenses		-	-	-
835766	Ceremonies		-	-	-
835900	Advertising / Marketing		-	-	-
836430	Donor Recognition		-	-	-
890670	Facilities Repair/ Renovation: Internal		3,000	-	3,000
<b>Total Others</b>					<b>\$3,000</b>
<b>SUB TOTAL:</b>					<b>\$500,222</b>
<b>PROJECT CONTINGENCY</b>					
835758	Project Contingency	2.5% of project sub total	12,219	-	12,219
<b>Total Project Contingency</b>					<b>\$12,219</b>
<b>FINANCE COSTS</b>					
835305	Interest Charges		-	-	-
<b>Total Finance Costs</b>					<b>\$0</b>
<b>TOTAL PROJECT COST:</b>					<b>\$512,441</b>
<b>Project Management Fees</b>		<b>Recommended by: MM</b>	<b>Approved by:</b>		
\$14,742		12/18/2006 15:41	Date:		



## **APPENDIX B**

### **DEPARTMENT OF ANTHROPOLOGY DESCRIPTION OF CURRENT FACILITIES AND SPACE INVENTORY**

The principal office area for faculty in the Department is along the main corridor on the first floor of the Sidney Smith building. These faculty offices, with office furniture mainly from the 1960s, are used by six faculty members. The Administrative offices in Sidney Smith are spread out along a long hallway, which does not allow for the sharing of equipment nor facilitates the coordination among administrative staff members. Four other faculty members have offices in the South Borden Building, and seven occupy office space in the Colleges and at the Munk Centre for International Studies. All St. George faculty members without full offices in Sidney Smith, plus UTM and UTSC faculty, and stipend lecturers share four small offices along the Sidney Smith hallway.

However, the Department of Anthropology at St. George has relatively good classrooms, overcrowded laboratories, Computer Facilities, Teaching, Graduate and Undergraduate Student Space located in Sidney Smith Hall, however the spaces in South Borden, and One Spadina and are in deplorable state of disrepair.

The teaching laboratory in Sidney Smith (SS 572) has become the main practical teaching laboratory for laboratory courses in both biological anthropology and archaeology.

The space for graduate students includes a social lounge adjacent to the computer room. This facility has a few computers with good softwares (SPSS, GIS, etc.), a printer, and 28 carrels with private lockers for this improved facility. All first-year Ph.D. students, regardless of subfields, receive space assignments in the new space in order to facilitate intellectual dialogues across different fields of anthropology. There are in addition two small computing facilities in the South Borden building, each with a mix of fairly old and some newer computers, for use by graduate students. A small faculty computing facility with one Mac, one PC, a laser printer, and a scanner has been created. It allows colleagues from other campuses, colleges or the South Borden building to access email or print files while they are in the Sidney Smith building.

All the offices and laboratories have fast connections to the university web backbone, administered by Computing for the Humanities and Social Sciences (CHASS). Recently, the Department also gained access to expensive GIS (Geographic Information Systems) software by joining the Geography Department's license consortium.

<u>CATEGORY #</u>	<u>BUILDING</u>	<u>FL</u>	<u>RN</u>	<u>RS</u>	<u>USE DESCRIPTION</u>	<u>% Time</u>	<u>% Space</u>	<u>Stations</u>	<u>NASM</u>
120	Borden Building South	03	302		Classroom - Flat Floor	100	100	40	59.15
<b>120 Total</b>									59.15
210	Sidney Smith Hall	B01	572		Dry Lab	100	100	55	167.82
<b>210 Total</b>									167.82
220	Borden Building South	03	304		Class Lab-Student Stns	100	100	0	48.94
220	Borden Building South	03	306		Casting Lab	20	100	0	11.06
<b>220 Total</b>									60
310	Sidney Smith Hall	B01	521		Research Lab	100	90	6	38.98
310	Sidney Smith Hall	B01	559	A	Research Lab	100	50	0	4.34
310	Sidney Smith Hall	B01	559	B	Research Lab	100	100	4	34.02
310	Sidney Smith Hall	B01	561	A	Research Lab	100	100	0	135.41
310	Sidney Smith Hall	B01	562		Research Lab	100	94	2	33.71
310	Sidney Smith Hall	B01	563	A	Research Lab	100	100	0	3.81
310	Sidney Smith Hall	B01	565		Research Lab	100	75	0	18.32
310	Sidney Smith Hall	B01	567		Research Lab	100	100	0	19.61
310	Sidney Smith Hall	B01	572	A	Research Lab	100	90	1	21.87
310	Sidney Smith Hall	B01	573		Research Lab	100	90	2	38.16
310	Sidney Smith Hall	B01	574		Research Lab	100	100	0	18.21
310	Sidney Smith Hall	B01	589		Research Lab	100	100	2	19.61
310	Spadina Crescent-1	03	303		Research Lab - Faculty	100	100	5	71.46
310	Borden Building South	02	208		Anthropology Faunal Lab	100	75	5	99.35
310	Borden Building South	02	209		Archeology Research Lab	100	55	7	63.07
310	Borden Building South	02	209	A	Computers/Research	100	85	0	11.7
310	Borden Building South	03	303		Research Lab	100	50	0	30.85
310	Borden Building South	03	305		Physical-Anthropology Research Lab	100	75	0	40.32
<b>310 Total</b>									702.8
320	Sidney Smith Hall	B01	561		Drafting Lab	100	25	0	9.78
320	Sidney Smith Hall	B01	564		Lab Storage	100	100	0	14.7
320	Sidney Smith Hall	B01	564	A	Lab Storage	100	100	0	7.43
320	Sidney Smith Hall	B01	569		Bone Storage	100	100	0	43.48
320	Sidney Smith Hall	B01	571		Lab Prep	100	25	0	10.69

