Office Furniture Standards

November 2017
Office Furniture Standards

Introduction

The purpose of this document is to establish standards for office furniture at McGill University. It has been developed as a reference tool for office space furnishing. It also contains guidelines for the allocation of space type and layout that must apply upon replacing or buying office furniture.

The standards presented in this document refer to the following guidelines:

- Compliance with performance criteria set by University Services at McGill University
- Easy operation and management of (movable) property
- Efficiency and functionality
- Economy and cost effectiveness
- Life cycle of assets acquired by the University and related costs
- Flexibility and uniformity
- Quality and durability
- Ergonomics
- Quality layout
- Fairness
- Sustainability
- Procurement Furniture Program
Who should read this guidebook?

The following may be required to review the furniture standards:

- McGill University personnel (academic and non-academic)
- In-house professionals and external consultants (architects, designers, project managers, etc.)

What is the purpose of office furniture standards?

The goal of this new procedure for office furniture procurement is to:

- Support the interests of end-users in matters of economy, occupational health, safety, ergonomics, and the environment
- Streamline office furniture procurement
- Stay up-to-date on various quality, safety, and environmental standards
- Carry out environmentally responsible and sustainable purchasing
- Purchase high-quality and uniform furniture across the University
- Facilitate the reuse of furniture acquired by the University

Why buy from a sole supplier?

Always aiming at increasing flexibility and quality, buying from a sole supplier has significant advantages:

- Eliminate useless and low-quality purchases
- Ease of asset reuse between users because of complementarity and modularity of now standardized complete office furnishings
- Efficient management of existing furniture from purchase to disposal
- Setting reference standards and ensuring high performance service
- Dramatic reduction of procurement costs
Purchase of Eco-friendly Furniture and Life Cycle

As part of McGill University’s sustainable development, office furniture standardization takes into account environmental impacts. Suppliers who are most environmentally-responsible were given preference.

Based on a life-cycle and related cost management approach, furniture selection factored in a prolonged use, thus reducing the amount of waste generated. A durability guarantee and upgradable features that allow greater item adaptability were taken into consideration. By upgradable features, we mean the possibility of adding new elements to an item in order to facilitate reuse, thus extending its original useful life (for example, adding a hutch on a desk, changing a workstation’s layout, etc.).

Main sustainability issues related to furniture life cycle:

- **Materials**: Required products contain no dangerous materials (PVC, lead, mercury, cadmium, chromium, CFC or HCFC in the foam), nor dangerous flame-retardants. Manufacturing process must use a minimum percentage of recycled materials. Transport packaging must also contain a certain percentage of recycled materials, as well as being locally recyclable.

- **Production**: Furniture manufacturing must meet standards of sustainable forest management, and exclude products that release volatile compounds detrimental to indoor air quality.

- **Transport**: Reducing packaging weight and volume causes a significant improvement and a reduction of transportation-related energy consumption.

- **Use**: The optimization of the useful life of office furniture purchased by McGill University will be greatly enhanced by a collection of modular and complementary furnishings, easily reusable, swappable and repairable as needed. Removable and swappable components will allow a greater flexibility, hence a longer useful life.

- **End of useful life**: Chosen products must be easily recyclable. To this end, easily degradable furnishings will be preferred. Packaging should be 100% recyclable.
Environmental Impacts during Useful Life

The furniture’s utilization is the most significant phase of its entire life cycle; environmental impacts must be minimized as much as possible. To this end, purchased items must have an extensive useful life. In order to support McGill University’s commitment towards sustainable development, environmentally-responsible procurement will be carried out from now on, while fostering the purchase of furniture designed for a prolonged useful life.

We thus have selected with the greatest care, a complete range of furnishings, taking into account the following criteria:

- Overall solidity
- Timeless design (neutral colors and design)
- Possibility of repairing, adapting and adding-on
- Simple construction with limited number of different parts and materials
- Standard dimensions
- Easy care properties (easily cleaned surfaces, few maintenance products required, etc.)
- Attractive warranty

Considering the costs related to planning, procurement, utilization, operation and maintenance as well as asset disposal, it is obvious that buying high-performance items only has positive impacts. Items with a longer useful life are profitable!
Performance Criteria

A series of strict performance criteria was established and resulted in the selection of a complete set of high-performance office furniture adapted to the needs of McGill users. These criteria have been key factors in the selection of the supplier who won the public tender. The agreement with this supplier is valid for a three-year contract subject to renewal.

