

Foundry XX: Space Planning Tool (Large)

Tag	Space Name	Remarks	Required Qty	Required NSF / Unit	Required Total NSF	Actual Qty	Actual NSF / Unit	Actual Total NSF	Furniture	Equipment	Specialty M&E Needs	CENTRE SPECIFIC NOTES/DECISIONS
1.0 Greeting, Entry Zone												
1.1	Greeting / Reception Desk	Should accommodate two work stations, consider one lower counter for client wheelchair accessibility. Dual egress required.	1	140	140		140	0	Millwork, desk/workstation space for two people, two task chairs.	Laptops or desktops. Fax/copier/printer, storage, filing space. If space allows consider a separate office support room for these needs.		
1.1.1	Office Support Room	Optional - Consider where photocopier/storage (millwork) for reception will go. Not required but good to plan for	0	50	0	0	50	0				
1.2	Primary Waiting Area	Seating up to ten people. Consider how intake will occur, maximizing natural daylight. This can be creative seating using nooks, high-back chairs	10	20	200		20	0	Soft seating, high back chairs, varied seating with privacy			
1.2.1	Donor Recognition Wall	Not a dedicated room, but a dedicated wall space in visible location of Greeting/Entry Zone. It is important to indicate a wall space for this during the design development process to ensure correct wall finish, no signage in the way, no furniture in the way. See Environmental Design Guide and DRG resources	1	0	0		0	0				
1.2.2	iPad Stations	Optional - Not a dedicated room but think about where iPads will be when planning reception layout. Will they be kept at reception and handed out or do you want them fixed in a certain area.			0			0				
1.2.3	Belonging Storage	Optional - Place to store bags, skateboards and other personal belongings. Can also act as bed bag management (e.g., bedding tent)	0	80	0		80	0				
1.2.4	Secondary Waiting Area	Waiting for up to six people. This can be used as a quieter seating area, for differing sensory needs.	6	20	120		20	0				
1.3	Manager/Support Person Office	Optional - Consider how reception staff are supported and how close other staff are to reception. This space can either be a dedicated managers office or a "roaming office" where there is always a staff member available should MoA's require support.	1	100	100		100	0				
1.4	Refreshment Station	Space for snacks, coffee, tea, sink, mini-fridge, etc. in greeting zone.	1	20	20		20	0	Millwork	Mini fridge, microwave, sink, kettle/way to get hot water, coffee maker, optional bottle fill.		
1.5	Peer Support Room	Flex space for peer/client consultation and family education. Space for two to four occupants, two workstations, soft seating for dialogue. Consider dual egress.	1	100	100		100	0	1-2 desks/workstations, soft seating			
1.6	Family Support Room	Optional - Flex space for peer consultation and family education. Consider placing a large talking room near the front that can be used as a family support room and talking room. Seating for two or more people. Consider dual egress	0	120	0		120	0	1-2 desks/workstations, soft seating			
1.7	Indigenous Support Office or Cultural Room	Optional - Consult with local nation on space, consider where ceremony will occur (e.g., multipurpose or group room) and specific requirements space, as needed by LA	0	120	0		120	0	1-2 desks/workstations, soft seating			
1.8	Secondary MoA Area	Optional space as needed by LA	0	60	0		60	0				
1.9	Washroom, Accessible, Public, Gender-Neutral	Requires sight lines to MoA desk. Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for turning radius, grab bars), baby change table. Consider anti-ligature fixtures and accessories.	1	55	55		55	0				all fixtures to be ligature resistant
					Subtotal		735	0				
2.0 Clinic Zone												
2.1	Exam Room, Standard	Typical size 10'x10' or 9'x11'. Considerations for infection control, visual and acoustic privacy. See equipment list for more detail.	2	100	200		100	0	medical equipment, see list			see doc 3
2.2	Exam Room, Large	Typical size 10'x12'. Considerations for infection control, visual and acoustic privacy. Designed to be accessible and follow BC Building code for turning radius.	1	120	120			0	medical equipment, see list			see doc 3
2.3	Staff Consult Room	This space should fit two to four people and is meant to facilitate team-based care between all members of an individual's care team. This space is also where the anchor will sit to support clinical counselling staff.	1	80	80			0				
2.4	Clean Utility, Supply Room	Secured storage room for clean, sterile supplies. Includes work counters for preparing items and a hand hygiene sink. Considerations for infection control include easy-to-clean, non-porous surfaces. If tight on space medication room can be combined with clean utility.	1	100	100		80	0				HVAC system, if any, designed to keep this room under positive pressure; FOB required
2.5	Soiled Utility, Waste Holding	Secured storage room for items such as soiled linens, patient care waste (including biohazardous waste and sharps containers), used medical equipment awaiting cleaning/sanitization. Considerations: infection control, self-opening/closing doors, security to prevent unauthorized individuals. If you are using disposable materials the size of this room may be able to be reduced. If tight on space specimen storage can be placed in the soiled utility room.	1	80	80		80	0				VAC system, if any, designed to keep this room under negative pressure; FOB required
2.6	Medication Storage	Secured storage for medications/vaccination in a medication/vaccine fridge. Considerations for security (e.g., room must be locked and depending on medications being stored there must also be a locked cupboard and/or locked fridge. Infection control considerations. May co-locate in a controlled area, such as clean utility.	1	65	65		65	0		Medication/vaccine fridge with temperature monitoring.		FOB required
2.7	Lab/specimen processing & specimen storage	Space for specimen testing and storage. A fridge for storing specimens is required. Considerations for security (e.g., preferably behind a locked door, but not required). Infection control considerations. May co-locate in a controlled area, such as dirty utility.										