320	Sidney Smith Hall	B01	571		Lab Storage and Supply	100	50	0	21.39
320	Sidney Smith Hall	B01	572	B	Instrument Room	100	100	0	3.78
320	Sidney Smith Hall	B01	601		Bone Storage	100	100	0	69.3
320	Borden Building South	02	208		Lab Storage and Supply	100	25	0	33.12
320	Borden Building South	02	209		Lab Storage and Supply	100	25	0	28.67
320	Borden Building South	02	210		Lab Storage	100	100	0	38.16
320	Borden Building South	03	304	A	Computer Room	100	100	0	13.13
320	Borden Building South	03	305	A	Dissecting Lab	100	100	0	15.33
320	Borden Building South	03	306		Casting Lab	80	100	0	44.26
320	Borden Building South	03	307		Anthropology Chemical Lab	100	100	0	20.3
320	Borden Building South	03	309	A	Anthropology Darkroom	100	100	0	2.67
320	Borden Building South	03	310		Gen Lab Storage (Inactive Cold Rm)	100	100	0	24.88
<b>320 Total</b>									<b>401.07</b>
330	Sidney Smith Hall	B01	571		Lab Technician	100	25	1	10.69
<b>330 Total</b>									<b>10.69</b>
410	University College	02	201		Faculty Office Single	100	100	1	17.42
410	University College	02	202		Faculty Office Single	100	100	1	20.33
410	University College	02	209		Faculty Office Single	100	100	1	21.22
410	University College	03	303		Faculty Office Single	100	100	1	33.77
410	University College	03	304		Faculty Office Single	100	100	1	30.12
410	Munk Centre for Intl Studies North	01	106		Faculty Office Single	100	100	1	13.92
410	Munk Centre for Intl Studies South	02	264		Faculty Office Single	100	100	1	17.67
410	Wetmore Hall-New College	01	121		Faculty Office Single	100	100	1	24.04
410	Sidney Smith Hall	B01	561	C	Faculty Office Single	100	100	1	8.21
410	Sidney Smith Hall	B01	568		Faculty Office Single	100	100	1	19.51
410	Sidney Smith Hall	B01	593		Faculty Office Single	100	100	1	22.79
410	Sidney Smith Hall	01	1025		Faculty Office Multi	100	100	3	7.25
410	Sidney Smith Hall	01	1026		Faculty Office Single	100	100	1	14.77
410	Sidney Smith Hall	01	1027		Faculty Office Single	100	100	1	15.54
410	Sidney Smith Hall	01	1028		Faculty Office Multi	100	100	4	7.75
410	Sidney Smith Hall	01	1029		Faculty Office Multi	100	100	3	7.75
410	Sidney Smith Hall	01	1031		Faculty Office Single	100	100	1	15.54
410	Sidney Smith Hall	01	1032		Faculty Office Multi	100	100	2	15.31

410	Sidney Smith Hall	01	1034		Faculty Office Single	100	100	1	15.54
410	Sidney Smith Hall	01	1036		Faculty Office Single	100	100	1	7.5
410	Sidney Smith Hall	01	1039		Chair's Office	100	100	1	21.35
410	Sidney Smith Hall	01	1041		Faculty Office Single	100	100	1	8.51
410	Sidney Smith Hall	01	1044		Faculty Office Single	100	100	1	15.54
410	Sidney Smith Hall	01	1045		Faculty Office Single	100	100	1	15.54
410	Sidney Smith Hall	01	1046		Faculty Office Multi	100	100	2	15.5
410	Sidney Smith Hall	01	1048		Faculty Office Single	100	100	1	15.54
410	Sidney Smith Hall	01	1049		Faculty Office Single	100	100	1	15.54
410	Borden Building South	02	207		Faculty Office Single	100	100	1	14.4
410	Borden Building South	03	305		Faculty Office Single	100	25	1	13.44
410	Borden Building South	03	309		Faculty Office Single	100	100	1	29.68
410	Borden Building South	03	315		Faculty Office Single	100	100	1	22.1
410	Birge-Carnegie Library	02	26		Faculty Office Single (VCANTH)	100	100	1	29.64
410	Northrop Frye Hall	02	228		Faculty Office Single (VCANTH)	100	100	1	15.1
410	Northrop Frye Hall	02	232		Faculty Office Single (VCANTH)	100	100	1	14.63
410	Northrop Frye Hall	03	328		Faculty Office Single (VCANTH)	100	100	1	15.1
410	Trinity College	03	35		Faculty Office Single (TCANTH)	100	100	1	32
410	Trinity College	03	36		Faculty Office Single (TCANTH)	100	100	1	10.58
<b>410 Total</b>									<b>640.14</b>
430	Sidney Smith Hall	B01	521		Graduate Office Multi	100	10	2	4.33
430	Sidney Smith Hall	B01	559	A	Graduate Office Multi	100	50	2	4.34
430	Sidney Smith Hall	B01	561	B	Graduate Office Multi	100	100	0	15.76
430	Sidney Smith Hall	B01	562		Graduate Office Single	100	6	1	2.15
430	Sidney Smith Hall	B01	565		Graduate Office Multi	100	25	3	6.11
430	Sidney Smith Hall	B01	566		Graduate Office Multi	100	100	4	19.61
430	Sidney Smith Hall	B01	572	A	Graduate Office Single	100	10	1	2.43
430	Sidney Smith Hall	B01	573		Graduate Office Multi	100	10	2	4.24
430	Spadina Crescent-1	02	201		Graduate Office Multi	100	100	4	20.07
430	Spadina Crescent-1	03	303	A	Oth Grad Student Off Sin	100	100	1	4.32
430	Borden Building South	02	209		Graduate Office Multi	100	20	6	22.94
430	Borden Building South	02	209	A	Graduate Office Single	100	15	1	2.07
430	Borden Building South	03	303		Graduate Office Multi	100	50	0	30.85
<b>430 Total</b>									<b>139.22</b>