The various furniture items that were used to build the office furniture catalogue for McGill University must meet the quality requirements listed below.

**GENERAL:**
1. BUSINESS SOLVENCY
2. WARRANTY (on overall, operational mechanisms, fabrics)
3. STURDINESS AND DURABILITY
4. DELIVERY TERMS

**SUSTAINIBILITY:**
1. LOW EMITTING TOXIC PRODUCTS AND LEED CREDITS
2. SUSTAINABLE FOREST MANAGEMENT
3. RECYCLED CONTENT (general construction of furniture and packaging)
4. REGIONAL MATERIALS COMPOSITION
5. GLOBALLY RECOGNIZED CERTIFICATIONS
6. RECYCLABILITY

**TECHNICAL APSECTS:**
1. MODULARITY
2. VERSATILITY
3. ERGONOMICS
4. MATERIALS (quality, variety of finishes, structural capacity)
5. FLEXIBILITY (reconfigurable options, construction simplicity)
6. ADAPTABILITY
Space Allocation and Lists of Prescribed Items according to Employment Category

Since office space is allocated firstly on the basis of employees’ functions, it also takes into account the tasks to be performed, the need for privacy and the hours spent at work. In compliance with the normative framework for university investments (“Cadre normatif des investissements universitaires du Québec”), typical surfaces are now allocated according to employment category.

Table A shows the various employment sectors at McGill University grouped by type of allocated space and prescribed items. The normative framework for university investments provides for a mean surface area of 11m² for an office. This provision is then adjusted depending on the tasks, the title and the needs for each job type. These principles are designed to facilitate spatial planning and ensure fairness within the community. These guidelines must be followed as much as possible in existing locations. As for new constructions or major renovations, these standards are mandatory requirements and discrepancies will not be allowed. Professionals and clients are responsible for implementing these norms.

- **11.0 m²** for the mean area of an office space;
- **2.2 m²** for the area of related spaces (20% per office space)

**SOURCE:**

**Table A**

<table>
<thead>
<tr>
<th>Category</th>
<th>Types of Room Occupant</th>
<th>Space Type</th>
<th>Square Meter per Person</th>
<th>Items Prescribed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1a</td>
<td>Tenure Track (Full-time)</td>
<td>Office</td>
<td>14.52 m²</td>
<td>One U-shaped desk with integrated lower and upper storage</td>
</tr>
<tr>
<td></td>
<td>Faculty, Tenure Track</td>
<td></td>
<td></td>
<td>Two large bookcases</td>
</tr>
<tr>
<td></td>
<td>Faculty, Research</td>
<td></td>
<td></td>
<td>One multipurpose chair</td>
</tr>
<tr>
<td></td>
<td>Department Chair</td>
<td></td>
<td></td>
<td>One conference table</td>
</tr>
<tr>
<td></td>
<td>Associate or Assistant Dean</td>
<td></td>
<td></td>
<td>Two visitor chairs</td>
</tr>
<tr>
<td>1b</td>
<td>Non-Tenure Track (Full-time)</td>
<td>Office or cubicle</td>
<td>13.20 m²</td>
<td>A) OFFICE:</td>
</tr>
<tr>
<td></td>
<td>Faculty, Non-Tenure Track</td>
<td></td>
<td></td>
<td>One L-shaped desk with integrated lower storage</td>
</tr>
<tr>
<td></td>
<td>Faculty, Visiting and Consulting</td>
<td></td>
<td></td>
<td>Two small bookcases</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>One multipurpose chair</td>
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<tr>
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<td></td>
<td>Two file cabinets</td>
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<td></td>
<td>Two visitor chairs</td>
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<td></td>
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<td></td>
<td></td>
<td>Panel system as required</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B) CUBICLE:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>One L-shaped workstation with integrated storage</td>
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<td></td>
<td></td>
<td>One file cabinet as required</td>
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<td></td>
<td>One multipurpose chair</td>
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<td>Two visitor chairs</td>
</tr>
</tbody>
</table>

Table A shows the various employment sectors at McGill University grouped by type of allocated space and prescribed items. The normative framework for university investments provides for a mean surface area of 11m² for an office. This provision is then adjusted depending on the tasks, the title and the needs for each job type. These principles are designed to facilitate spatial planning and ensure fairness within the community. These guidelines must be followed as much as possible in existing locations. As for new constructions or major renovations, these standards are mandatory requirements and discrepancies will not be allowed. Professionals and clients are responsible for implementing these norms.

