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FUNCTIONAL REQUIREMENTS QUESTIONNAIRE For The Activity Based Workplace – Version 1

Name of Contact:		Date:	
Directorate:		Division/Section:	
<i>This Questionnaire has been developed to gather accommodation needs. The information gathered will be supplemented with additional information to ensure that all space requirements are addressed. Space calculations will be based on the Government of Canada Space Allocation Standard</i> <i>Questions regarding the content of this document can be sent to the Workplace Solutions Design Manager:</i>			
1. Description of group's functions:			
2. Identify the average percentage of time in a week that your group typically engages in the following tasks:			
<u>Task</u>	<u>% of total work week</u>	<u>% done individually</u>	<u>% done in group</u>
Focused tasks within the workplace			
Focused tasks away from the workplace (off-site)			
Creative thinking/brainstorming			
Formal meetings within the workplace			
Formal meetings away from the workplace (off-site)			
Work-related confidential discussions			
Informal, unplanned discussions or sharing of information			
Informal social interaction			
Total (must equal 100%)	100%		

3. Identify the types of work styles/interactions that support the tasks required		
Interacting with the public (public-facing)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Highly active and Interactive teaming environment (highly collaborative)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project-based work (team space)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Variety of tasks with a moderate degree of expected interaction and interruption. (moderately collaborative)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Quiet contemplative work (focus)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Focus work for short periods of time (touchdown)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other 1: (please describe)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other 2: (please describe)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		
4. Telework		
How many people in your group currently work remotely? (i.e. work from home or other locations)		
On average, how often in one week do they work remotely [once, twice, three time, four or more times]?		
How many people in your group do you foresee working remotely in the next five years?		
Does your organization have technology and tools in place to facilitate mobile working? (BB, laptops, wi-fi, IM/IT infrastructure, remote access, etc.)		
5. Number of employees to be accommodated for the current fiscal year and in future fiscal years. Any planned future growth?		
Note: It is up to the Client Accommodation Services Advisor to determine if growth will be considered.		
Comments:		

6. Is the attached Organizational Chart correct? Please indicate anticipated changes, i.e. additional or reduction of programs c/w anticipated # of staff positions.		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Comments:					
7. Other than ergonomic considerations, are there any accessibility or Duty to Accommodate requirements within your group?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, indicate their needs below:					
8. What security measures does your group currently apply? Are these supported by a TRA?					
Identify secure document requirements for your organization (hard or soft format).					
If easy public access is required, please specify the nature of the requirement: IE: Meetings, public counters, self-serve resource area, or other					
Comments:					
9. What is the business access requirement for this group?		<input type="checkbox"/> Regular business (hours 6:00-18:00)	<input type="checkbox"/> Regular / extended hours weekdays	<input type="checkbox"/> 24hrs / 7 days	<input type="checkbox"/> Shift work

Comments:

10. List below other divisions and sections related to your group and specify proximity requirements

**Essential
(Daily
Interaction)**

**Convenient
(Weekly
Interaction)**

**Must be
located
away from a
Group**

**No
proximity
necessary**

Comments:

11. Workpoint Types

Workpoints provide conducive and alternative workspace for an individual or group to complete tasks; which could include open and closed workspaces, support spaces, meeting spaces, collaboration areas, etc.

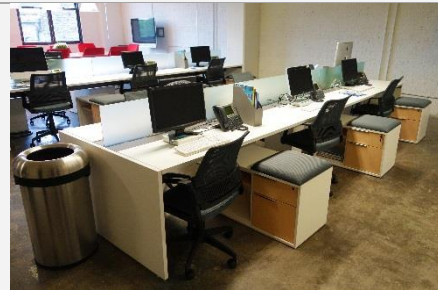
In each section of workpoint types below, select the work points that would optimally support your work activities and interactions with others:

Open Individual Workpoints (1 person)

Workstation: sitting or standing, may include day storage, for longer term use (1/2 day)



