



University of Toronto

Office of the Assistant Vice-President, Space and Facilities Planning

Appendix "F" to Report
Number 144 of the Academic
Board (June 1, 2006)

revised

TO: Planning and Budget Committee

SPONSOR: Elizabeth Sisam, Assistant Vice-President Space and Facilities Planning

CONTACT INFORMATION: 416-978-5515; avp.space@utoronto.ca

DATE: April 26, 2006 for May 9, 2006

AGENDA ITEM: 9

Project Planning Committee Report for the Centre for Criminology at the Canadiana Building, 14 Queen's Park Crescent West

JURISDICTIONAL INFORMATION:

Under the Policy on Capital Planning and Capital Projects, the Planning & Budget Committee reviews Project Planning Reports prepared for a capital project and recommends to the Academic Board approval in principle of the project.

BACKGROUND:

During the summer of 2005, the University received a gift from a benefactor to fund the expansion of the Richard Charles Lee Canada Hong Kong Library. The proposed location for such expansion is space contiguous with the East Asian Library on the 8th floor of the Robarts Library in space now occupied by the Centre for Criminology.

The Centre of Criminology occupies approximately 720 nasm. Although the Centre has deep roots in this location, it does not fulfill library functions in keeping with the mandate of the Robarts Library. It is proposed that the Centre for Criminology be relocated into appropriate space outside of the Robarts building in order to make room for the expansion of the Richard Charles Lee Canada Hong Kong Library.

The preferred location for the Centre for Criminology is the Canadiana Building, at 14 Queens Park Crescent West.

HIGHLIGHTS

The Centre for Criminology is a research and teaching unit founded in 1963. Faculty and students engage in research from a wide range of disciplinary backgrounds including sociology, history, law, psychology, philosophy, political science, education, management and medicine. The Centre offers a graduate program for students pursuing masters and doctoral level studies. In addition, undergraduate studies in criminology administered by Woodsworth College, are accommodated here.

The Centre is also home to the leading Canadian research collection of criminological material. Approximately 30,000 volumes of monographs and serials are held here. Academics, students, government agencies, practitioners, the media and the general public use this library as a valuable source of criminological reference material.

Over the years, the Centre for Criminology has spent considerable funds improving the space they occupy in the Robarts Library in order to enhance the usability and to promote and enhance academic initiatives and student interaction. The model of their space plan and usage, focused on central open space and accessibility to faculty is important to the Centre as it encourages interaction and discussion among colleagues and is one that will be sought in the new space going forward.

Projects that are advanced for consideration by the Planning & Budget Committee are evaluated against criteria identified in the Capital Plan tabled at the Planning & Budget Committee, December 12th, 2004¹. This project will enable the University to provide improved space to address academic objectives directly for the Centre for Criminology and also for the Richard Charles Lee Canada Hong Kong Library and to create additional student study space. The project will also look after much of the deferred maintenance of the Canadiana Building enabling the renovated facilities to be fully used for institutional purposes.

Space within the Canadiana Building has been identified to accommodate the Centre for Criminology. This location, on the west side of Queen's Park Crescent directly across from the Provincial Legislature and having a street address will provide an opportunity to make the activities of the Centre more visible.

The University took full possession of this building from the Royal Ontario Museum in 2000. From that time, the University has scheduled temporary use of the premises for staging space and for examination facilities. Examination rooms currently accommodated on the ground and 2nd floors of the Canadiana Building will be temporarily relocated to the McMurrich Building. It is anticipated that a new examination facility will be created in renovated space at another site, but for the interim, examinations will be scheduled at the McMurrich Building. The Canadiana Building will require immediate renovations to make the ground level space, including the library accessible by all. The 2nd level will not be barrier free accessible at this time because of budget constraints, but it is the goal of the University to provide full accessibility for this building in the near future. One room on the ground floor will be made available for faculty/student meets to accommodate those who cannot access the Centre in the interim.

FINANCIAL AND/OR PLANNING IMPLICATIONS

The cost of the relocation of the Centre for Criminology is recognized as a secondary effect to the Richard Charles Lee Canada Hong Kong Library.

¹ The nine criteria by which all capital projects are assessed are:

- | | |
|--|--|
| 1. Mission Objectives of the University, | 2. Policy Objectives & Legislative Requirements, |
| 3. Provincial Space Standards, | 4. Strengthening Scholarship, |
| 5. Providing Academic Leadership, | 6. Student Experience, |
| 7. Economic Consistency, | 8. Resources, |
| 9. Deferred Maintenance. | |

Arts & Science will fund the project up to \$1 million dollars OTO towards the construction costs for the Centre for Criminology.

A total project cost estimate for the space program for the Centre for Criminology has been estimated to be approximately \$1.255 million, and was detailed in a project committee report that was to go forward for AFD approval. However, the additional costs of improvements addressing deferred maintenance must be included in order to create a good working environment. These costs will add another \$854,000 to the overall cost of the project, beyond the approval limit of AFD.

The total project cost of Phase 1, will be \$2.109 million. The operating costs associated with the Centre for Criminology are estimated to be approximately \$100,000 annually, however, the final operating cost will be determined after one year of operation in the renovated facility.

Phase Two, to fully occupy the balance of the building will provide renovated space for the School of Public Policy, which will be approved by AFD once a Project Committee Report is completed. A separate phase to provide an elevator making all floors fully accessible is estimated to cost an additional \$700,000. Space for the elevator has been incorporated in the overall plan for the building.

The project will not affect the borrowing projections of the capital program.

RECOMMENDATIONS

The Project Planning Committee recommends:

1. THAT the Project Planning Report for the Centre for Criminology be approved in principle.
2. THAT the project scope as described in this report, allocating 820 nasm be approved for the Centre for Criminology in the Canadiana Building, at an estimated Total Project Cost of \$2,109,000 be approved.
3. THAT the following sources of funding for the project be approved.

a) Faculty of Arts and Science	\$1,000,000
b) Deferred Maintenance Funds 2005-06	\$400,000
c) Facilities Renewal Funds carry forward	\$709,000
TOTAL	\$ 2,109,000

**Project Planning Report for the Relocation of the Centre of
Criminology to the Canadiana Building**

Prepared by Campus and Facilities Planning
April 20, 2006

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I. History/Background

During the summer of 2005 interest was expressed in the form of financial support to fund the creation of the Richard Charles Lee Canada Hong Kong Library. The most logical location for such expansion is space contiguous with the existing library accommodations on the 8th floor of Robarts Library. Currently, some 720sqm is occupied by the Centre of Criminology adjacent to the East Asian Library. Although the Centre of Criminology has deep roots in this location, the Centre does not fulfill library functions for which Robarts Library was constructed. As such, it has been suggested that the Centre for Criminology be relocated into appropriate space outside of the Robarts building in order to make room for the new library beside the East Asian Library. Such a relocation offers the Centre the opportunity to accommodate planned growth to its PhD program in the years to come.