- **11.0 m²** for the mean area of an office space;
- **2.2 m²** for the area of related spaces (20% per office space)

**SOURCE:**
<table>
<thead>
<tr>
<th></th>
<th>Facilities Management and Ancillary Services</th>
<th>Design Services</th>
<th>Office Furniture Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1c</td>
<td><strong>Non-Tenure Track (Part-time)</strong>&lt;br&gt;Faculty, Non-Tenure Part-time</td>
<td>Shared office or cubicle</td>
<td>3.30 m²</td>
</tr>
<tr>
<td>2</td>
<td><strong>Academic Librarian</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a</td>
<td><strong>Tenure Track (Full-time and reduced) &amp; Non-Tenure Track</strong></td>
<td>Office or cubicle</td>
<td>13.20 m²</td>
</tr>
<tr>
<td>3</td>
<td><strong>Senior Admin Executive Level</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3a</td>
<td><strong>Senior Administration (Tenure &amp; Non-Tenure)</strong>&lt;br&gt;Principal and Provost (custom office)&lt;br&gt;Vice-principal&lt;br&gt;Dean</td>
<td>Office</td>
<td>19.80 m²</td>
</tr>
<tr>
<td>4</td>
<td><strong>M Staff Inputs - Admin Support - Non-Unionized (Full &amp; Part-time)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4a</td>
<td><strong>Directors (M4)</strong></td>
<td>Office</td>
<td>14.52 m²</td>
</tr>
<tr>
<td>4b</td>
<td><strong>Managers (M3)</strong></td>
<td>Office or cubicle</td>
<td>13.20 m²</td>
</tr>
</tbody>
</table>
| 4c | Professionals (M1 and M2) | Shared office or cubicle | 8.25 m² | A) SHARED OFFICE:  
- One L-shaped desk with integrated lower storage  
- One or two file cabinets  
- One multipurpose chair  
- Panel system as required | B) CUBICLE:  
- One U-shaped workstation with integrated storage  
- One multipurpose chair  
- Panel system |
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<thead>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>C Staff Inputs (Unionized)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 5a | Admin Support - Unionized C (Full & Part-time) | Cubicle, unless an office is required | 8.25 m² | • One U-shaped workstation with integrated storage  
• One multipurpose chair  
• Panel system |
| 6 | T&L Staff (Full & Part-time) | | | |
| 6a | Admin Support - Unionized T&L (Full & Part-time) and Non-Unionized | Cubicle, or as required for specific situation | 8.25 m² | • One U-shaped workstation with integrated storage  
• One multipurpose chair  
• Panel system as required  
OR BASED ON NEEDS |
| 7 | Trade Services Staff | | | |
| 7a | Trade Services Staff (Full & Part-time) | No allocated space, unless justified; cubicle | 4.40 m² | IF JUSTIFIED:  
- One workstation with integrated storage  
- One multipurpose chair  
- Panel system as required  
OR OTHER BASED ON NEEDS |
| 8 | Graduate Students | | | |
| 8a | Graduate Students (2nd and 3rd cycle - Thesis) | Shared office or cubicle | 4.40 m² | A) SHARED OFFICE:  
- One L-shaped workstation with integrated storage  
- One adjustable chair  
- File cabinet or small bookcase as required  
- Panel system as required | B) CUBICLE:  
- One L-shaped workstation with integrated storage  
- One adjustable chair  
- Panel system as required |
| 8b | Graduate Students (2nd cycle Non-Thesis) | Shared office or cubicle | 3.30 m² | A) SHARED OFFICE:  
- One L-shaped workstation with integrated storage  
- One adjustable chair  
- One small bookcase as required  
- Panel system as required | B) CUBICLE:  
- One L-shaped workstation with integrated storage  
- One adjustable chair  
- Panel system as required |
Furniture Catalogue

Prescribed furnishings are presented here for each employment category and space allocation.

This office furniture catalogue was prepared in collaboration with the supplier, based on economical, physical and environmental considerations linked to performance criteria set by University Services.