440	Sidney Smith Hall	01	1030		Gen Clerical Off Single	100	100	1	15.54
440	Sidney Smith Hall	01	1035		General Clerical Office Single	100	100	1	15.54
440	Sidney Smith Hall	01	1037		Gen Clerical Off Single	100	100	1	9.25
440	Sidney Smith Hall	01	1038		Supp Admin Office Sing	100	100	1	16.28
440	Sidney Smith Hall	01	1052		General Clerical Office Single	100	100	1	16.28
<b>440 Total</b>									72.89
450	Munk Centre for Intl Studies North	01	106	A	Closet	100	100	0	1.15
450	Munk Centre for Intl Studies South	02	264	A	Closet	100	100	0	1.21
450	Sidney Smith Hall	B01	560	A	General Table Seating	100	100	20	93.73
450	Sidney Smith Hall	B01	560	B	Reserved Book Storage	100	100	1	4.62
450	Sidney Smith Hall	B01	560	C	Journal Storage	100	100	0	6.48
450	Sidney Smith Hall	01	1039	A	Office Storage	100	100	0	1.44
450	Sidney Smith Hall	01	1040	A	Office Storage	100	100	0	1.21
450	Sidney Smith Hall	01	1043		Computer Room/Fax	100	100	1	7.13
450	Sidney Smith Hall	01	1050		Office Machine Room	100	50	0	7.02
450	Sidney Smith Hall	01	1050		Mail Room	100	50	0	7.02
450	Sidney Smith Hall	01	1056		Office Supplies	100	100	0	2.6
450	St. George Parking Garage	P02	212		Storage Room	100	100	0	12.58
450	St. George Parking Garage	P02	213		Storage Room	100	100	0	17.93
<b>450 Total</b>									164.12
520	Sidney Smith Hall	B01	561		Undergraduate Study Room	100	75	0	29.35
<b>520 Total</b>									29.35
1410	Sidney Smith Hall	B01	529	A	Student Enterprise Room	100	100	3	13.23
<b>1410 Total</b>									13.23
1430	Sidney Smith Hall	B01	560		Lounge	100	100	20	53.69
<b>1430 Total</b>									53.69
<b>Grand Total</b>									2514.17

**APPENDIX C  
COU SPACE STANDARD CALCULATIONS  
DEPARTMENT OF ANTHROPOLOGY**

<b>TEACHING LABS</b>					
<i>WSCH in Lab (course enrollment * practical hrs of scheduled instruction per week)</i>					
<b>Course (# P Sec)</b>	<b>Enrolment Fall 04</b>	<b># P Hrs Per Week in Lab - Specially Equipped Rooms</b>	<b>WSCH</b>	<b>COU Space Factor</b>	<b>NASM Generated</b>
ANT203Y (12)	266	1	266		
ANT332Y/336 (3)	75	3	held in classroom & research lab		
ANT333Y (2)	54	2	held in classroom & research lab		
ANT334Y (2)	60	2	120		
ARH305H (0)	55		lec only		
ARH312Y (2)	28	2	56		
ARH360Y (0)	37		lec only		
<b>Total</b>			442	<b>0.5</b>	221

<b>RESEARCH LABS</b>			
<i>Input Measure = # FTE faculty + (50% research associates and Pdfs) + (50% FTE graduate students)</i>			
	<b>FTE</b>	<b>COU Space Factor</b>	<b>NASM Generated</b>
# FTE Faculty current	22.56	20	451
# FTE Faculty approved growth	3	20	60
# Research Associates current	0	10	0
# Research Associates growth	0	10	0
# Pdfs current	3	10	30
# Pdfs growth	2	10	20
# FTE (Funded Cohort ) Graduate Students 05/06	73	10	730
# FTE (Funded Cohort) Graduate Students growth	11	10	110
<b>Total</b>			<b>1,401</b>

<b>ACADEMIC STAFF OFFICES</b>			
<i>Input Measure = # FTE faculty + 15%FTE faculty + Research Associates + Pdfs</i>			
		<b>COU Space Factor</b>	<b>NASM Generated</b>
# FTE Faculty current	22.56	13	293.28
# FTE Faculty approved growth	3	13	39.00
# Research Associates current	0	13	0.00
# Research Associates growth	0	13	0.00
# Pdfs current	3	13	39.00
# Pdfs growth	2	13	26.00
15% of current and approved FTE Faculty	3.83	13	49.84
<b>Total</b>	<b>34.39</b>		<b>447.12</b>

<b>ALTERNATE ACADEMIC STAFF OFFICES METHOD</b>			
<b>University</b>	<b># Offices</b>	<b>Space Factor</b>	<b>Nasm</b>
Faculty, 25.56 FTE current and approved	26.00	13	338.00
Prof, 5 current and approved, 2 to an office	2.50	13	32.50
UTM and UTSC, 8 active in steady state*, 3 per office	3.00	13	39.00
Emeriti, 3 per office	2.00	13	26.00
Stipend teaching, 3 active to an office or less*	2.00	13	26.00
	<b>35.50</b>		<b>461.50</b>
<b>*Additional Data</b>			
	<b>FTE Active (Fall)</b>		
UTM	10	2	+ 2 growth
UTSC	7	2	+ 2 growth
Professors Emeriti		2	
#Courses Taught By Non-Faculty Stipend	4 people	5 courses	

**NON-ACADEMIC STAFF OFFICES***Input Measure = # FTE Non-Academic Staff*

	FTE	COU Space Factor	NASM Generated
#FTE Non-Acad Staff current	4.5	13	58.50
#FTE Non-Acad Staff growth	0.75	13	9.75
<b>Total</b>	<b>5.25</b>		<b>68.25</b>

**GRADUATE STUDENT WORK SPACE***Input Measure # FTE Graduate Students*

	FTE	COU Space Factor	NASM Generated
# FTE Grad Students, Funded Cohort 2005	73		
# FTE Grads Funded Cohort, Growth	11		
Target Total	84	4	336
# Non-Cohort Tas, 17, 3 to a station	17	1.33	23
<b>Totals</b>			<b>359</b>