Upon careful consideration, the Centre for Criminology will be relocated to renovated space on the ground and second levels of the Canadiana building located on the west side of Queen's Park Crescent. This building, purchased by the University in 1950, was leased to the Royal Ontario Museum (ROM) through October 2000 when the ROM vacated the building for University use. Since that time, to allow several rooms in the building to function as exam rooms, modest renovations have been undertaken including the creation of an exterior ramp at the main entrance and the installation of electronic hardware at this location.

In order to accommodate the Centre for Criminology on the ground and 2nd levels of this building, and another University unit on part of the first and the 3rd level, deferred maintenance must be addressed for the building and many life safety and accessibility issues must be resolved. This work includes the introduction of a new internal stair for emergency egress and full sprinkler system for the building. All items have been carefully considered and those deemed necessary to provide a safe environment for the Centre for Criminology are included as part of this project.

The full project cost assumes modest renovations for Criminology spaces including new ceilings, drywall partitioning and carpet. With the inclusion of HVAC, life safety, electrical and wiring upgrades the Total Project Cost (TPC) for this project totals \$2,109,000. The project does not include an elevator – but recommends one be constructed as soon as practically possible at an estimated additional cost of \$700,000. Up to \$1,000,000 will be funded by the Faculty of Arts and Science and the Provost for the construction with the remaining funds coming from the current year's deferred maintenance budget and carry forward funds from The Facilities Renewal Fund.

II. Statement of Academic Plan

The Centre for Criminology is a research and teaching unit founded in 1963. Faculty and students engage research from a wide range of disciplinary backgrounds including sociology, history, law, psychology, philosophy, political science, education, management and medicine. The Centre offers a graduate program for students pursuing masters (20FTE) and doctoral level (19FTE, rising to 28FTE by 2007) studies.

In addition, undergraduate studies in criminology (attracting 576 students pursuing a specialist or major in 2004), administered by Woodsworth College, are housed here.

The Centre is also home to the leading Canadian research collection of criminological material. Approximately 30,000 volumes of monographs and serials are held here. Academics, students, government agencies, practitioners, the media and the general public use this library as a valuable source of criminological reference material.

Over the years the Centre of Criminology has spent considerable funds improving the space they occupy in order to enhance the usability and comfort of their surroundings. All improvements have been made in an effort to allow for privacy of office space (walls have been extended to the ceiling) and collegiality (common spaces have been furnished with comfortable couches and inviting art). To encourage interaction, all office doors open onto central common lounge/discussion space. In addition, weekly research seminars attracting up to 40 persons spill out of the seminar room into the common lounge for receptions and further discussion. This model of space usage is important to the Centre as it encourages interaction and discussion among colleagues and is one that will be sought in any new space going forward.

III. Space Program

The Centre accommodates 7 FTE faculty, and 4.5FTE staff (including 2 librarians) in 768.5nasm of space of which 721nasm is located on the 8th floor of Robarts Library and 47nasm of storage space is located on the 1st floor of Robarts Library (rm 1). As the Centre functions well in its current configuration the recommended space plan accommodates the Centre in roughly the same area, with some minor changes. Planned growth to the doctoral level program from 19 to 28FTE would require some additional space considerations and is also included in the space plan as follows:

Centre for Criminology Relocation: Project Planning Report

April 20, 2006

Centre for Criminology Space Program

Program	nasm/per	current plan		planned growth (2007)	
		#	nasm	#	nasm
		Faculty and Non-Academic Staff Offices			
Academic Offices	13	7	91	7	91
supplement to Chair's office	7	1	7	1	7
Cross/Emeritus/Visitors/Stipend	13	3	39	3	39
Non-Academic Staff Offices	13	3	39	3	39
		176		176	
Research Space					
Research Lab Offices	18	1	18	1	18
		18		18	
Graduate Student Space					
PhD Student Offices	10	10	100	14	140
Graduate Student Study/lounge	30	1	30	1	30
T.A. office	12	1	12	1	12
T.A. meeting/interview room	5	1	5	1	5
		147		187	
Support Space					
Boardroom (to seat 20)		included in seminar room			
Student Computer Room	38	1	38	1	38
Photocopy/Fax/Office Supplies/Mail	15	1	15	1	15
Files Storage	25	1	25	1	25
Research Data/Publications storage	20	1	20	1	20
kitchenette/faculty-staff lounge	20	1	20	1	20
reception/waiting	12	1	12	1	12
		130		130	
Classrooms					
Seminar Room – 50 seat	36	1	36	1	90
		36		90*	
Library					
collections	100	1	100	1	100
computer terminals (5)	15	1	15	1	15
storage	10	1	10	1	10
study (seating for 40)	90	1	90	1	90
librarian offices	13	2	26	2	26
circulation desk	13	1	13	1	13
		254		254	
TOTAL		761		855	

* note: seminar room to be shared with all units in the building (approx. 50% attributable to Criminology).

IV. Functional Plan

A total of 13 typical faculty and non-academic staff offices (13nasm and one larger at 20nasm to accommodate the director) are recommended to be located together with 10 (14 with planned growth taken into account) shared Ph.D. Student offices (10nasm) around a main lounge and study area. The program allows 30nasm graduate student space and 20nasm faculty support space that may be combined to accommodate this function. These spaces will be located on the 2nd level of the Canadiana building in a secure, lockable suite.

One seminar room (90nasm), to seat 50, is being allocated to be shared with other units. The seminar room would best be located within close proximity to the main lounge space in order to allow spill-out from lectures and symposia for receptions. However, because of the limited size of floor plates in the Canadiana building, this room will likely be located on the ground level off the main entrance vestibule and across from the library.

In addition, student space will accommodate a T.A. office (12nasm) and interview room (5nasm), and a 15 station student computer room. The computer room accommodating 15 stations may be co-located with the library on the ground level but must have separate card access in order to make it available to graduate students on a 24hour basis. If located as suggested in the test-layout, a second entrance should be included to the computer room from the library floor in order to make it fully accessible. Additional faculty support space includes a photocopy/fax room (15nasm), storage for files (25nasm) and a reception/waiting area (12nasm) located near the entrance and administrative core of the Centre.