☐ Straight surfaced workstation



☐ Benching with day storage/extra seat cushion



☐ L-shaped workstation



☐ Semi-private workstation



☐ Telework 1 (out of office)



☐ Telework 2 (home)

Touchdown: short term use



☐ Counter-height surface



☐ Work table in social zone



☐ Sit/Stand benching



☐ Active workstation

Focus Pod: Formal



☐ Carrels



☐ Lounge work pod (w/. tablet arm)



☐ Standing phone booth



☐ Focus work pod (w/. surface)

Reflection Point: Casual



☐ Semi-private seating



☐ Soft seating (breakout)



☐ Formal lounge seating (work)



☐ Informal lounge seating (breakout)

Open Collaboration Workpoints (groups)

Chat Point (2-3 people) : Informal short-term discussion
(Sharing)



☐ Bar height surface w/. seats



☐ Semi-enclosed w/. seats



☐ Standing height surface



☐ Lounge seating



☐ Soft seating grouping

???

☐ Other _____

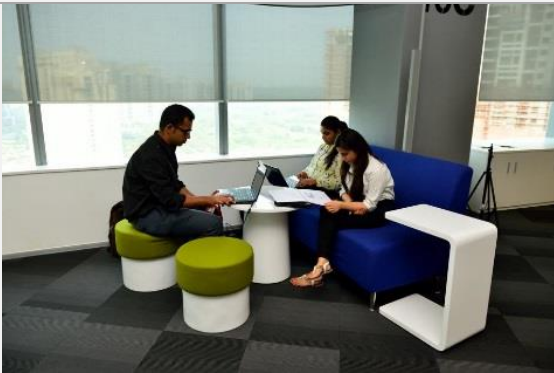
Huddle (4-5 people): short term, standing or sitting



☐ High-back seats, chairs & table grouping



☐ Standing height work table



☐ Soft seating with small tables



☐ High back sofa with table



☐ Brainstorming area



☐ Other _____

Enclave (4-5 people): longer-term, semi-private, casual



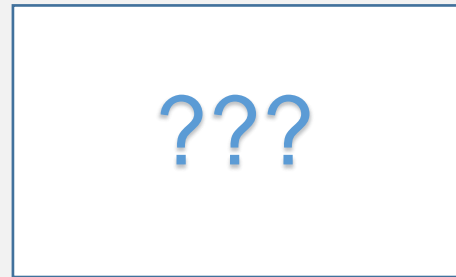
☐ Soft seating w/. table



☐ Alcove w/. active wall

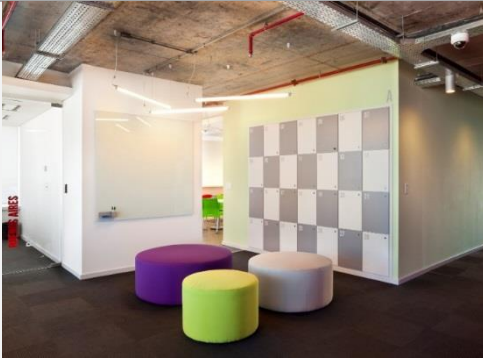


☐ Discussion Zone



☐ Other: _____

Collaboration Zone (6+ people): includes work tools such as whiteboards, media table



☐ Casual shared workspace



☐ Formal shared workspace



☐ Formal shared workspace (bar height)