2.8	Washroom, Accessible, Public, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for accessible turning radius, grab bars). Place washroom next to lab and have a specimen passthrough from the washroom into the lab. Consider anti-ligature fixtures and accessories.	1	55	55		55	0				
2.9	Client Records, File Room	Optional - Lead Agency to determine if there is a need for a records/file room. There may not be a need for dedicated file room, as can be achieved with filing cabinets/storage.	0	60	0		60	0				
					Subtotal		700	0				
3.0 Counselling, Talking Zone												
3.1	Secure Talking, Counselling Room	Seating for four people, dual egress, weighted furniture and other considerations for behavioural health (e.g., if there is art on wall it should be secured/not easily removed from walls. Ensure little to no sound transmission. If desired this can be placed near the greeting zone (visible from reception/staffed area) to be used for intake or as family peer support room.	2	100	200		100	0				
3.2	Talking Room, Small	Seating for four people. Ensure little to no sound transmission.	3	80	240		80	0				
3.3	Talking Room, Large	Seating for six people. Ensure little to no sound transmission.	2	120	240		120	0				
3.4	Indigenous Support Office	Optional - Consult with local Nation on space requirements. Ensure little to no sound transmission. 1. Consider where ceremony will occur in a dedicated space desired or can a multipurpose or group room be used. 2. Consider where Indigenous focused service provider or Elder will meet with clients.	1	100	100		120	0	1-2 desks/workstations, soft seating			
3.5	Cultural Room	Optional - Consult with local community for needs (e.g., a space for prayer to occur).	1	80	80							
3.6	Quiet/Meditation Room	Optional - Consult with local community for needs. Considerations for a space where differing sensory needs can be accommodated.	1	80	80		80	0				
					Subtotal		940	0				
4.0 Group Zone												
4.4	Demonstration Kitchen	Dual egress required. This space can be noisy, consider how to reduce sound transmission. Consider infection control, operational processes and access to natural light.	1	350	350		350	0		Fridge/freezer, range, dishwasher, stainless steel sink with 2 basins, soap dispenser, paper towel dispenser.		
4.1	Multi-Purpose Room	Accommodate up to 20 people, at 25 sq. ft. per person. This space can be noisy consider how to reduce sound transmission. Ensure flexibility in the space. Consider storage needs in this space (e.g., space to stack chairs, millwork for supplies, etc.).	1	500	500		450	0				
4.2	Group Room, Small	Seating for 8-10 people, at a minimum of 25 sq. ft. per person. This space can be noisy, consider how to reduce sound transmission. Ensure flexibility and privacy in the space. Consider storage needs in this space	2	250	500		240	0				
4.3	Group Room, Large	Seating for 10-12 people. This space can be noisy, consider how to reduce sound transmission. Ensure flexibility and privacy in the space. Consider storage needs in this space (e.g., space to stack chairs, millwork for supplies, etc.).	1	320	320		320	0				
4.5	Washroom, Public, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for turning radius, grab bars), consider baby change table, anti-ligature fixtures and accessories.	1	55	55		55	0				
					Subtotal		1725	0				
5.0 Staff, Administrative Zone												
5.1	Open Office Workstation - Dedicated	Dedicated workstations for ten to twelve people. Dedicated work stations typically have more space (allocate 6'x6' of space per person) and a larger desk than drop-in desks. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	12	36	432		36	0				
5.2	Open Office Workstation - Drop In	Touchdown workstations for eight people. Touchdown work stations typically have less space (allocate 5'x5' of space per person) and a smaller desk than dedicated workstations. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	15	25	375		25	0				
5.3	Breakout, Team Meeting, Small	Seating for two to four people (allocate ~25 sq. ft. per person). Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	1	100	100		100	0				
5.4	Breakout, Team Meeting, Medium	Seating for four to six people (allocate ~25 sq. ft. per person). Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	1	150	150		150	0				
5.5	Office Support Room	It doesn't need to be it's own room but consider where staff photocopier and supply storage for open workspace will go. Not required but good to plan for.	1	50	50		50	0				
5.6	Phone Room	Table/desk and chair for private/confidential meetings or short conversations. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	2	35	70		35	0				
					Subtotal		1177	0				
6.0 Staff Amenity Zone												
6.1	Staff Lunchroom	Lunch room for 10 - 15 people (allow 50 sq.ft. for a kitchenette plus 20 sq.ft. per person accommodated at one time). Consider acoustics and sound transmission.	10	20	250		20	50				
6.2	Lockers	Optional - Consider where staff will be able to leave belongings either during the day while moving around the space or overnight.	0	10	0		10	0				