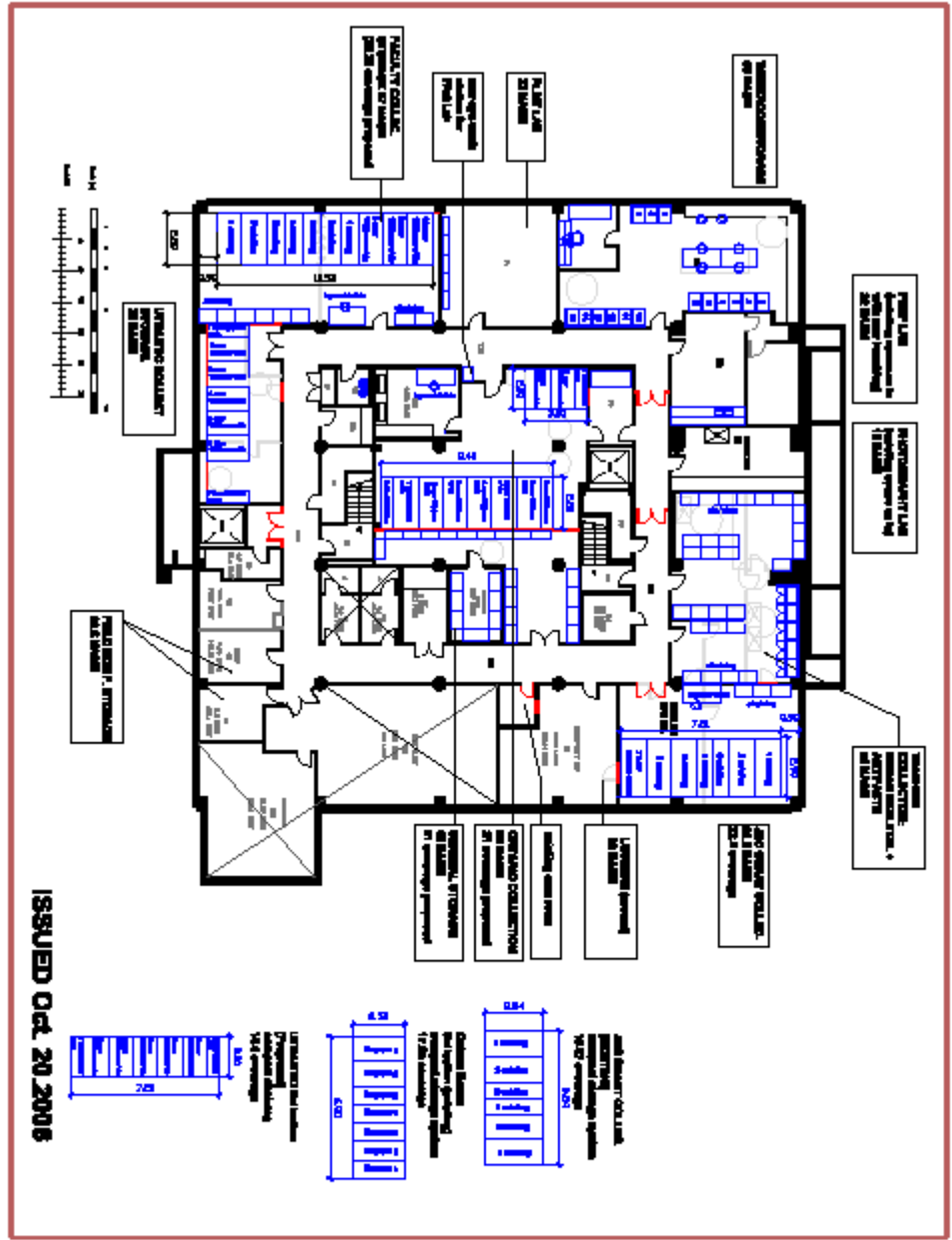
**DEPARTMENTAL OFFICE SUPPORT SPACE***Input Measure = NASM generated for offices*

		COU Space Factor	NASM Generated
Nasm generated (academic, non-academic, funded cohort)	888	25%	222

<b>TOTAL</b>			<b>2,733</b>
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**APPENDIX D – FUNCTIONAL DIAGRAMS AND PROPOSED CONCEPT  
PLANS**