A library will be located on the ground level of the Canadiana building. This space, currently open to the main lobby, will be secured to accommodate some 30,000 collections (100nasm stacks), 2 librarian offices (13nasm ea.) and seating at tables for 40 (90nasm). A circulation desk (11nasm) and small storage area (10nasm) will be located at the secure entrance to the library allowing for easy monitoring of the space. 5 computer terminals (15nasm) will also be accessible from within the library. One research lab office (18nasm) and a research and publications storage area (20nasm) may be located within the library or within the academic unit depending on the final space plan. The library space is currently accessible only from the main vestibule down several stairs. A ramp, elevator or lift will need to be included to make the space fully accessible. In addition, the ceiling height in the library is such that enclosed offices, computer and storage rooms must be built with drop ceilings in order to provide secure, acoustically isolated spaces.

A new internal stair, required to provide adequate egress from the building, will be located at the north end of the building and will reach all levels. The introduction of an elevator is also recommended, as a future phase, to be located along the west side of the building where it will have the least impact to the exterior elevations of the structure. A likely location for the elevator would require the demolition of the bridge connector between the Canadiana building and the library adjacent – a connection no longer in use. The introduction of an elevator reaching to all levels of the building would ensure full accessibility to all individuals and will go forward as a separate project as soon as funds are available. An accessible area on the ground floor will be made available for those who require barrier free space in the interim.

Functional layouts of the ground and 2nd levels are included in the appendix for reference. The layouts have been reviewed by the Centre and reflect the general direction requested regarding space layout.

V. Environmental Impact

The University Environmental Protection Policy and the Draft Environmental Checklist for Users' Committees/Design Standards will be followed. All related material will be made available to the architects when hired.

VI. Special Considerations

1. Location

Space within the Canadiana Building located at 14 Queen's Park Crescent West directly across from the Provincial Legislature, has been identified to accommodate the Centre for Criminology. The buildings ground level grand rooms – home to the Royal Ontario Museum's collections for many years, will comfortably accommodate the Criminology Library and a 50 seat seminar room with space remaining available for exam bookings in the short term, and another academic unit in the long term. The second floor will accommodate the entire faculty and graduate student complement as currently configured. Projected increases in graduate student enrolment may require that some program space such as the student computer room and/or the research office be located on the ground level within the library in order to best accommodate all persons affiliated with the Centre together on one level. The 2nd floor configuration will allow for most offices to have access to windows and for offices to ring a central lounge space as requested by the Centre.

2. Accessibility

Any new or renovated space on campus must abide by the most recent codes for accessibility. Although this is a clear mandate, in an effort to keep the cost of this project as reasonable as possible, the space allocated for library stacks mirrors the existing configuration used by Criminology in their space in Robarts Library which would not be considered fully accessible by today's standards with side aisles measuring 22-24" in width. To make the stacks area of the library fully accessible, an additional 100sqm of space would be required. Assuming public areas, computer terminals and the circulation desk can be accessed in a barrier free manner, it is the assumption of this report, that books may be retrieved by staff for those who require assistance and that the new library be configured similar to the existing space.

In addition, this building will require some renovations to make the ground level spaces, including the library accessible by all. A lift or ramp will be installed to mitigate the difference in floor level from the accessible building lobby to the lower (by some 4 stairs) library space to allow for full accessibility on this level. A handicapped washroom must also be constructed on the ground floor. Room 145 would be suitable for this purpose. The 2nd level will not be barrier free accessible at this time as no elevator services this building currently and budget constraints restrict the project from the inclusion of a new elevator. It is, however, the goal of the University to provide full accessibility for this building in the near future. One room on the ground floor must be made available for

faculty/student meets to accommodate those who cannot access the second floor of the Centre in the interim. The committee continues to have great concern regarding the lack of accessibility to the main academic spaces of their unit. Every effort to make all levels fully accessible through the introduction of an elevator is urged.

VII. Secondary Effects

The space in which the Centre is currently accommodated will be released, including 721 nasm on the 8th floor and 47.3nasm in room 1 of Robarts Library when the new space in the Canadiana building is completely renovated and occupied. All space on the 8th floor will be renovated to accommodate the new Richard Charles Lee Canada Hong Kong Library. A separate project committee report which describes the anticipated renovations to accommodate this library and its financial implications has been approved by AFD (January 2006).

Space currently used as exam facilities in the Canadiana building will be temporarily relocated to the McMurrich building until such time that a permanent location can be found for this function.

VIII. Resource Implications

Total Project Cost

The program indicates a need for 761nasm (820nasm assuming planned growth) of space to accommodate the Centre for Criminology. Within this area, a modest renovation will be undertaken including drywall partitioning, new ceilings and carpet. Windows will not be replaced but HVAC, electrical service and life safety systems will be updated to best accommodate academic functions within the building within the funds available.

The total project cost to renovate the Canadiana building for academic units and to accommodate the Centre for Criminology on the ground and second floors is \$2,109,000. An additional \$700,000 is required to build an elevator in this location to make the building fully accessible. Although this is highly desirable and recommended in this report, the elevator, phase two of this project, will only go forward when funding becomes available.

Operating Costs for the departmental area of 820nasm (program) are estimated at ~\$120/nasm or \$98,400 per year.

Funding Sources

The Faculty of Arts and Science has agreed to provide funding up to \$1,000,000 in support of the Richard Charles Lee Canada Hong Kong Library project which will facilitate the Centre for Criminology relocation. The remaining funds will be made available from the Deferred Maintenance budget 2006-07 and from the carry forward from the Facilities Renewal Fund.

IX. Schedule

The relocation of the Centre for Criminology does not come from the Centre or its administration, but from the need for space to expand library holdings in its current location. In discussions with the Centre's Director, it was agreed that the relocation would be considered only when appropriate space on campus becomes available as described, in part, under Special Considerations. This location has been endorsed by the Director and the Centre's Relocation Planning Committee and as such may go forward for construction as soon as practically possible.

The relocation of exam rooms currently accommodated on the ground and 2nd floors of the Canadiana building will also need to be considered in terms of the construction schedule. Although a permanent location for exam facilities are in the planning stages, this project cannot be delayed until their completion. As such, interim accommodations for exam facilities will be made in the McMurrich Building. The costs associated with the relocation of exam facilities is not included in this project.