6.3	Staff Washroom, Accessible, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for accessible turning radius, grab bars).	1	55	55		55	0				
					Subtotal		305	50				
7.0 Service Zone												
7.1	Housekeeping / Janitorial Closet	A dedicated, secure storage space for cleaning supplies, chemicals, tools and equipment. Typically has durable shelving, a floor-level mop sink, and vertical storage for brooms/mops/vacuums. If your space is over multiple floors consider having one on each floor otherwise the cleaners will need to move heavy mop buckets and other equipment between floors.	1	60	60		60	0				
7.2	Voice, Data Server Room	A dedicated space designed to house and organize network hardware. Consider consulting your IT department or an IT specialist.	1	65	65		65	0				
7.3	General Storage	Storage is generally overlooked, consider what would be useful in the space shelving, totes, a large area for stacked chairs, etc.	1	80	80		80	0				
7.4	Waste Holding / Garbage Room	Optional - Consider how garbage will be handled in the site, do you need somewhere to store cans or is this already provided elsewhere in the building?	0	50	0		50	0				
7.5	Mechanical Room	Houses mechanical and/or electrical equipment that supports the space.	1	60	60		60	0				
					Subtotal		265	0				
8.0 Other												
8.1	Laundry (please see notes)	Optional - Laundry facilities that can be used by clients to do their laundry or by staff to do small amounts of laundry (e.g., towels from the demonstration kitchen). Laundry machines are household grade, consider storage for laundry soap and other items.	0	15	0		15	0				
8.2	Shower (please see notes)	Optional - An accessible shower room for client use, including toilet. If you need to reduce space you can omit the toilet. Ensure space is ligature resistant.	0	80	0		25	0				
					Subtotal		0	0				
					Subtotal		5847	50				
					Gross up factor at 35%		1.35	Gross up factor at 1.35				
					Building total		7893.45	Building total				67.5

Foundry XX: Space Planning Tool (Medium)

Tag	Space Name	REMARKS	Required Qty	Required NSF / Unit	Required Total NSF	Actual Qty	Actual NSF / Unit	Actual Total NSF	Furniture	Equipment	Specialty M&E Needs	CENTRE SPECIFIC NOTES/DECISIONS
1.0 Greeting, Entry Zone												
1.1	Greeting / Reception Desk	Should accommodate two work stations, consider one lower counter for client wheelchair accessibility. Dual egress required.	1	140	140		140	0		Fax/copier/printer/Laptops or desktop computers? Built-in filing, or separate file room?		
1.1.1	Office Support Room	Optional - Consider where photocopier/storage (millwork) for reception will go. Not required but good to plan for	0	50	0	0	50	0				
1.2	Primary Waiting Area	Seating up to ten people. Consider how intake will occur, maximizing natural daylight. This can be creative seating using nooks, high-back chairs	10	20	200		20	0	soft seating, high back chairs, varied seating with privacy			
1.2.1	Donor Recognition Wall	Not a dedicated room, but a dedicated wall space in visible location of Greeting/Entry Zone. It is important to indicate a wall space for this during the design development process to ensure correct wall finish, no signage in the way, no lighting in the way, no furniture in the way. See Environmental Design Guide and DRG resources	1	0	0		0	0				
1.2.2	Pad Stations	Optional - Not a dedicated room but think about where iPads will be when planning reception layout. Will they be kept at reception and handed out or do you want them fixed in a certain area.		0	0		0	0				
1.2.3	Belonging Storage	Optional - Place to store bags, skateboards and other personal belongings. Can also act as bed bug management (e.g., bedbug tent).		80	0		80	0				
1.2.4	Secondary Waiting Area	Waiting for up to six people. This can be used as a quieter seating area, for differing sensory needs.	6	20	120		20	0				
1.3	Manager/Support Person Office	Optional - Consider how reception staff are supported and how close other staff are to reception. This space can either be a dedicated managers office or a "floating office" where there is always	1	100	100		100	0				
1.4	Refreshment Station	Space for snacks, coffee, tea, sink, mini-fridge, etc. in greeting zone.	1	20	20		20	0	Millwork	mini fridge, microwave, sink, kettle, coffee pot		
1.5	Peer Support Room	Flex space for peer/client consultation and family education. Space for two to four occupants, two workstations, soft seating for dialogue. Consider dual egress	1	100	100		100	0	1-2 desks/workstations, soft seating			
1.6	Family Support Room	Optional - Flex space for peer consultation and family education. Consider placing a large talking room near the front that can be used as a family support room and talking room. Seating for two or more people. Consider dual egress	0	120	0		120	0	1-2 desks/workstations, soft seating			
1.7	Indigenous Support Office or Cultural Room	Optional - Consult with local nation on space, consider where ceremony will occur (e.g., multipurpose or group room) and specific requirements space, as needed by LA	0	120	0		120	0	1-2 desks/workstations, soft seating			