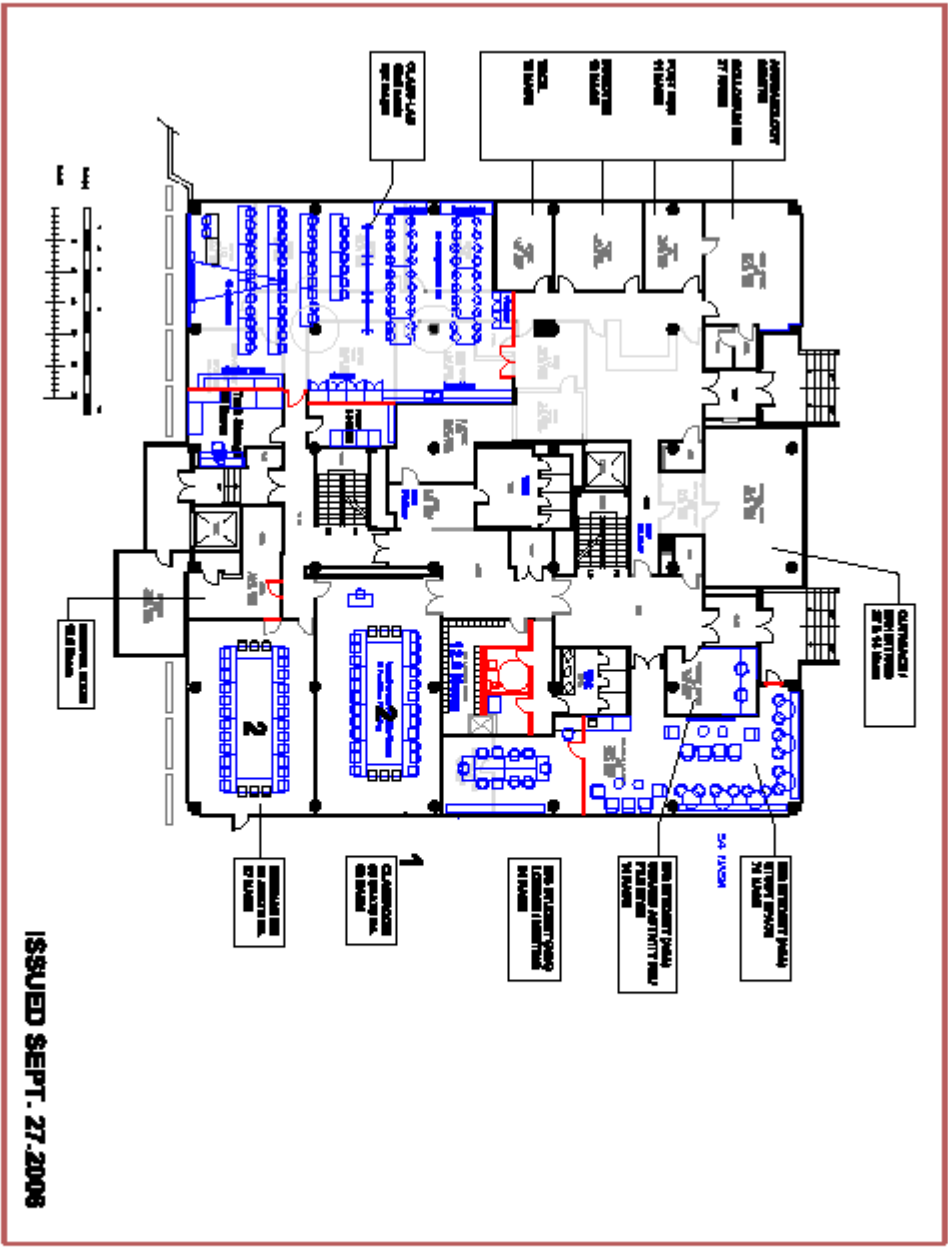



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BASEMENT  
 FUNCTIONAL  
 PLAN

ISSUED Oct. 20, 2006



  
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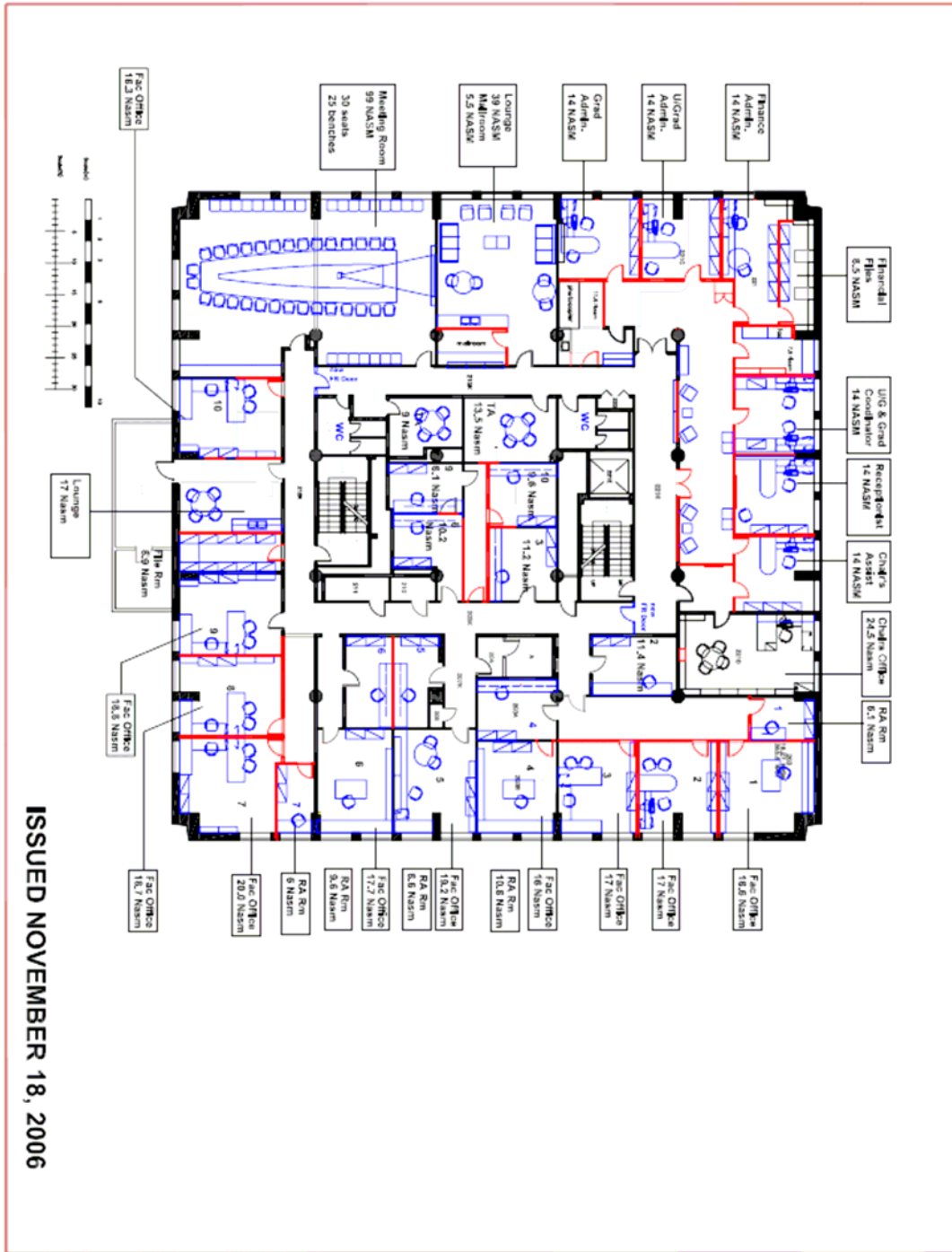
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1ST FLOOR  
 FUNCTIONAL  
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A-1