X. Recommendations

The Project Planning Committee recommends:

1. THAT the Project Planning Report for the Centre for Criminology be approved in principle.
2. THAT the project scope as described in this report, allocating 820nasm be approved for the Centre for Criminology in the Canadiana Building, at an estimated Total Project Cost of \$2,109,000 be approved.
3. THAT the following sources of funding for the project be approved.

a) Faculty of Arts and Science and the Provost	\$ 1,000,000
b) Deferred Maintenance Funds 2006-07	\$400,000
c) Facilities Renewal Funds carry forward	\$709,000
TOTAL	\$ 2,109,000

Appendix A: Total Project Cost Estimate:

Project Title: Canadiana phase 1,
 Criminology and
 deferred maintenance

TABLE 1: Total Project Cost Estimate

	Total Phase 1 in Canadiana	Future Elevator, pro forma TPC
Items		
A Construction amount	1,434,425	510,000
Construction Contingency	143,443	51,000
Applicable GST	36,449	12,959
Total, including GST	1,614,316	\$573,959
B Infrastructure Upgrades in Sector	0	0
Secondary projects	0	0
Hazardous Materials	0	0
Landscaping	0	0
Permits & Insurance	7,000	2,000
Professional Fees	258,197	91,800
C Computing Infrastructure	20,500	0
D Telephone set & install	13,800	500
Audio/Visual	0	0
Moving	20,500	0
Staging	0	0
E Furnishings: Department	100,000	0
Furnishings: Classrooms	0	0
Equipment	0	0
F Security & access systems	0	0
Signage: Interior & Exterior	5,000	0
Signage: Donor Recognition	0	0
Groundbreaking & Building opening	0	0
Miscellaneous	7,000	7,000
Project Contingency	62,687	24,741
G Finance Costs	0	0
H Total Project Cost Estimate incl GST	2,109,000	\$700,000
prepared	jcb	21-Mar-06

see notes on next page

Centre for Criminology Relocation: Project Planning Report

April 20, 2006

Notes on Canadiana project:

Scope of renovations for Criminology

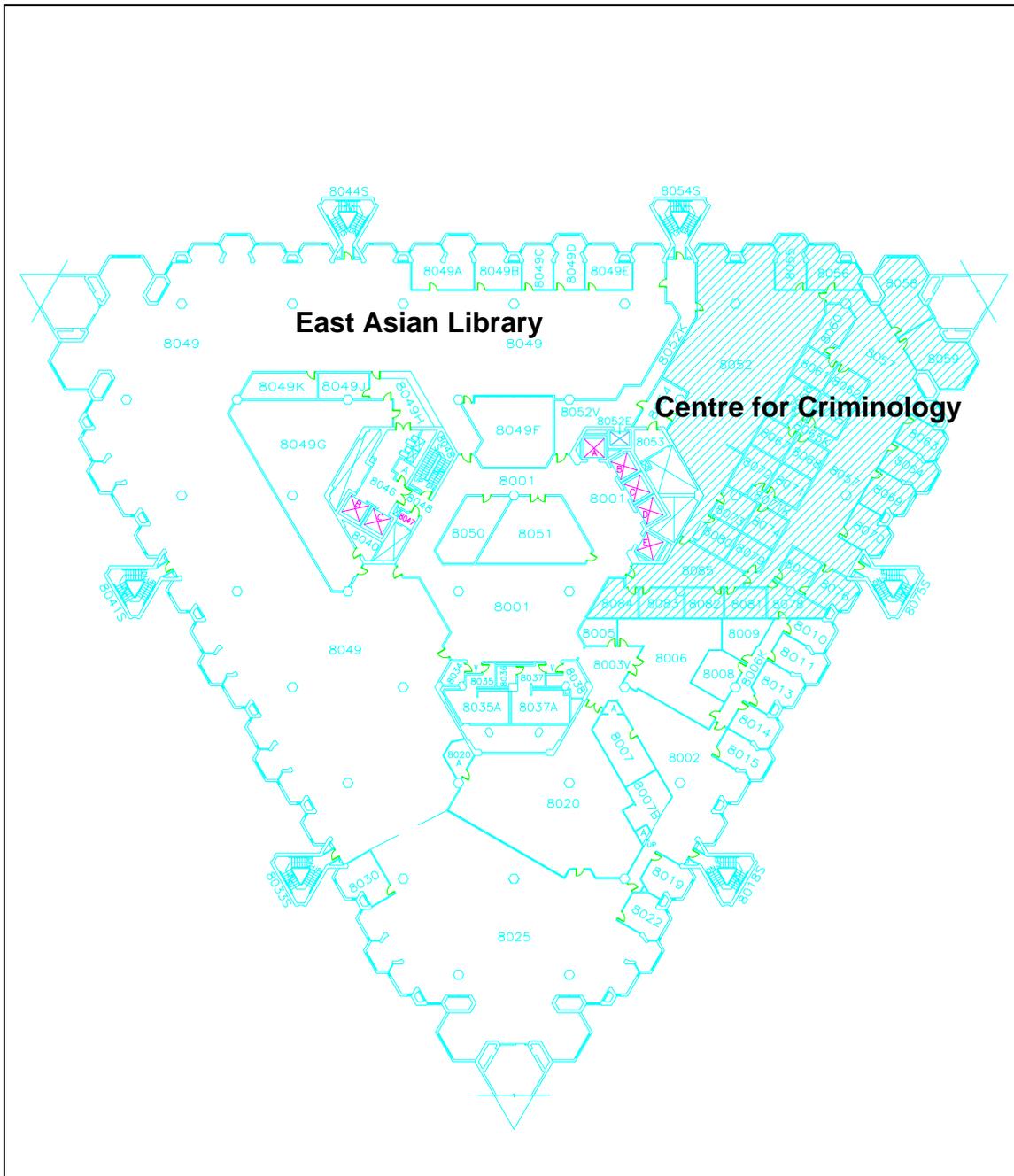
- A The budget above provides for a simple, modest level of renovations to approximately 12,500 Net Sq Ft or 1,160 NSM on the Ground, and 2nd floors of the Canadiana building. New ceilings, lighting, drywall partitioning, carpet. The basic HVAC infrastructure is mostly in place. The systems need to be connected to an existing chilled water service. A simple constant volume duct system will be installed without individual controls. The perimeter heating system will remain. The plumbing and washrooms existing will remain, with the exception that an accessible washroom will be added on the ground floor. A new internal staircase will be required located at the north west corner of the building for emergency egress. The building will be equipped with new sprinkler, fire alarm, and emergency and exit lighting systems. The wiring and panels will be replaced as necessary and data and telephone outlets provided as necessary. An upgraded electrical service will be installed from the Sigmund Samuel library, and a new incoming water service provided for the sprinkler system. No repairs or replacements to the exterior cladding are included.
- B Not included here, but necessary in order to free up capacity on the internal electrical system, the Tanz building will be refed from the CCBR. This initiative was approved in 2003 by Medicine, and provisions have already been incorporated into CCBR. The approximate cost of this is \$170,000.
- C An allowance to provide for CNS costs. Data cabling in base construction.
- D An allowance to provide for Bell charges. Wiring in base construction.
- E Assumes that a good proportion of existing furnishings will be reused.
- F Allowance for system setup and connection costs only. Wiring and devices included in construction.
- G Project fully funded to avoid interest expense.
- H The approximate portion attributable to the basic Criminology renovation is \$1,000,000.

