

Part 1 General**1.1 Summary**

- .1 Unless otherwise indicated, follow the standards below when planning for offices. These standards are not intended to restrict or replace professional judgment.
- .2 Optimizing our current and future office space ensures that, as an institution, we use these important physical resources effectively. The following guidelines were developed to help allocating office space and align these decisions with benchmarks of existing and future buildings.
- .3 Academic and administrative units with internal space policies or guidelines should ensure that their guidelines align with the information provided in this document.
- .4 These guidelines should be read with the specific technical sections of McGill's Building Design and Technical Standards.

1.2 Space-per-Person Recommendations

- .1 The following table show the recommended assignable square meter for a person by position type. These guidelines are not a guarantee that an employee or affiliate of the University will receive a specific office type or amount of square feet, but rather defines the maximum net assignable square meter a person in a specific role should occupy. Net assignable square meter is defined as the area of a building suitable for occupancy measured from the interior walls, including closets and secondary corridors within assignable space. This excludes main corridors, bathrooms, and other non-assignable space.
- .2 **Square Footage Ranges (currently under revision):**

The square meter ranges are provided to accommodate the varying programmatic needs of these positions across the University. For example, a unit may assign an office on the smaller end of the square meter range to a person who is more likely to spend time working in a research lab than in an office. Conversely, a person may be assigned an office on the upper end of the range to accommodate frequent meetings with multiple individuals.
- .3 **Applying the Guidelines in Shared Spaces (currently under revision):**

The recommended square meter of shared spaces specify the total amount of office space that should be dedicated to any one person. They do not necessarily indicate the actual size of the office or workspace.
- .4 **Space Allocation Table:**

Note: The types of room occupants listed below do not reflect official McGill job titles or classifications. They are listed strictly for the purpose of showing the relationship between role, space type, and net assignable square meters. The information is only to be used when making office space related decisions.

The space allocation table for offices is currently in revision and the table below is for information only. The space layouts should be optimized according to work functions and tasks and to foster for innovation and create long-term flexibility of offices spaces.

Types of Room Occupant	Space Type	Square Meter per Person
Academic Staff		
Tenure Track (Full-time) <i>Faculty, Tenure Track Faculty, Research Department Chair Associate or Assistant Dean</i>	Office	14.52 m ²
Non-Tenure Track (Full-time) <i>Faculty, Non-Tenure Track Faculty, Visiting and Consulting</i>	Office or Cubicle	13.20 m ²
Non-Tenure Track (Part-time) <i>Faculty, Non-Tenure Part-time</i>	Shared office or Cubicle	3.30 m ²
Academic Librarian		
Tenure Track (Full-time and reduced)	Office or Cubicle	13.20 m ²
Non-Tenure Track	Office or Cubicle	13.20 m ²
Senior Admin Executive Level		
Senior Administration (Tenure & Non-Tenure) <i>Principal and Provost (custom office) Vice-principal Dean</i>	Private Office	19.80 m ²
M Staff Inputs (Non-Unionized)		
Admin Support- Non-Unionized (Full & Part-time)		
<i>Directors (M4)</i>	Office	14.52 m ²
<i>Managers (M3)</i>	Office or Cubicle	13.20 m ²
<i>Professionals (M1 and M2)</i>	Shared office or Cubicle	8.25 m ²
C Staff Inputs (Unionized)		
Admin Support- Unionized C (Full & Part-time)	Cubicle, <i>unless an office is required</i>	8.25 m ²
T & L Staff (Full & Part-time)		
Admin Support- Unionized and non-unionized T/L (Full & Part-time)	As required for specific situation	8.25 m ²
Trade Services Staff		
Trade Services Staff (Full & Part-time)	No space allocated, unless justified	4.40 m ²

Graduate Students		
Graduate Students (2nd and 3rd cycle – Thesis)	Shared office or Cubicle	4.40 m ²
Graduate Students (2nd cycle Non-Thesis)	Shared office or Cubicle	3.30 m ²

1.3 Private Offices, Shared Offices, and Cubicles

- .1 Private offices are necessary for many positions at the University. These spaces should be given in priority to positions that require acoustic intimacy and security conditions. The size of the office varies depending on the type of work and the need to meet with individuals or groups frequently and in a private setting. These spaces should be able to accommodate a desk, files, bookshelves, and space to meet with an additional one to six people. For furniture guidelines, refer to furniture standards.
- .2 Some positions in a unit or department may require private office space, while a person with similar duties in another unit or department may not.
- .3 Shared offices, cubicles, and open workspaces are an efficient use of office space. Shared offices should be assigned to individuals who require a certain amount of privacy or reduced noise levels. Cubicles and open workspaces are particularly space efficient, flexible, and can accommodate additional guests as needed.

1.4 Special Circumstances

.1 Multiple Offices

Assignment of multiple offices for faculty and staff is strongly discouraged, unless there is a true demonstrated need. Faculty with joint appointments and persons with staff in multiple buildings may be assigned a secondary office, provided it is not located within the same building as the primary office. A secondary office can be shared or private; however, it should be smaller than the primary office.

All decisions related to multiple offices should be made on a case-by-case basis.

1.5 Other Design Requirements for Offices

- .1 The New Models of Work workspaces and overall office environment strives to create and establish a flexible, engaging and collaborative environment for employees, integrating both on-site and off-site work. (<https://www.mcgill.ca/new-models-of-work/>)
- .2 Use of demountable partitions, whenever possible, as a strategy for future flexibility.
- .3 Direct natural light and views to the outside should be favored in offices.
- .4 All new offices shall have, a triple coat hook behind door, telephone, network connections and a minimum of three electrical outlets.
- .5 Doors to offices shall be located 150 mm (6") from the nearest wall to the door frame. This is to allow space for coat hooks behind the door.
- .6 Each office shall be equipped with wall mounted coat hooks.



- .7 Partitions around closed offices, where acoustical intimacy is required, shall extend to the underside of slab and be insulated for sound (min. STC 52). Otherwise, offices partitions shall extend to the underside of suspended ceiling.

Part 2 Related Technical Sections

The technical sections of the McGill Building Design and Technical Standards should be consulted with the current document, most notably (but not limited to) the following:

Section Number	Title of Section
06 40 00	Architectural Woodwork
08 11 14	Metal Doors and Frames
08 14 10	Interior Flush Wood Doors
09 22 27	Suspended Ceiling
09 68 00	Carpet
09 91 26	Painting
10 22 19	Demountable partitions
12 50 00	Furniture
12 51 30	Window coverings

END OF SECTION