1.8	Washroom, Accessible, Public, Gender-Neutral	Requires sight lines to MOA desk. Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for turning radius, grab bars), baby change table. Consider anti-ligature fixtures and accessories.	1	55	55		55	0		all fixtures to be ligature resistant		
		Subtotal			735		Subtotal	0				
2.0 Clinic Zone												
2.1	Exam Room, Standard	Typical size 10'x10' or 9'x11'. Considerations for infection control, visual and acoustic privacy. See equipment list for more detail.	2	100	200		100	0	medical equipment, see list		see doc 3	
2.2	Exam Room, Large	Typical size 10'x12'. Considerations for infection control, visual and acoustic privacy. Designed to be accessible and follow BC Building code for turning radius.	1	120	120		120	0	medical equipment, see list		see doc 3	
2.3	Staff Consult Room	Optional - If space allows a staff consult room should be included. This space should fit two to four people and is meant to facilitate team-based care between all members of an individual's care team. This space is also where the anchor will sit to support clinical counselling staff.	1	80	80		80	0				
2.4	Clean Utility, Supply Room	Secured storage room for clean, sterile supplies. Includes work counters for preparing items and a hand hygiene sink. Considerations for infection control include easy-to-clean, non-porous surfaces. If tight on space medication room can be combined with clean utility.	1	80	80		80	0			HVAC system, if any, designed to keep this room under positive pressure; FOB required	
2.5	Soiled Utility, Waste Holding	Secured storage room for items such as soiled linens, patient care waste (including biohazardous waste and sharps containers), used medical equipment awaiting cleaning/sanitization. Considerations: infection control, self-opening/closing doors, security to prevent unauthorized individuals. If you are using disposable materials the size of this room may be able to be reduced. If tight on space specimen storage can be placed in the soiled utility room.	1	80	80		80	0			VAC system, if any, designed to keep this room under negative pressure; FOB required	
2.6	Medication Storage	Secured storage for medications/vaccination in a medication/vaccine fridge. Considerations for security (e.g., room must be locked and depending on medications being stored there must also be a locked cupboard and/or locked fridge. Infection control considerations. May co-locate in a controlled area, such as clean utility.	1	65	65		65	0	mini fridge for medication		FOB required	
2.7	Lab/specimen processing & specimen storage	Space for specimen testing and storage. A fridge for storing specimens is required. Considerations for security (e.g., preferably behind a locked door, but not required), infection control considerations. May co-locate in a controlled area, such as dirty utility.										
2.8	Washroom, Accessible, Public, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for accessible turning radius, grab bars). Place washroom next to lab and have a specimen passthrough from the washroom into the lab. Consider anti-ligature fixtures and	1	55	55		55	0				
2.9	Client Records, File Room	Optional - Lead Agency to determine if there is a need for a records/file room. There may not be a need for dedicated file room, as can be achieved with filing cabinets/storage.	0	60	0		60	0				
		Subtotal			680		Subtotal	0				
3.0 Counselling, Talking Zone												
3.1	Secure Talking, Counselling Room	Seating for four people, dual egress, weighted furniture and other considerations for behavioural health (e.g., if there is art on wall it should be secured/not easily removed from walls. Ensure little to no sound transmission. If desired this can be placed near the greeting zone (visible from reception/staffed area) to be used for intake or as family peer support room.	1	100	100		100	0				
3.2	Talking Room, Small	Seating for four people. Ensure little to no sound transmission.	3	80	240		80	0				
3.3	Talking Room, Large	Seating for six people. Ensure little to no sound transmission.	2	120	240		120	0				
3.4	Indigenous Support Office	Optional - Consult with local Nation on space requirements. Ensure little to no sound transmission. 1. Consider where ceremony will occur is a dedicated space desired or can a multipurpose or group room be used. 2. Consider where Indigenous focused service provider or Elder will meet with clients.	1	100	100		100	0	1-2 desks/workstations, soft seating			
3.5	Cultural Room	Optional - Consult with local community for needs (e.g., a space for prayer to occur).	1	80	80		80	0				
3.6	Quiet/Meditation Room	Optional - Consult with local community for needs. Considerations for a space where differing sensory needs can be accommodated.	1	80	80		80	0				
		Subtotal			840		Subtotal	0				
4.0 Group Zone												
4.1	Demonstration Kitchen	Dual egress required. This space can be noisy, consider how to reduce sound transmission. Consider infection control, operational processes and access to natural light.	1	350	350		350	0		Fridge/freezer, range, dishwasher, stainless steel sink with 2 basins, soap dispenser, paper towel dispenser.		