prepared

jcb

21-Mar-06

Appendix B: Existing Location Plan



8th Floor Robarts Library

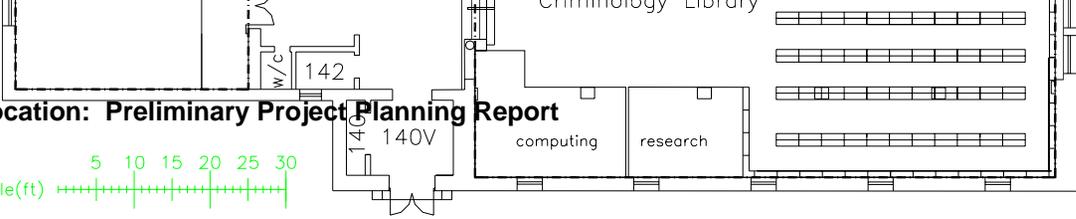
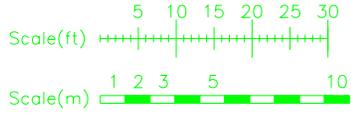
Appendix C. COU Entitlement - Centre of Criminology

Sept. 30, 2005

	current FTE	anticipated FTE	nasm per	total nasm current	total nasm anticipated	Subtotal current	Subtotal anticipated
Academic Offices							
Full time Faculty	7	7	13	91	91		
Other Faculty	15%	15%		13.65	13.65		
Visiting Faculty	2	2	13	26	26		
Research Space				26.5	31		
						157.15	161.65
Academic Support Space							
				79.7875	88.7875		
						79.7875	88.7875
Administrative Offices							
Non-Academic Staff	2.5	2.5	13	32.5	32.5		
Office Service (Admin)				16.25	16.25		
Library Staff	2	2	13	26	26		
						74.75	74.75
Graduate Student Space							
Graduate Students	39	48	4	156	192		
						156	192
Classrooms							
	39	48	1.23	47.97	59.04		
						47.97	59.04
Library Space							
			(multiplier)				
compact storage	3000	3000	0.004	12	12		
remaining collection	27000	27000	0.007	189	189		
study (PhD)	19	28	0.7	13.3	19.6		
study (masters level)	20	20	0.7	14	14		
study (u/g)	576	576	0.5				**
computer rooms	576	576	0.08	46.08	46.08		
library support				57.075	58.65		
						331.455	339.33
subtotal				847.1125	915.5575		
collection being accommodated in 100nasm as described in report				-100	-100		
TOTAL COU Entitlement NASM				747.11	815.56		

** assumes primary study space available in regular library system

Centre for Criminology Relocation: Preliminary Project Planning Report
April 20, 2006