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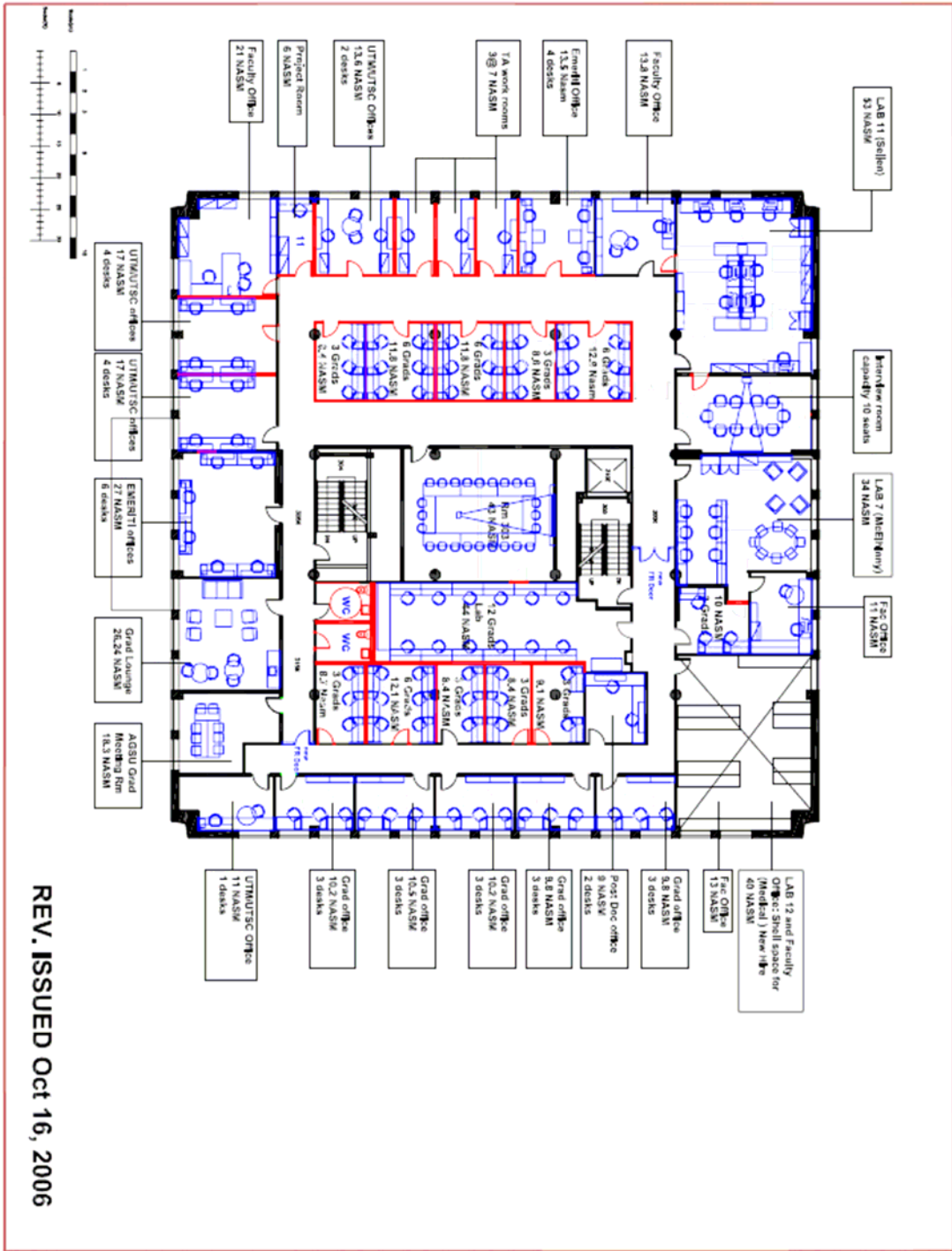
  
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2ND FLOOR  
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A-2



  
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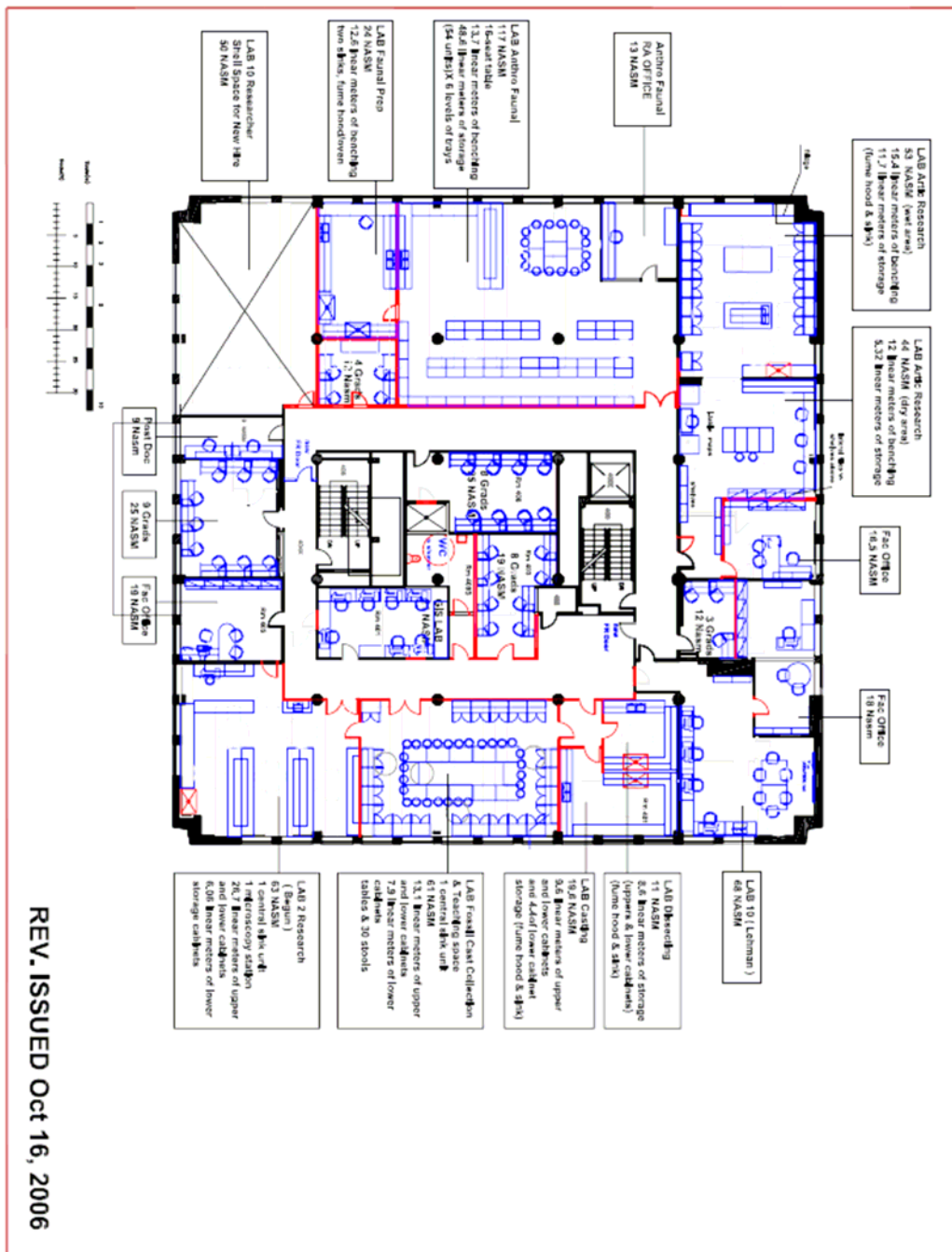
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**3RD FLOOR**  
 FUNCTIONAL  
 PLAN  
 A-3



