

6.4 Office Spaces

6.4.1 General Principles

- a. The University of Calgary is committed to providing healthy and safe working environments for faculty, students and staff. Occupants, in partnership with the University, are responsible for maintaining this healthy and safe environment.
- b. Office spaces include all of those identified in the University of Calgary Space Classification under Academic, Research and Related Office 40000 and Administrative Office and Related 50000. Office spaces are for University of Calgary desk activities and active reference documents housed in appropriate furniture.
- d. The University of Calgary allows only one office space per individual. If a second office space is required then it will be a shared touchdown type of space, unless specifically approved by the Provost.
- e. All office furniture will be sourced through the University of Calgary preferred provider, referencing these Design Standards and following Supply Chain Management policy referencing accountability for expenditure of public funds.
- f. Finishes will be selected from the approved palettes as this allows for consistency and cost-effectiveness of inventory.
- g. Where appropriate, energy efficient systems will be installed for lighting and temperature control, allowing for some occupant control of these systems.

6.4.2 Related Sections

- 6.1 Space Standards Introduction
- 6.2 Instructional Spaces
- 6.3 Laboratory Spaces
- 6.5 Meeting Spaces
- 6.6 Study Spaces

6.4.3 Office Space Characteristics

- a. Location

The University of Calgary will endeavour to provide natural light and an exterior view to office spaces. In general, locations with direct access to natural light and views will be utilized for spaces frequently occupied by multiple users, such as open workstations and collaboration areas.

Office with interior glazing, less-frequently occupied spaces, and spaces that require privacy will be located deeper in the building floor plate.

b. Office Space Types and Space Size Standards

TYPE	FORM	NET ASSIGNABLE SQ.M./person	OCCUPANT ROLE		
			ACADEMIC	ACADEMIC LEADER/ ALL STAFF	STUDENT
A	Closed	16- 20	-Dean with nearby meeting space for 5-6 people	-Vice-President	NA
B	Closed	13- 16	-Vice/Assoc. Dean -Dept. Head with meeting space for 3-4 people	-Assoc. VP -Vice Provost	NA
C	Closed	12-13	-Faculty - full time	-If uniquely required by job function	NA
D	Open or Shared Closed	5.9 – 7.4	-Faculty - part time -Faculty - visiting -Sessional - part time	-Support Staff full time	NA
E	Open or Shared Closed	4.6 – 5.9	-Post-doctoral fellows	-Support Staff part time -Research Assoc.	NA
F	Open	2.8 – 4.6	-Touchdown	-Student Employee	Graduate

c. Layout , Acoustics, Furniture, Office Fittings and Special Equipment

TYPE	LAYOUT	ACOUSTICS	FURNITURE	OFFICE FURNITURE + SPECIAL EQ'T.
A	N/A	Minimum STC Rating of 45	Work surface, chair, storage pedestal for under work surface, 3-drawer lateral file, 2 bookcases, visitor chair(s).	<p>Doors will be wood or metal with full panel clear glass insert.</p> <p>Removable privacy film may be used on glazing in consultation with the unit and design team.</p> <p>One coat hook will be provided per occupant.</p> <p>Lighting levels to be a minimum 500 lux (lumens/sq. m.). Task lighting to supplement where appropriate.</p> <p>Two duplex electrical and two data outlets to be provided per office space.</p> <p>No special equipment is to be installed in office spaces or office support spaces.</p>
B	N/A	Minimum STC Rating of 45		
C	N/A	Minimum STC Rating of 45		
D E F	<p>Workstation panel heights will provide “sit down” privacy and “stand up” visibility for occupants.</p> <p>To allow natural light into and views out of occupied space, overhead storage units on high panels are to be placed 90 degrees to</p>	N/A	Work surface, chair, storage pedestal for under work surface, 3-drawer lateral file, and open shelving.	No special equipment is to be installed in office spaces or office support spaces.

	exterior glazing.			
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d. Support Space Characteristics

TYPE	LOCATIONS	SIZES	ACOUSTICS	SPECIAL EQUIPMENT	FF+E
File + Work Areas	Should be located away from exterior glazing.	The size of these spaces will be defined by the functional requirements. The room will contain only those items required to be enclosed for security, air quality or sound control reasons.	Min. STC rating of 45 for closed spaces.	N/A	<p>All shelving, storage, work/layout counters are to be furniture and NOT millwork to allow for future flexibility.</p> <p>In open areas FF+E items shall be max 1.35m high so as not to block light.</p> <p>Counters requiring plumbing or considerable electrical wiring may be considered for millwork application.</p> <p>Situate these spaces so that plumbing and venting of sinks is straightforward. No island sinks.</p>
Copy/Print Areas				N/A	
Staff Lounge + Lunchroom Areas				Typically placed one per floor, shared between departments and ideally with daylight.	



Revision History

Revision Date	Version	Description
Aug 2019	1.0	Baseline version
August 10, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.