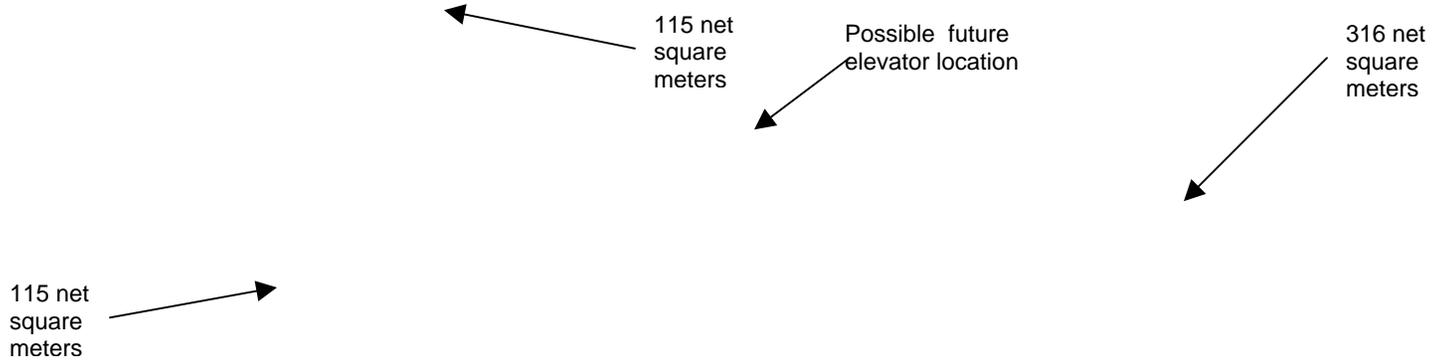


Appendix D: Functional Layouts

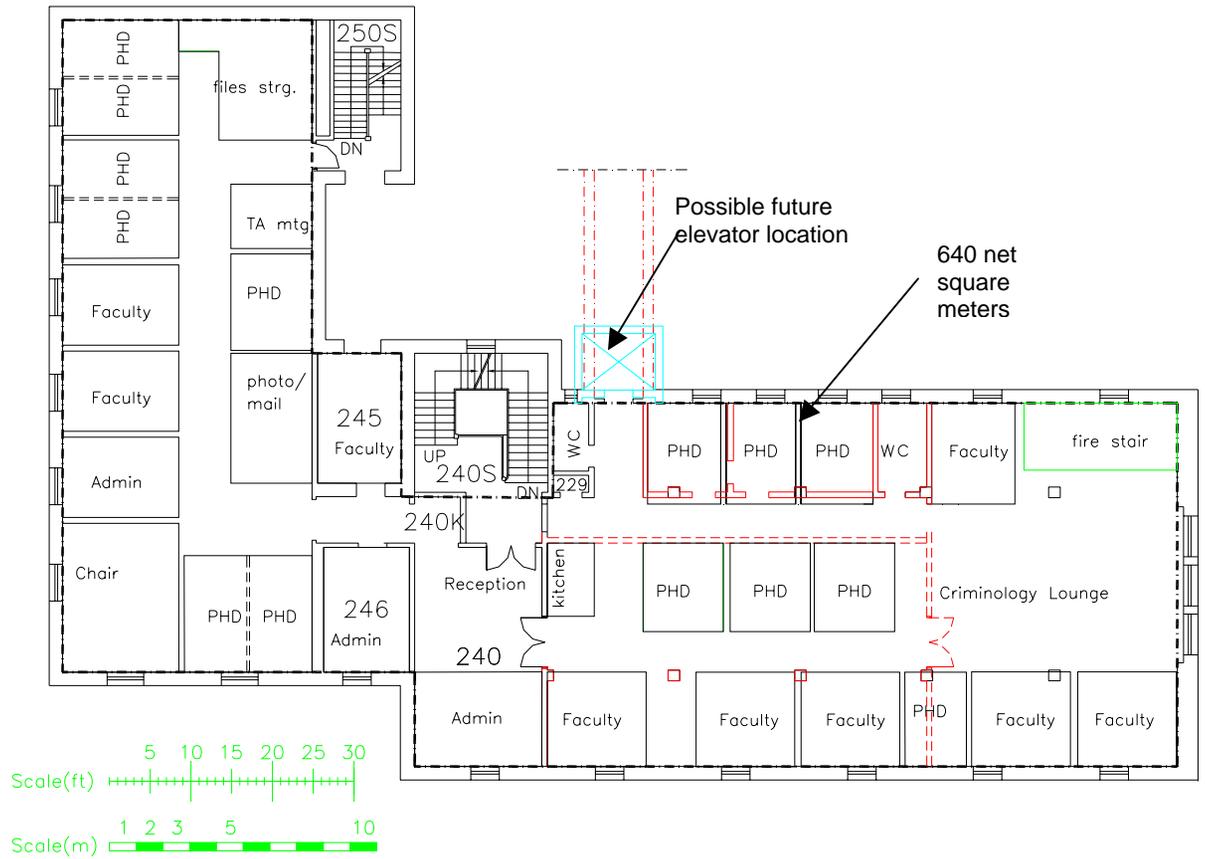
1st floor – Criminology Library/shared seminar room/Public Policy Grad. Student Offices

Ground Floor Canadiana Building

2nd Floor Canadiana Building



Centre for Criminology Relocation: Preliminary Project Planning Report
 April 20, 2006



2nd floor – Criminology

Room Data Sheets
Private Faculty and Administrative Office

Rooms Required: 15 (7 faculty, 3 cross appt/visitor/emeritus, 3 non-academic staff, 2 Librarian offices)

NASM Required: 13 nasm each (1 larger at 20nasm for the Chair)

A. Space purpose and type of activity:

- private offices for teaching preparation, research and administrative purposes

B. Number of occupants, resident: 1

C. Number of occupants, transient: 2-3

D. Space relationship, proximity to other rooms/facilities: opening off of central lounge where possible, librarian offices to be located in library space

E. Visual relationship, proximity to other rooms/facilities: in door or side vision panels

F. Furniture and equipment, fixed: (for each office)

- 1 bulletin board or white board (approximately 2' x 3')
- heavy duty coat hook on back of door

G. Furniture and equipment, moveable: (for each office)

- 1 L shaped desk (flexible design) with computer station (minimum 6'x 6'), keyboard tray and lockable drawer
- 2 lateral filing cabinet with lock (3ft., 5 drawer)
- 1 ergonomic desk chair (castered arm chair)
- 2 side visitors chairs with arms
- 2 full height bookshelves
- garbage and recycling bins
- task lighting

H. Lighting

- natural light is preferred
- overhead fluorescents
- Manual light switches

I. Power/TeleCommunications/Audio-Visual requirements: (for each office)

- 1 telephone jack and line
- 1 data outlet (wired)
- 1 duplex receptacle in each side wall (2 per office)

J. Special systems:

- access control card entry locking system or keyed lock

K. HVAC: as appropriate

L. Plumbing:

M. Special finishes:

- signage including name plate, room # affixed to outer side of door or beside door on wall

N. Special Needs:

- acoustic isolation from adjacent rooms
- door set back to allow maximum bookcase space
- placement of all fixtures, switches, receptacles (light, duplex etc) should be considered in conjunction with maximum flexibility for furniture layout

Research Lab Office

Rooms Required: 1

NASM Required: 18nasm

A. Space purpose and type of activity: space to be allocated to research projects as needed

B. Number of occupants, resident: 0

C. Number of occupants, transient: 4 - 6

D. Space relationship, proximity to other rooms/facilities:

- E. Visual relationship, proximity to other rooms/facilities:**
- F. Furniture and equipment, fixed:**
 - 6 Coat hooks adjacent to entry
 - White Board/Chalk board
- G. Furniture and equipment, moveable:**
 - Work table to seat 6
 - 6 chairs suitable to fit around table
 - garbage/recycling bins
 - 1 computer table & chair
 - 2 x 5-drawer lateral filing cabinets
 - 1 full height bookshelf
- H. Lighting:**
 - natural light is desirable and may be achieved through the use of transom windows or location beside windows.
 - overhead fluorescents
- I. Power/Telecommunications/Audio-Visual requirements:**
 - 2 data outlets (wired)
 - 2 duplex outlets
- J. Special systems:**
 - keyed lock
- K. HVAC:** individual room control of heating and ventilation where possible
- L. Plumbing:**
- M. Special finishes:**
 - signage including room # & signup board (could be mounted cork board on door)
- N. Special Needs:**
 - acoustic isolation from all adjacent rooms

PhD Student Office

Rooms Required: 14

NASM Required: 10nasm each

- A. Space purpose and type of activity:** shared offices for study, research and teaching preparation
- B. Number of occupants, resident:** 2
- C. Number of occupants, transient:** 0
- D. Space relationship, proximity to other rooms/facilities:** opening onto main lounge where possible
- E. Visual relationship, proximity to other rooms/facilities:**
- F. Furniture and equipment, fixed:**
 - 2 bulletin board or white boards (approximately 2' x 3')
 - 2 heavy duty coat hooks on back of door
- G. Furniture and equipment, moveable:**
 - 2 desks with computer station, keyboard tray and lockable drawer
 - 2 lateral filing cabinet with lock
 - 2 ergonomic desk chair
 - 2 full height bookshelves
 - garbage and recycling bins
 - task lighting
- H. Lighting:**
 - natural light is desirable and may be achieved through the use of transom windows or location beside windows.
 - overhead fluorescents
- I. Power/Telecommunications/Audio-Visual requirements:**
 - 2 data outlets
 - 2 phone jack and line
 - 2 duplex outlets
- J. Special systems:**
 - keyed lock
- K. HVAC:** individual room control of heating and ventilation where possible
- L. Plumbing:**
- M. Special finishes:**
 - signage including room # & message board (could be mounted cork board on door)
- N. Special Needs:**
 - acoustic isolation from adjacent rooms