These standards were developed for the procurement of quality assets and to ensure consistency between workspaces. Greater layout flexibility as well as functional spaces will result from the layout principles illustrated in the following pages.
Category 1 - Academic Staff

1A - Tenure Track (Full-time)

Allocated to:
- Faculty, Tenure Track (Faculty Lecturer, Professor, Associate Professor, etc.)
- Faculty, Research
- Department Chair
- Associate or Assistant Dean

Size and type of allocated space:
Office | 14.52 m²
Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example, in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

1- One L-shaped desk set with integrated lower and upper storage (3.2A)
   - Drawer pedestal (6.1 or 6.2B)
   - Hutch
   *** Height adjustable table available (3.1D)

2- Two large matching bookcases (6.7)
   - Open storage units with adjustable shelves
   As appropriate, they can be replaced by either of the following storage units:
     - Two closed cabinets (6.5 or 6.6)
     - Two lateral file cabinets (6.4)

3- One multipurpose chair (1.2)
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4- One matching conference table (5.5)
   - Ø 36”

5- Two visitor chairs (2.1)
   - On casters
   - With armrests
Plans and Drawings
Category 1 - Academic Staff

1B - Non-Tenure Track (Full-time)

Allocated to:
- Faculty, Non-Tenure Track (Assistant Professor, etc)
- Faculty, Visiting and Consulting

Size and type of allocated space:
Desk or cubicle | 13.20 m²
Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

A) Office:

1- **One L-shaped desk set with integrated lower storage (3.1A)**
   - Drawer pedestal (6.1 or 6.2B)
   
   *** Height adjustable table available (3.1C)***

2- **Two small matching bookcases (6.7)**
   - Open storage units with adjustable shelves
   
   As appropriate, they can be replaced by either of the following storage units:
   - Two closed cabinets (6.5 or 6.6)
   - Two additional lateral metal file cabinets (6.4)

3- **One multipurpose chair (1.1)**
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4- **Two file cabinets (6.4)**
   - Lateral metal storage

5- **Two visitor chairs (2.1)**
   - On casters
   - With armrests
Plans and Drawings
B) CUBICLE:

1- **One freestanding L-shaped workstation with integrated storage (4.1)**
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)
   - ***Height adjustable table available (3.1C)***

2- **One file cabinet as required (6.3)**
   - Lateral metal storage

3- **One multipurpose chair (1.1)**
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4- **Two visitor chairs (2.1)**
   - On casters
   - With armrests
   - Open storage unit with shelves

5- **Panel system as required (4.1)**
   - Divider panels; 54” maximum height
Plans and Drawings
Category 1 - Academic Staff

1C - Non-Tenure Track (Part-time)

Allocated to:

- Faculty, Non-Tenure Part-time

Size and type of allocated space:

Shared office or cubicle | 3.30 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

A) SHARED OFFICE:

1- One freestanding workstation with integrated storage (3.1A)
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)

2- One adjustable chair (1.1)
   - Chair with basic adjustments
   - On casters

3- One file cabinet as required (6.3)
   - Lateral metal storage

4- Panel system as required (4.1)
   - Divider panels, 54” maximum height
Plans and Drawings
B) CUBICLE:

1- **One freestanding workstation with integrated storage (4.1)**
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)

2- **One adjustable chair (1.1)**
   - Chair with basic adjustments
   - On casters

3- **Panel system as required (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk

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**Plans and Drawings**
Category 2 - Academic Librarian

2A - Tenure Track (Full-time and reduced) & Non-Tenure Track

Allocated to:
- Full Librarian
- Associate Librarian

Size and type of allocated space:
Office or cubicle | 13.20 m²
Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

A) OFFICE:

1- One L-shaped desk set with integrated lower and upper storage (3.1B)
   - Drawer pedestal (6.1 or 6.2B)
   - Hutch
   - Work surface and side unit

   *** Height adjustable table available (3.1D)

2- Three small matching bookcases (6.7)
   - Open storage units with adjustable shelves
   As appropriate, they can be replaced by the following storage units:
   - Three lateral metal file cabinets (6.3)

3- One multipurpose chair (1.1)
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4- One file cabinet as required (6.3)
   - Lateral metal storage

5- Two visitor chairs (2.1)
   - On casters
   - With armrests
Plans and Drawings
B) CUBICLE:

1. **One freestanding L-shaped workstation with integrated storage (4.1)**
   - Work surface and side unit
   - Drawer pedestal
   
   ***Height adjustable table available (3.1D)***

2. **One file cabinet as required (6.3)**
   - Lateral metal storage

3. **One multipurpose chair (1.1)**
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4. **Two visitor chairs (2.1)**
   - On casters
   - With armrests

5. **Panel system as required (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings
Category 3 - Senior Admin Executive Level
3A – Senior Administration (Tenure & Non-Tenure)

Allocated to:
- Principal and Provost (custom office)
- Vice-principal
- Dean

Size and type of allocated space:
Office | 19.80 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