4.2	Multi-Purpose Room	Accommodate up to 20 people, at 25 sq. ft. per person. This space can be noisy consider how to reduce sound transmission. Ensure flexibility in the space. Consider storage needs in this space (e.g., space to stack chairs, millwork for supplies, etc.).	1	450	450		450	0				
4.3	Group Room, Small	Seating for 8-10 people, at a minimum of 25 sq. ft. per person. This space can be noisy, consider how to reduce sound transmission. Ensure flexibility and privacy in the space. Consider storage needs in this space	1	240	240		240	0				
4.4	Group Room, Large	Seating for 10-12 people. This space can be noisy, consider how to reduce sound transmission. Ensure flexibility and privacy in the space. Consider storage needs in this space (e.g., space to stack chairs, millwork for supplies, etc.).	1	320	320		320	0				
4.5	Washroom, Public, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for turning radius, grab bars), consider baby change table, anti-ligature fixtures and accessories.	1	55	55		55	0				
		Subtotal			1415		Subtotal	0				
5.0 Staff, Administrative Zone												
5.1	Open Office Workstation - Dedicated	Dedicated workstations for eight to ten people. Dedicated work stations typically have more space (allocate 6'x6' of space per person) and a larger desk than drop-in desks. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	10	36	360		36	0				
5.2	Open Office Workstation - Drop In	Touchdown workstations for eight people. Touchdown work stations typically have less space (allocate 5'x5' of space per person) and a smaller desk than dedicated workstations. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	8	25	200		25	0				
5.3	Breakout, Team Meeting, Small	Seating for two to four people (allocate ~25 sq. ft. per person). Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	1	100	100		100	0				
5.4	Breakout, Team Meeting, Medium	Seating for four to six people (allocate ~25 sq. ft. per person). Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	1	150	150		150	0				
5.5	Office Support Room	It doesn't need to be it's own room but consider where staff photocopier and supply storage for open workspace will go. Not required but good to plan for.	1	50	50		50	0				
5.6	Phone Room	Table/desk and chair for private/confidential meetings or short conversations. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	2	35	70		35	0				
		Subtotal			930		Subtotal	0				
6.0 Staff Amenity Zone												
6.1	Staff Lunchroom	Lunch room for 10 - 15 people (allow 50 sq. ft. for a kitchenette plus 20 sq. ft. per person accommodated at one time). Consider acoustics and sound transmission.	10	20	250		20	50				
6.2	Lockers	Optional - Consider where staff will be able to leave belongings either during the day while moving around the space or overnight.	0	10	0		10	0				
6.3	Staff Washroom, Accessible, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for accessible turning radius, grab bars).	1	55	55		55	0				
		Subtotal			305		Subtotal	50				
7.0 Service Zone												
7.1	Housekeeping / Janitorial Closet	A dedicated, secure storage space for cleaning supplies, chemicals, tools and equipment. Typically has durable shelving, a floor-level mop sink, and vertical storage for brooms/mops/vacuums. If your space is over multiple floors consider having one on each floor otherwise the cleaners will need to move heavy mop buckets and other equipment between floors.	1	60	60		60	0				
7.2	Voice, Data Server Room	A dedicated space designed to house and organize network hardware. Consider consulting your IT department or an IT specialist.	1	65	65		65	0				
7.3	General Storage	Storage is generally overlooked, consider what would be useful in the space shelving, totes, a large area for stacked chairs, etc.	1	80	80		80	0				
7.4	Waste Holding / Garbage Room	Optional - Consider how garbage will be handled in the site, do you need somewhere to store cans or is this already provided elsewhere in the building?	0	50	0		50	0				
7.5	Mechanical Room	Houses mechanical and/or electrical equipment that supports the space.	1	60	60		60	0				
		Subtotal			265		Subtotal	0				
8.0 Other												
8.1	Laundry (please see notes)	Optional - Laundry facilities that can be used by clients to do their laundry or by staff to do small amounts of laundry (e.g., towels from the demonstration kitchen). Laundry machines are household grade, consider storage for laundry soap and other items.	0	15	0		15	0				
8.2	Shower (please see notes)	Optional - An accessible shower room for client use, including toilet. If you need to reduce space you can omit the toilet. Ensure space is ligature resistant.	0	80	0		80	0				
		Subtotal			0		Subtotal	0				
		Subtotals total			5170		Subtotals total	50				
		Gross up factor at 5%			1.35		Gross up factor at	1.35				
		Building total			6979.5		Building total	67.5				

Foundry XX: Space Planning Tool (Small)

Tag	Space Name	REMARKS	Required Qty	Required NSF / Unit	Required Total NSF	Actual Qty	Actual NSF / Unit	Actual Total NSF	Furniture	Equipment	Specialty M&E Needs	CENTRE SPECIFIC NOTES/DECISIONS
1.0 Greeting, Entry Zone												
1.1	Greeting / Reception Desk	Should accommodate two work stations, consider one lower counter for client wheelchair accessibility. Dual egress required.	1	100	100		100	0		Fax/copier/printer, Laptops or desktop computers? Built-in filing, or separate file room?		