Faculty, Staff and Student Lounge

Rooms Required: 1

NASM Required: 50nasm (combined from Student and Faculty/staff Lounge)

- A. **Space purpose and type of activity:** lounge and open study area for all members of the Centre. Space will also accommodate public functions from time to time.
- B. **Number of occupants, resident:** 0
- C. **Number of occupants, transient:** 40
- D. **Space relationship, proximity to other rooms/facilities:** to be located at the heart of the Centre with as many faculty and staff offices ringing the space as possible
- E. **Visual relationship, proximity to other rooms/facilities:**
- F. **Furniture and equipment, fixed:**
Kitchenette including upper and lower cabinetry, sink, space for microwave and small refrigerator
- G. **Furniture and equipment, moveable:**
Existing chairs, couches, tables, rugs and art to be reused
- H. **Lighting:**
 - overhead fluorescents
- I. **Power/Telecommunications/Audio-Visual requirements:**
 - 2 duplex outlets (one on each wall)
 - additional duplex outlets for kitchenette (adequate power for microwave, refrigerator, kettle)
- J. **Special systems:**
- K. **HVAC:**
- L. **Plumbing:** water available for kitchenette sink
- M. **Special finishes:**
- N. **Special Needs:**

T.A. Office

Rooms Required: 1

NASM Required: 12nasm

- A. Space purpose and type of activity:** shared office for preparation of teaching material and group discussion among TA's.
- B. Number of occupants, resident:** 0
- C. Number of occupants, transient:** 6
- D. Space relationship, proximity to other rooms/facilities:** near graduate student offices and/or classroom
- E. Visual relationship, proximity to other rooms/facilities:**
- F. Furniture and equipment, fixed:**
 - 1 bulletin board or white board
 - 6 heavy duty coat hook on wall
- G. Furniture and equipment, moveable:**
 - meeting table to seat 6
 - 6 chairs
 - 1 full height bookshelf
- H. Lighting:**
 - over head fluorescent
- I. Power/Telecommunications requirements :** (for each office)
 - 1 data outlet (wired) for laptop use
 - 2 duplex receptacles
 - 1 telephone jack
- J. Special systems:**
- K. HVAC:**
- L. Plumbing:**
- M. Special finishes:**
- N. Special Needs:** Acoustic isolation from adjacent rooms

T.A. Meeting/interview room

Rooms Required: 1
NASM Required: 5nasm

- A. Space purpose and type of activity:** small room for one on one consultation between students and T.A's
- B. Number of occupants, resident:** 0
- C. Number of occupants, transient:** 2
- D. Space relationship, proximity to other rooms/facilities:** close to TA office
- E. Visual relationship, proximity to other rooms/facilities:**
- F. Furniture and equipment, fixed:**
 - 2heavy duty coat hooks
 - white board
- G. Furniture and equipment, moveable:**
 - small round meeting table and chairs to seat 2-3
- H. Lighting**
 - overhead fluorescents
- I. Power/Telecommunications/Audio-Visual Requirements:**
 - 1 telephone jack and line
 - 1 data outlets
 - 1 duplex receptacle
- J. Special Systems:**
- K. HVAC:**
- L. Plumbing:**
- M. Special finishes:**
 - signage including room # and sign-up board on door
- N. Special Needs:**
 - Acoustic isolation from adjacent rooms

Student Computer Room

Rooms Required: 1
NASM Required: 38 nasm

- A. Space purpose and type of activity:** computer room accessible to all graduate students associated with the Centre
- B. Number of occupants, resident:** 0
- C. Number of occupants, transient:** 15
- D. Space relationship, proximity to other rooms/facilities:** accessible space on 24hour basis within close proximity to academic and/or library functions
- E. Visual relationship, proximity to other rooms/facilities:** glazing in door or beside door to provide some safety precautions.
- F. Furniture and equipment, fixed:**
 - heavy duty coat hooks (15)
 - white board or bulletin board
- G. Furniture and equipment, moveable:**
 - computer tables and chairs to seat 15
 - printer station with space to store extra paper
 - garbage and recycling bins
- H. Lighting**
 - overhead fluorescents
- I. Power/Telecommunications/Audio-Visual Requirements:**
 - 1 telephone jack
 - 15 data outlets or wireless
 - duplex receptacles as necessary for 15 computers and 1 printer
- J. Special Systems:** key card access
- K. HVAC:** Adequate to handle 15 computers
- L. Plumbing:**
- M. Special finishes:**
 - Appropriate signage on door
- N. Special Needs:**
 - Acoustic isolation from adjacent spaces

Library Collections and Reading Room

Rooms Required: 1
NASM Required: 228nas (100nas collections, 90nas study/seating, 15nas computer terminals, 10nas storage, 13nas circulation desk)

- A. Space purpose and type of activity:**
 Space for accessing library collections, reading material at tables and in comfortable chairs. Space will include reference materials, public access computers, storage space and a circulation desk. Librarian offices will be located within the library in secure offices (see office data sheet for information)
- B. Number of occupants, resident:** 3 (2 x librarian, 1 x circulation desk)
- C. Number of occupants, transient:** 45 (40 in reading room, 5 at public access computers)
- D. Space relationship, proximity to other rooms/facilities:** Primary library space to be located off main vestibule on ground level.
- E. Visual relationship, proximity to other rooms/facilities:** Glazed, secure entrance off of lobby to maximize visibility.
- F. Furniture and equipment, fixed:**
 - heavy duty coat hooks (25)
 - circulation with fixed computer station, desk chair and lockable drawers
 - shelving for 30,000 volumes (shelving to be reused from existing location)
 - public bulletin board fixed to wall near entrance
- G. Furniture and equipment, moveable:**
 - public tables and straight back chairs to seat 40 (to be reused from existing location)
 - public access computers stations (5) (to be reused from existing location)
 - photocopier
 - garbage and recycling bins
- H. Lighting**
 - natural light from large existing windows with adjustable window coverings
 - overhead fluorescents to provide adequate bright light for study purposes
- I. Power/Telecommunications/Audio-Visual Requirements:**
 - 1 telephone jack and line at reception desk
 - 6 data outlets (wired) (at 5 public access computers and circulation desk)
 - 8 duplex receptacles including one at reception desk
 - wireless capability or power and data available at study tables
 - library security system at entry (tattle tape compatible, similar to Robarts 2nd floor elevator lobby system)
- J. Special Systems:** ramp or elevating device required to make library space accessible from ground level
- K. HVAC:**
- L. Plumbing:**
- M. Special finishes:** Appropriate signage on main entrance door
- N. Special Needs:**