1- One L-shaped executive desk set with integrated lower and upper storage (3.2A)

2- Two large matching bookcases (6.7)
   - Open storage units with adjustable shelves
   As appropriate, can be replaced by either of the following storage units:
   - Two closed cabinets (6.5 or 6.6)
   - Two lateral file cabinets (6.4)

3- One multipurpose chair (1.2)
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4- One small matching bookcase (6.7)
   - Open storage unit with adjustable shelves
   Can be replaced by one of the following alternate furniture, matched with desk;
   - Closed cabinet (6.5 or 6.6)
   - One lateral file cabinet (6.4)

5- One matching conference table (5.5)
   - Ø 48”

6- Four adjustable visitor chairs (5.6)
   - On casters
   - With armrests

7- One conversation seat

8- One side table
Plans and Drawings
Category 4 – M Staff Inputs – Admin Support – Non Unionized (Full & Part Time)

4A – Directors (M4)

Allocated to:
- Director
- Faculty Administrator
- Associate Director

Size and type of allocated space:
Office | 14.52 m²
Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

1- **One L-shaped desk set with integrated lower and upper storage (3.2A)**
   - Drawer pedestal
   - Hutch
   - Work surface and side unit
   - Credence

   *** Height adjustable table available (3.2B)

2- **Two file cabinets (6.4)**
   - Lateral metal storage

   As appropriate, can be replaced by the following storage units:
   - Two small bookcases with adjustable shelves (6.7)

3- **One multipurpose chair (1.1)**
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4- **One small matching bookcase (6.7)**
   - Open storage unit with shelves

   As appropriate, can be replaced by either of the following storage units
   - Cabinet partially closed by doors (6.5 or 6.6)
   - Additional metal file cabinet (6.4)

5- **One matching conference table (5.2A or 2.5B)**
   - Ø 36”

6- **Two visitor chairs (2.1)**
   - On casters
   - With armrests
Plans and Drawings
Category 4 - M Staff Inputs - Admin Support - Non Unionized (Full & Part Time)

4B – Managers (M3)

Allocated to:

- Supervisor
- Project Manager
- Senior Project Manager

Size and type of allocated space:

Office or cubicle | 13.20 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

A) OFFICE:

1- **One L-shaped desk set with integrated lower storage (3.1A)**
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)

   *** Height adjustable table available (3.1D)

2- **Two file cabinets (6.4)**
   - Lateral metal storage
     - As appropriate, can be replaced by the following storage units:
     - Two small bookcases with adjustable shelves (6.7)

3- **One multipurpose chair (1.1)**
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4- **One small matching bookcase (6.7)**
   - Open storage unit with shelves
     - Can be replaced by the following storage unit:
     - Additional metal file cabinet (6.4)

5- **One matching conference table (5.2A)**
   - Ø 36"

6- **Two visitor chairs (2.1)**
   - On casters
   - With armrests
Plans and Drawings
B) CUBICLE:

1. **One freestanding L-shaped workstation with integrated storage (4.1)**
   - Work surface and side unit
   - Drawer pedestal

   *** Height adjustable table available (3.1D)

2. **One file cabinet (6.3)**
   - Lateral metal storage

   As appropriate, can be replaced by the following storage unit:
   - One small bookcase with adjustable shelves

3. **One multipurpose chair (1.1)**
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4. **Two visitor chairs (2.1)**
   - On casters
   - With armrests

   - Open storage unit with shelves

5. **Panel system (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings
Category 4 - M Staff Inputs - Admin Support- Non Unionized (Full & Part Time)

4C - Professionals (M1 and M2)

Allocated to:
- Officer
- Assistant Project Manager

Size and type of allocated space:
Shared office or cubicle | 8.25 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

A) SHARED OFFICE:

1- One freestanding L-shaped workstation with integrated storage (3.1A)
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)
   *** Height adjustable table available (3.1C)

2- One or two file cabinets (6.3)
   - Lateral metal storage

3- One multipurpose chair (1.1)
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

4- Panel system as required (4.1)
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings
B) CUBICLE:

1. **One freestanding U-shaped workstation with integrated storage (4.1)**
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)
   - Closed storage tower (6.5 or 6.6)

   *** Height adjustable table available (3.1C)

2. **One multipurpose chair (1.1)**
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

3. **Panel system (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings
Category 5 – C Staff Inputs (Unionized)

5A – Admin Support - Unionized C (Full & Part-time)

Allocated to:
- Senior Accounting Clerk
- Office Clerk
- Room Booking Coordinator

Size and type of allocated space:
Cubicle | 8.25 m²
Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with
present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s
architectural characteristics).