1.2	Primary Waiting Area	Seating for eight people. This can be creative seating using nooks, high-back chairs	8	20	160		20	0	soft seating, high back chairs, varied seating with privacy			
1.2.1	Donor Recognition Wall	Not a dedicated room, but a dedicated wall space in visible location of Greeting/Entry Zone. It is important to indicate a wall space for this during the design development process to ensure correct wall finish, no signage in the way, no lighting in the way, no furniture in the way. See Environmental Design Guide and DRG resources	1	0	0		0	0				
1.2.2	iPad Stations	Optional - Not a dedicated room but think about where iPads will be when planning reception layout. Will they be kept at reception and handed out or do you want them fixed in a certain area.	1	0	0		0	0				
1.3	Manager/Support Person Office	Optional - Consider how reception staff are supported and how close other staff are to reception. This space can either be a dedicated managers office or a "floating office" where there is always a staff member available should MoA's require support.	1	90	90		90	0				
1.4	Peer Support Room	Flex space for peer/client consultation and family education. Space for two to four occupants, two workstations, soft seating for dialogue. Consider dual egress.	1	100	100		100	0	1-2 desks/workstations, soft seating			
1.5	Family Support Room	Optional - Flex space for peer consultation and family education. Consider placing a large talking room near the front that can be used as a family support room and talking room. Seating for two or more people. Consider dual egress	1	120	120		120	0	1-2 desks/workstations, soft seating			
1.6	Washroom, Accessible, Public, Gender-Neutral	Requires sight lines to MOA desk. Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for turning radius, grab bars), baby change table. Consider anti-ligature fixtures and accessories.	1	55	55		55	0		all fixtures to be ligature resistant		
1.7	Refreshment Station	Space for snacks, coffee, tea, sink, mini-fridge, etc. in greeting zone.	1	20	20		20	0	Millwork	mini fridge, microwave, sink, kettle, coffee pot		
1.8	Belonging Storage	Optional - Place to store bags, skateboards and other personal belongings. Can also act as bed bug management (e.g., bedbug tent).	1	80	80		80	0				
		Subtotal			725		Subtotal	0				
2.0 Clinic Zone												
2.1	Exam Room, Standard	Typical size 10'x10' or 9'x11'. Considerations for infection control, visual and acoustic privacy. See equipment list for more detail.	1	100	100		100	0	medical equipment, see list		see doc 3	
2.2	Exam Room, Large	Typical size 10'x12'. Considerations for infection control, visual and acoustic privacy. Designed to be accessible and follow BC Building code for turning radius.	1	120	120		120	0	medical equipment, see list		see doc 3	
2.3	Staff Consult Room	Optional - If space allows a staff consult room should be included. This space is to facilitate team-based care between all members of an individual's care team. This space is also where the anchor will sit to support clinical counselling staff.	1	50	50							
2.4	Clean Utility, Supply Room	Secured storage room for clean, sterile supplies. Includes work counters for preparing items and a hand hygiene sink. Considerations for infection control include easy-to-clean, non-porous surfaces. If tight on space medication room can be combined with clean utility.	1	80	80		80	0			HVAC system, if any, designed to keep this room under positive pressure; FOB required	
2.5	Soiled Utility, Waste Holding	Secured storage room for items such as soiled linens, patient care waste (including biohazardous waste and sharps containers), used medical equipment awaiting cleaning/sanitization. Considerations: infection control, self-opening/closing doors, security to prevent unauthorized individuals. If you are using disposable materials the size of this room may be able to be reduced. If tight on space specimen storage can be placed in the soiled utility room.	1	80	80		80	0			VAC system, if any, designed to keep this room under negative pressure; FOB required	
2.6	Medication Storage	Secured storage for medications/vaccination in a medication/vaccine fridge. Considerations for security (e.g., room must be locked and depending on medications being stored there must also be a locked cupboard and/or locked fridge. Infection control considerations. May co-locate in a controlled area, such as clean utility.	1	65	65		65	0		mini fridge for medication	FOB required	
2.7	Lab/specimen processing & specimen storage	Space for specimen testing and storage. A fridge for storing specimens is required. Considerations for security (e.g., preferably behind a locked door, but not required). Infection control considerations. May co-locate in a controlled area, such as dirty utility.										