☐ Round meeting table workspace

Project/Team Workspace: Grouping of workpoints working on similar tasks



☐ Team work table



☐ Project work area



☐ Collaborative Project workspace



☐ Team touchdown work area

Lounge: casual impromptu break-out space



☐ Soft seating grouping



☐ Semi-private lounge



☐ Multi-function lounge



☐ Lounge with media

Enclosed Individual Workpoints

Focus Room: 1 person, longer term use, ~5m2



☐ Counter height surface



☐ Desk-height surface



☐ Soft Seating



☐ Interactive Media Room

Phone Booth: 1 person, short term use, ~3m2



☐ Counter height surface



☐ Lounge seat



☐ Desk or Standing height surfaces



☐ Other _____

Private Room: casual, 1-2 people, short term, “Quiet Room” 5-10m2



☐ Lounge seating



☐ Soft seating w/. surface

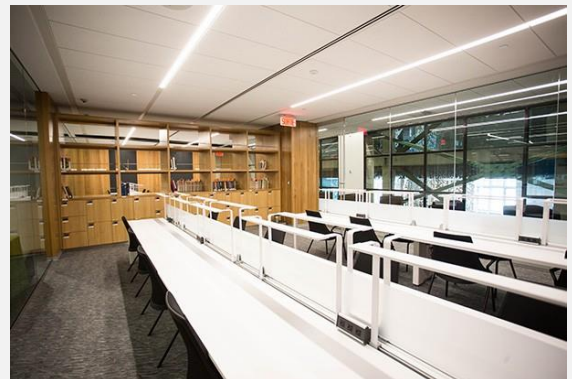


☐ Sit/Stand Meeting surface



☐ Sit/stand workspace w/. guest seat

Communal Quiet Room



Enclosed Collaboration Rooms

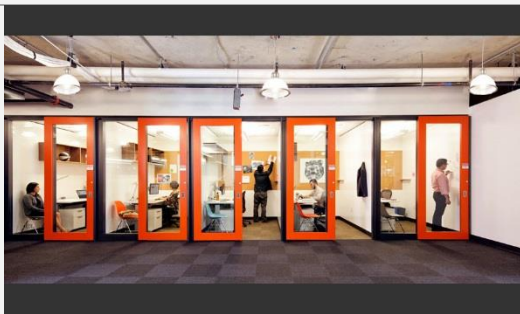
Work Room (2-3 people): long term work, sitting



☐ Media table



☐ Worksurface and chairs



☐ Seating, worksurface, active wall



☐ Seating

Huddle Room (4-5 people): short term, standing or sitting



☐ Meeting Table (Casual)



☐ Meeting Table (Formal)



☐ Small Meeting Lounge



☐ Discussion room (w/. media)

Dynamic Project Room (5+ people)



☐ Brainstorming Room (formal)



☐ Brainstorming room (casual)



☐ Project Room (formal)



☐ Project Room (casual)

Please describe any other type of space not shown that you feel could help support your group's activities:

12. Support Spaces

Support space is part of usable office space allocation which is shared by the occupants, and provide support to the office activities in the facility. **Support spaces** may include but are not necessarily limited to the following: interview rooms, training rooms, meeting rooms, boardrooms, lounges, lunch rooms, non-dedicated computer workstation space and electronic data processing, telecommunication, library, mail storage, waiting, reception, display, copying, drafting.

Personal Storage areas: Lockers, closets, storage

One personal storage locker may be provided for each employee being accommodated. Type and size of locker to be determined by space available. By applying unassigned desking, personal storage space is removed from the traditional workstation, and is used to create personal storage areas, including lockers and coat closets. Locker areas can be used to create zones or to delineate areas within the open floor plan.

ABW solution incorporates personal storage lockers for employee's belongings. Do you have any other specific personal storage requirements? Please describe:

Select from the images below which storage options could meet your requirements.



☐ Storage as space divider (assigned)



☐ Integrated with touchdown (unassigned)



☐ Coat storage and locker area



☐ Integrated locker area (assigned)



☐ Assigned locker/mail area



☐ Other _____

Café: kitchenette, dining, social community space

It is recommended to combine collaborative spaces with the Kitchenette spaces to create “Work Cafés”, which can be used for dining, but also for informal meetings, or individual work.