Seminar Room

No. of Rooms: 1

NASM per room: 90 NASM (to be shared with other unit to be located within Canadiana building)

- A. Space Purpose and Type of Activity:**
 - seminars, forums, guest lectures
 - breakout groups
- B. Number of Occupants, Resident:** 0
- C. Number of Occupants, Transient:** 40-45 seated at desks for classes, up to 50 seated without desks (stacked) for guest lectures/symposia
- D. Space Relationships:** To be located in close proximity to academic and library functions of the Centre
- E. Visual Relationships:** glass panel in door or beside door
- F. Communications:**
 - one analogue telephone line (for teleconferencing)
 - one data link at front of room
- G. Furniture and Equipment, Fixed:**
 - one large chalkboard w/sliding panels
 - two retractable projection screens (at front but not covering chalkboard)
 - ceiling mounted data projector that can project videos and DVDs
 - posting system at outside of door to place daily room schedule
 - coat hooks on wall
- H. Furniture and Equipment, Moveable:**
 - 15 foldable or stackable and lightweight tables to seat 3 each along one side or 22 tables to seat 2 each along one side (tables should also be easily moved into "round-table" configuration)
 - 50 loose chairs
 - credenza-like cabinet with lockable doors
- I. Lighting Requirements:**
 - overhead fluorescent fixtures switched in two banks
 - dimmable writing lights
 - blackout curtains/blinds required if windows
- J. Power Requirements:**
 - three standard 120V/15A duplex receptacles at front of room
 - one 120V /15A duplex receptacle next to phone jack
 - one standard 120V/15A duplex receptacle at back of room
- K. Building Services Requirements:**
- L. Special Systems:**
- M. HVAC:**
- N. Plumbing:**
- O. Special Finishes:** attractive, durable, low-maintenance finishes
- P. Special Requirements & Other Considerations:**
 - sound attenuation between rooms, at corridor and within room
- Q. Safety & Security Considerations:**

Reception/Waiting Room

No. of Rooms: 1

NASM per room: 12 nasm

A. Space Purpose and Type of Activity:

- waiting space for visitors to the Centre

B. Number of Occupants, Resident:

- 0

C. Number of Occupants, Transient:

- 4

D. Space Relationships: close to main entrance and administrative offices

E. Communications:

- one telephone line, local calls only
- one data link

F. Furniture and Equipment, Fixed:

- departmental mailboxes for u/g and masters level students (~70)

G. Furniture and Equipment, Moveable:

4 comfortable chairs and end table

I. Lighting Requirements:

overhead fluorescent

J. Power Requirements:

- one 120V duplex receptacle

K. Building Services Requirements:

L. Special Systems:

M. HVAC:

N. Plumbing:

O. Special Finishes:

- attractive, durable, low-maintenance finishes

P. Special Requirements & Other Considerations:

Q. Safety & Security Considerations:

Photocopy/Fax/Office Supplies and Mail Room

No. of Rooms: 1

NASM per room: 15 nasm

SECTION B:

- A. Space Purpose and Type of Activity:**
Access to photocopy and fax machines, office supplies and mail
- B. Number of Occupants, Resident:**
- 0
- C. Number of Occupants, Transient:**
- 3
- D. Space Relationships:**
- close to administrative spaces
- E. Visual Relationships:**
- F. Communications:**
 - one data link for photocopier
 - one telephone line for fax machine
- G. Furniture and Equipment, Fixed:**
 - bulletin board
 - mailboxes for 15 faculty and staff members and 28 PHD students
 - built in shelving where possible
- H. Furniture and Equipment, Moveable:**
 - one existing large copier
 - 1 lockable storage cabinet for supplies
 - 1 table for sorting of mail, copy materials, fax machine, etc.
 - one paper recycling bin
 - one trash can
- I. Lighting Requirements:**
 - overhead fluorescent
- J. Power Requirements:**
 - one 120V duplex receptacle
 - one 220V receptacle
- K. Building Services Requirements:**
- L. Special Systems:**
- M. HVAC:**
- N. Plumbing:**
- O. Special Finishes:**
 - durable, low-maintenance finishes
- P. Special Requirements & Other Considerations:**
- Q. Safety & Security Considerations:**
 - restricted access

Files Storage

No. of Rooms: 1

NASM per room: 25nasm

- A. **Space Purpose and Type of Activity:** Central files storage
- B. **Number of Occupants, Resident:** 0
- C. **Number of Occupants, Transient:** 4
- D. **Space Relationships:** close to administrative offices
- E. **Visual Relationships:**
- F. **Communications:**
- G. **Furniture and Equipment, Fixed:**
- H. **Furniture and Equipment, Moveable:**
 - filing cabinets and shelving to accommodate central files
- I. **Lighting Requirements:**
 - overhead fluorescent
- J. **Power Requirements:**
 - one 120V duplex receptacle
- K. **Building Services Requirements:**
- L. **Special Systems:**
- M. **HVAC:**
- N. **Plumbing:**
- O. **Special Finishes:**
 - durable, low-maintenance finishes
- P. **Special Requirements & Other Considerations:**
- Q. **Safety & Security Considerations:**
 - Keyed lock – restricted access

Research/Publications Storage

No. of Rooms: 1

NASM per room: 20 nasm

- A. Space Purpose and Type of Activity:** storage of research materials and publications in accessible space
- B. Number of Occupants, Resident:** 0
- C. Number of Occupants, Transient:** 4
- D. Space Relationships:**
May be located within the library or within the academic unit
- D. Visual Relationships:**
- E. Communications:**
- F. Furniture and Equipment, Fixed:**
- G. Furniture and Equipment, Moveable:**
Filing cabinets and shelving (use existing)
- I. Lighting Requirements:**
 - overhead fluorescent
- J. Power Requirements:**
 - one 120V duplex receptacle
- K. Building Services Requirements:**
- L. Special Systems:**
- M. HVAC:**
- N. Plumbing:**
- O. Special Finishes:**
 - durable, low-maintenance finishes
- P. Special Requirements & Other Considerations:**
- Q. Safety & Security Considerations:**
 - keyed lock, restricted access