Refer to Category 4C, if an employee’s functions require a closed office.

Prescribed items:

1- One freestanding U-shaped workstation with integrated storage (4.1)
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)
   - Closed storage tower

   *** Height adjustable table available (3.1C)

2- One multipurpose chair (1.1)
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

3- Panel system (4.1)
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings
Category 6 - TStaff (Full & Part-time)

6A – Admin Support- Unionized T& L (Full & Part-time) and Non-Unionized

Allocated to:
- Building Technologists
- IT Support Technician
- Course Coordinator

Size and type of allocated space:
Cubicle or office according to functions | 8.25 m²
Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Refer to Category 4C, if an employee's functions require a closed office. Conversely, certain employees in this category do not require an office, given the nature of their functions.

Prescribed items:

1- **One freestanding U-shaped workstation with integrated storage (4.1)**
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)
   - Closed storage tower

   *** Height adjustable table available (3.1C)

2- **One multipurpose chair (1.1)**
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

3- **Panel system (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings

Diagram showing the layout of an office space, with dimensions for 8'11" width and 8'10" height. The diagram includes labeled sections for coat storage, translucent topper, and under desk drawer for storage.
Category 7 – T Staff (Full & Part-time)

7A – Trade Services Staff (Full & Part-time)

Allocated to:
- Laboratory Technician
- Electronics Technician
- Building Technologist

Size and type of allocated space:
Cubicle depending on functions | 4.40 m²

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Employees in this category do not require an office given the nature of their functions

Prescribed items:

1. One freestanding L-shaped workstation with integrated storage (4.1)
   - Work surface and side unit
   - Drawer pedestal

   *** Height adjustable table available (3.1C)

2. One multipurpose chair (1.1)
   - Ergonomic
   - Fully adjustable (backrest, armrests, seat, height)
   - Choice of finish (Grade 1 or 2 fabrics)
   - On casters
   - Steel structure

3. Panel system (4.1)
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings
Category 8 - Graduate Students

8A - Graduate Students (2nd and 3rd cycle - Thesis)

Allocated to:
- Graduate Students

Size and type of allocated space:

| Shared office or cubicle | 4.40 m² |

Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

A) SHARED OFFICE:

1. **One freestanding workstation with integrated storage (4.2A or 4.2B)**
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)

2. **One adjustable chair (1.3)**
   - Chair with basic adjustments
   - On casters

3. **One filing cabinet as required (6.3)**
   - Open storage unit with shelves
     - Can be replaced by the following storage unit:
   - Additional small bookcase (6.8)

4. **Panel system as required (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings
B) CUBICLE:

1. **One workstation with integrated lower and upper storage (4.2A or 4.2B)**
   - Work surface and side unit
   - Freestanding furniture
   - Drawer pedestal (6.1 or 6.2B)

2. **One adjustable chair (1.3)**
   - Chair with basic adjustments
   - On casters

3. **Panel system (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk

Plans and Drawings

![Plan of CUBICLE](image-url)
Category 8 - Graduate Students

8B - Graduate Students (2nd cycle Non-Thesis)

Allocated to:
- Graduate Students

Size and type of allocated space:
Shared office or cubicle | 3.30 m²
Or based on existing conditions: in some cases, workspace could remain unchanged even though it does not comply with present guidelines (for example; in the case of a protected area, or for any other reason pertaining to the building’s architectural characteristics).

Prescribed items:

A) SHARED OFFICE:

1- **One freestanding workstation with integrated storage (4.2A or 4.2B)**
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)

2- **One adjustable chair (1.3)**
   - Chair with basic adjustments
   - On casters

3- **One filing cabinet as required (6.3)**
   - Open storage unit with shelves
     - Can be replaced by the following storage unit:
   - Additional small bookcase (6.8)

4- **Panel system (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk
Plans and Drawings
B) CUBICLE:

1- **One freestanding workstation with integrated storage (4.2A or 4.2B)**
   - Work surface and side unit
   - Drawer pedestal (6.1 or 6.2B)

2- **One adjustable chair (1.3)**
   - Chair with basic adjustments
   - On casters

3- **Panel system as required (4.1)**
   - Divider panels; 54” maximum height
   - Finishes match desk

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Plans and Drawings