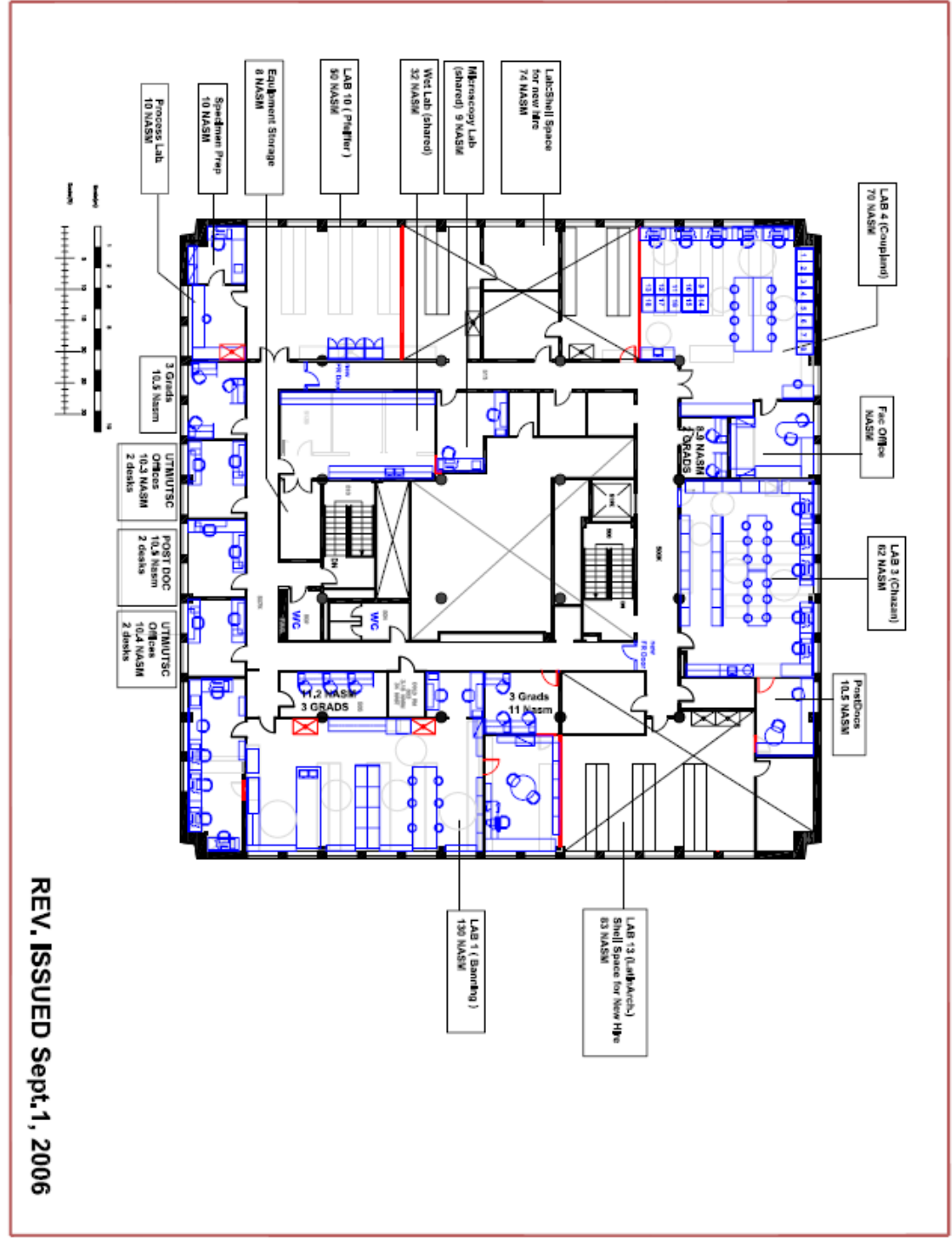
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Room No.	Room Name	Area (sq. m)	Notes
1	LAB 10 (Leiman)	68 NASM	
2	LAB 10 Researcher	30 NASM	
3	LAB 2 Researcher	63 NASM	
4	LAB 2 Research	63 NASM	
5	LAB 2 Research	63 NASM	
6	LAB 2 Research	63 NASM	
7	LAB 2 Research	63 NASM	
8	LAB 2 Research	63 NASM	
9	LAB 2 Research	63 NASM	
10	LAB 2 Research	63 NASM	
11	LAB 2 Research	63 NASM	
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79	LAB 2 Research	63 NASM	
80	LAB 2 Research	63 NASM	



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**5TH FLOOR FUNCTIONAL PLAN**

DATE	BY	CHECKED	APP'D

Project No. **A-5**

**APPENDIX F – ROOM SPECIFICATION SHEETS  
AVAILABLE ON REQUEST**

**ROOM SPECIFICATION SHEET**  
Office of Space Management

**SECTION A: Classrooms****ROOM NAME: Classroom****ROOM CODE: 100****Room Area (NASM): 60****No. Rooms: 1****Total NASM: 60****SECTION B:****A. Space Purpose and Type of Activity:**