Select from the images below ALL of the Kitchenette/Café options could meet your requirements:



☐ Mix of seated and standing height surfaces



☐ Lounge with soft seating



☐ Booths and café tables



☐ Communal tables



☐ Coffee station (no sink)



☐ Other _____

Meeting Rooms: Medium (~10 people) and Large (~20+ people)

The Federal Government Workplace 2.0 Fit-Up Standards – Technical Reference Manual makes provisions for typical shared enclosed meeting rooms based on populations, which are typically applied on a floor by floor basis. For Activity-Based Workplaces, these should be applied as guidelines for minimum total allocation of formal enclosed meeting spaces, in sizes deemed appropriate for the client's requirements. Additional enclosed meeting spaces are allowed if available space permits.

Are there Audio / Visual requirements for your existing meeting rooms?

☐ Yes

☐ No

If So, provide specific requirements: IE: Projectors/screens, wireless, retractable walls, smart boards, video/teleconference.

Select from the images below which Meeting Room options could meet your requirements:



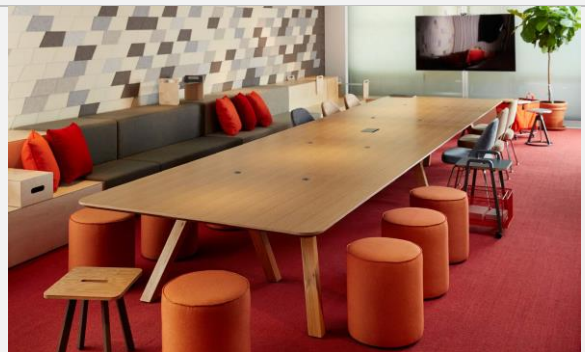
☐ Meeting table (formal)



☐ Video conference



☐ Meeting Lounge



☐ Meeting table (informal)



☐ Interactive Presentation

???

☐ Other _____

Shared Equipment Area

The Federal Government Workplace 2.0 Fit-Up Standards – Technical Reference Manual makes provisions for typical shared equipment rooms based on populations, which are typically applied on a floor by floor basis. These should be used as a guideline for determining the quantity of equipment rooms for ABW spaces.

Required equipment in these shared spaces:

	Photo copier <input type="checkbox"/>	Printer <input type="checkbox"/>	Fax machine <input type="checkbox"/>	Secure Fax <input type="checkbox"/>	Shredder <input type="checkbox"/>	Other (Specify)
Quantity:						

File and Resource Area: document and material storage

Whenever possible, it is encouraged to locate file storage in the open office areas, unless security requirements specify otherwise. Storage cabinets can be used to delineate areas and to create zones within the open floor space.

Please describe any initiatives to reduce paper usage within your group/department through digitization, or archiving.

How many file drawers (common/shared/group filing) does your group currently have (not including individual storage)?

What capacity of room is required for your group's file storage requirements?

13. Special Purpose Space

Special purpose spaces are additional non-standard areas required by a department to accommodate specific activities which are unique and essential to departmental programs. They are NOT included in the support space allocation. Examples of **Special Purpose Spaces** are: laboratories, health units or clinics, meeting or training complexes which serve outside groups, processing space, departmental libraries, warehouses, very large file storage areas, trade shops, large mail rooms, and hearing rooms.

Allocations for **Special Purpose Spaces** will be defined in the Departmental Requirements Package (DRP) and formalized in the Master Occupancy Agreement (MOA). Based on current TB policies, Daycare Centres and Fitness/Exercise Facilities are not funded by PWGSC. In the absence of a DRP, allocation of special purpose spaces should be based on existing TB approvals and business cases developed by the tenant departments. Approval of business cases for special purpose spaces will rest with the regions.

Please describe any Special Purpose Space required by your group. For more information on Special Purpose Spaces, please refer to the Fit-up Standards:



14. Additional Comments

For additional information regarding the Federal Government Workplace 2.0 Fit-up Standards visit the website at:
<https://www.tpsgc-pwgsc.gc.ca/biens-property/amng-ftp/index-eng.html>

Authorized Group Sign-off