TABLE 4-3.1 ADMINISTRATIVE OFFICES

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| **Description/ Usage** | The Administrative Offices consist of a mix of closed and open office space. The quantity and selection of closed offices is facility specific. The remaining staff sits in open offices or workstations arranged in an open office plan with systems furniture. All offices are used for planning, developing, organizing, supervising, implementing, promoting, and evaluating facility operations. The offices should be free from frequent distraction, have a professional appearance, and provide a sense of work place. |
| **Min. Ceiling Ht.** | 2.44 m (8 ft.) minimum. |
| **Finishes** | **Walls.**  Painted gypsum wallboard or vinyl wall covering. |
|  | **Floor.** Carpet with vinyl or rubber base |
|  | **Ceiling.** ACP |
| **Plumbing** | None required. |
| **HVAC** | 20 C (68 F) minimum, 26 C (78 F) maximum |
| **Fire Protection** | Provide system per paragraph 3-5.3. |
| **Power** | Ensure an adequate number of circuits to power all equipment. Provide a minimum of one quad outlet in closed offices on at least three walls. Gang outlets with data and telephone. Workstations should provide at least one quad outlet per staff. Provide additional outlets as necessary to operate shared equipment such as printers, fax, etc. |
| **Lighting** | 540 lux (50 fc). General ambient fixtures. |
| **Communication** | **CCTV.** Provide one outlet for remote monitor in Director’s office and one for the School-age Coordinator.  **CATV/Internal Video:** None required.  **PA/Audio:** Provide a speaker.  **Telephone.** Provide one line per staff plus one additional line for fax and copier.  **Data.** Provide one outlet per staff plus one outlet for each printer, copier, scanner, etc.  **Security.** None required. |
| **Casework** | None required. |
| **Furnishings Fixtures & Equipment (FF&E)** | Private Offices—provide furniture for 11 m2 (120 ft.2) office: desk, credenza, filing cabinet, desk chair and two side chairs.  Workstations—provide furniture for 4.5 m2 (48 ft.2) workstation: desk chair and side chair for open offices. Workstation systems furniture must provide adequate space for filing and overhead storage. |
| **Special Requirements** | Provide vision panels in office doors. |
| For use during project execution by the appropriate Service agency | |
| **Occupancy** | Staff. |
|  | Patrons/Youth. |
| **Min. net m2 (ft2)** |  |