Teaching spaces to be managed by OSM for scheduled graduate and undergraduate instruction for regularly scheduled courses and guest lecturers

**B. Number of Occupants, Resident:**

- none

**C. Number of Occupants, Transient:**

- 55 plus 1 instructor

**D. Space Relationships:**

**Adjacent to:**Public entrance handicap accessible, student study spaces

**Close to:**Undergrad study spaces and student lounge; undergrad instructional lab.

**Separate from:**Faculty offices

**E. Visual Relationships:**

Able to see into room from corridor

**Adjacent to:** n a

**Close to:** not applicable

**Separate from** Not critical

**F. Communications:**

**Voice:** none

**Data:** 4 network connection (at the front) per classroom, 1 network connection @ ceiling for future built-in data projector

**Audio Video:** Conduit for future expansion from front of room to future location of ceiling mounted data projector

**G. Furniture and Equipment, Fixed:**

- Manually operated screen mounted at front of room
- Tack strip mounted above blackboard
- Blackboard mounted 36" AFF and covering the widest portion of front of room
- Tablet arm seating ???
- U of T standard podium and/or AV closet in front corner

**H. Furniture and Equipment, Moveable:**



- Overhead on cart

**SECTION C:****I. Lighting Requirements:**

- overhead fluorescent fixtures switched in banks parallel to front of room
- separately switched blackboard lights

**J. Power Requirements:**

- Standard 110V/15A duplex outlets located one on each wall especially the front wall

**K. Building Services Requirements:**

- na

**L. Special Systems:**

- Standard 35 STC rating sound attenuation to minimize sound transfer

**M. HVAC:**

- zonal control

**N. Plumbing:**

- na

**O. Special Finishes:**

- Durable low maintenance finishes
- No carpet
- Blackout window coverings

**P. Special Requirements & Other Considerations:**

- na

**Q. Safety & Security Considerations:**

- Restricted Access

**ROOM SPECIFICATION SHEET**  
Office of Space Management

**SECTION A: Classrooms****ROOM NAME: Seminar Room****ROOM CODE: 100****Room Area (NASM): 57****No. Rooms: 1****Total NASM: 57****SECTION B:****C. Space Purpose and Type of Activity:**

Seminar-style teaching space to be managed by OSM for scheduled graduate and undergraduate instruction for regularly scheduled courses and guest lecturers.

**D. Number of Occupants, Resident:**

- none

**C. Number of Occupants, Transient:**

- 30 plus 1 instructor

**L. Space Relationships:**

**Adjacent to:** Public entrance handicap accessible, student study spaces

**Close to:** Undergrad study spaces and student lounge; undergrad instructional lab.

**Separate from:** Faculty offices

**M. Visual Relationships:**

**Adjacent to:** Public washrooms

**Close to:** not applicable

**Separate from:** Not critical

**N. Communications:**

**Voice:** none

**Data:** 1 network connection at the front of classroom

**Audio Video:** na

**O. Furniture and Equipment, Fixed:**

- Manually operated screen at front of room
- Tackstrip mounted above blackboard
- Blackboard mounted 36" AFF and covering the widest portion of front of room

**P. Furniture and Equipment, Moveable:**

- Stackable Chairs
- Tables ganged in a seminar format 24" deep

**SECTION C:****Q. Lighting Requirements:**

- overhead fluorescent fixtures switched in banks parallel to front of room

- separately switched blackboard lights
- R. Power Requirements:**
- Standard 110V/15A duplex outlets located one on each wall especially the front wall
- S. Building Services Requirements:**
- na
- L. Special Systems:**
- na
- M. HVAC:**
- zonal control
- N. Plumbing:**
- na
- P. Special Finishes:**
- Durable low maintenance finishes
  - No carpet
  - Blackout window coverings
- R. Special Requirements & Other Considerations:**
- na
- S. Safety & Security Considerations:**
- Restricted Access

Anthropology Classroom Requirements 20049 Summary (including Tutorials)

Time	Enrollment (1-24)					Enrollment (25-55)					Enrollment (56+)					Totals		
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday			
9:00																2		
10:00																2		
11:00																4		
12:00																3		
13:00																4		
14:00																3		
15:00																4		
16:00																4		
17:00																4		
18:00																6		
19:00																5		
20:00																2		
<b>Total Hours</b>	12	15	22	15	2	66	15	14	18	18	6	71	10	10	5	18	0	43
<b># of Unique Timeslots</b>	5	10	10	7	2	34	8	9	9	9	4	39	7	8	5	10	0	30
<b>COU</b>						1.9						2.1						1.3

6/30/2006

Office of Space Management

**APPENDIX F – ANTHROPOLOGY CLASSROOM REQUIREMENTS**

OSM conducted a classroom utilization analysis. The summary sheet shows the teaching requirements broken down by hour and day of the week in three enrolment categories: 1-24 seats, 25-55 seats and 56+ seats. The 55 unit was used as a break point as this is the largest capacity which is able to fit into the building existing structural footprint. The activities in the 56+ category cannot fit into the building and will not be considered in determining the room sizes.

The row indicating unique timeslots represents the number of timeslots where there is at least one requirement. The COU row represents the potential COU entitlement by taking the total number of hours in the category and dividing it by the COU minimum weekly utilization of 34 hrs per week.

In the 1-24 category, 34 hours of unique timeslot usage were found. This meets the COU requirement and therefore justifies a room. The next unique timeslot total is only 19 hours which falls short of the COU minimum. Similarly, for the 25-55 category, we have 39 hours for the first level but the next level down is only 23 hours. Based on the academic requirements for the 2006 session and the limitations of the layout of the building, there should be one room with a capacity of 55 (tablet arm chairs in classroom style). The second room with a capacity of 30 should be in a seminar style which is more appropriate for the smaller enrolment courses which include graduate and smaller tutorials. This will also accommodate the A&S 1<sup>st</sup> year 199Y courses which required this capacity space. This will augment the relative short supply of these spaces on the campus for these courses.