2.8	Washroom, Accessible, Public, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for accessible turning radius, grab bars). Place washroom next to lab and have a	1	55	55		60	0				
2.9	Client Records, File Room	Optional - Lead Agency to determine if there is a need for a records/file room. There may not be a need for dedicated file room, as can be achieved with filing cabinets/storage.	0	60	0		55	0				
		Subtotal			550		Subtotal	0				
3.0 Counselling, Talking Zone												
3.1	Secure Talking, Counselling Room	Seating for four people, dual egress, weighted furniture and other considerations for behavioural health (e.g., if there is art on wall it should be secured/not easily removed from walls). Ensure little to no sound transmission. If desired this can be placed near the greeting zone (visible from reception/staffed area) to be used for intake or as family peer support room.	1	100	100		100	0				
3.2	Talking Room, Small	Seating for four people. Ensure little to no sound transmission.	2	80	160		80	0				
3.3	Talking Room, Large	Seating for six people. Ensure little to no sound transmission.	1	120	120		120	0				
3.4	Indigenous Support Office	Optional - Consult with local Nation on space requirements. Ensure little to no sound transmission. 1. Consider where ceremony will occur is a dedicated space desired or can a multipurpose or group room be used.	1	100	100		120	0	1-2 desks/workstations, soft seating			
3.5	Cultural Room	Optional - Consult with local community for needs (e.g., a space for prayer to occur).	1	80	80							
3.6	Quiet/Meditation Room	Optional - Consult with local community for needs. Considerations for a space where differing sensory needs can be accommodated.	1	80	80		80	0				
		Subtotal			640		Subtotal	0				
4.0 Group Zone												
4.1	Demonstration Kitchen	Dual egress required. This space can be noisy, consider how to reduce sound transmission. Consider infection control, operational processes and access to natural light. Consider placing multi-purpose room next to demonstration kitchen to be able to use both spaces together.	1	300	300		300	0		Fridge/freezer, range, dishwasher, stainless steel sink with 2 basins, soap dispenser, paper towel dispenser.		
4.2	Multi-Purpose Room	Accommodate up to 16 people, at 25 sq. ft. per person. This space can be noisy consider how to reduce sound transmission. Ensure flexibility in the space. Consider storage needs in this space (e.g., space to stack chairs, millwork for supplies, etc.).	1	400	400		400	0				
4.3	Group Room, Large	Seating for 10-12 people. This space can be noisy, consider how to reduce sound transmission. Ensure flexibility and privacy in the space. Consider storage needs in this space (e.g., space to stack chairs, millwork for supplies, etc.).	1	320	320		320	0				
4.4	Washroom, Public, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for turning radius, grab bars), consider baby change table, anti-ligature fixtures and accessories.	1	55	55		55	0				
		Subtotal			1075		Subtotal	0				
5.0 Staff, Administrative Zone												
5.1	Open Office Workstation - Dedicated	Dedicated workstations for six to eight people. Dedicated work stations typically have more space (allocate 6'x6' of space per person) and a larger desk than drop-in desks. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	8	36	288		36	0				
5.2	Open Office Workstation - Drop In	Touchdown workstations for six people. Touchdown work stations typically have less space (allocate 5'x5' of space per person) and a smaller desk than dedicated workstations. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	6	25	150		25	0				
5.3	Breakout, Team Meeting, Small	Seating for two to four people (allocate ~25 sq. ft. per person). Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	1	100	100		100	0				
5.4	Office Support Room	It doesn't need to be it's own room but consider where staff photocopier and supply storage storage for open workspace will go. Not required but good to plan for.	1	50	50		50	0				
5.5	Phone Room	Table/desk and chair for private/confidential meetings or short conversations. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	2	35	70		35	0				
		Subtotal			658		Subtotal	0				
6.0 Staff Amenity Zone												
6.1	Staff Lunchroom	Lunch room for 6-10 people (allow 50 sq. ft. for a kitchenette plus 20 sq. ft. per person accommodated at one time). A 10'x10' space is good for 6-10 people. Consider acoustics and	6	20	170		20	50				
6.2	Lockers	Optional - Consider where staff will be able to leave belongings either during the day while moving around the space or overnight.	1	10	10		10	0				
6.3	Staff Washroom, Accessible, Gender-Neutral	Two-piece washroom, accessible by BC building code (e.g., power-operated doors, follow BC Building Code for accessible turning radius, grab bars).	1	55	55		55	0				
		Subtotal			235		Subtotal	50				
7.0 Service Zone												
7.1	Housekeeping / Janitorial Closet	A dedicated, secure storage space for cleaning supplies, chemicals, tools and equipment. Typically has durable shelving, a floor-level mop sink, and vertical storage for brooms/mops/vacuums. If your space is over multiple floors consider having one on each floor otherwise the cleaners will need to move heavy mop buckets and other equipment between floors.	1	60	60		60	0				
7.2	Voice, Data Server Room	A dedicated space designed to house and organize network hardware. Consult your IT department or an IT specialist.	1	65	65		65	0				
7.3	Waste Holding / Garbage Room	Optional - Consider how garbage will be handled in the site, do you need somewhere to store cans or is this already provided elsewhere in the building?	1	50	50		50	0				
7.4	Mechanical Room	Houses mechanical and/or electrical equipment that supports the space.	1	60	60		60	0				
		Subtotal			235		Subtotal	0				
8.0 Other												
8.1	General Storage	Storage is generally overlooked, consider what would be useful in the space shelving, totes, a large area for stacked chairs, etc.	1	60	80		80	0				
8.2	Laundry (please see notes)	Optional - Laundry facilities that can be used by clients to do their laundry or by staff to do small amounts of laundry (e.g., towels from the demonstration kitchen). Laundry machines are household grade, consider storage for laundry soap and other items.	1	15	15		15	0				
8.3	Shower (please see notes)	Optional - An accessible shower room for client use, including toilet. If you need to reduce space you can omit the toilet. Ensure space is ligature resistant.	1	80	80		25	0				
		Subtotal			175		Subtotal	0				
		Subtotals total without optional spaces			4293		Subtotals total	50				
		Gross up factor at 35%		1.35			Gross up factor at 35%	1.35				
		Building total			5795.55		Building total	67.5				

Foundry XX: Space Planning Tool (Small)

Tag	Space Name	REMARKS	Required Qty	Required NSF / Unit	Required Total NSF	Actual Qty	Actual NSF / Unit	Actual Total NSF	Furniture	Equipment	Specialty M&E Needs	CENTRE SPECIFIC NOTES/DECISIONS
1.0 Greeting, Entry Zone												
1.1	Greeting / Reception Desk	Should accommodate one to two work stations, consider one lower counter for client wheelchair accessibility. Dual egress required.	1	100	100		100	0		Fax/copier/printer, Laptops or desktop computers? Built-in filing, or separate file room?		
1.1.1	Office Support Room	Optional - Consider where photocopier/storage (millwork) for reception will go. Not required but good to plan for	0	50	0		50	0				
1.2	Primary Waiting Area	Seating for four to six people. This can be creative seating using nooks, high-back chairs.	6	20	120		20	0	soft seating, high back chairs, varied seating with privacy			
1.2.1	Donor Recognition Wall	Not a dedicated room, but a dedicated wall space in visible location of Greeting/Entry Zone. It is important to indicate a wall space for this during the design development process to ensure correct wall finish, no signage in the way, no lighting in the way, no furniture in the way. See Environmental Design Guide and DRG resources	1	0	0	1	0	0				
1.2.2	IPad Stations	Optional - Not a dedicated room but think about where iPads will be when planning reception layout. Will they be kept at reception and handed out or do you want them fixed in a certain area.	1	0	0		0	0				
1.3	Peer Support Room	Not required - Consider where peer support will happen, in the waiting area? In a talking room?	0	80	0		80	0				
1.4	Family Support Room	Not required - Consider where family support will happen, in the waiting area? In a talking room?	0	80	0		80	0	1-2 desks/workstations, soft seating			
1.5	Washroom, Accessible, Public, Gender-Neutral	Requires sight lines to MOA desk. Two-piece washroom, accessible by BC Building code (e.g., power-operated doors, follow BC Building Code for turning radius, grab bars), baby change table. Consider anti-ligature fixtures and accessories.	1	55	55		55	0		all fixtures to be ligature resistant		
1.6	Refreshment Station	Space for snacks, coffee, tea, sink, mini-fridge, etc. in greeting zone.	1	20	20		20	0	Millwork	mini fridge, microwave, sink, kettle, coffee pot		
			Subtotal		295		Subtotal	0				
2.0 Clinic Zone												
2.1	Exam Room, Standard	Typical size 10'x10' or 9'x11'. Considerations for infection control, visual and acoustic privacy. See equipment list for more detail.	0	100	0		100	0	See Primary Care Exam Room list		see doc 3	
2.2	Exam Room, Large/Accessible	Typical size 10'x12'. Considerations for infection control, visual and acoustic privacy. Designed to be accessible and follow BC Building code for turning radius.	1	120	120		120	0	See Primary Care Exam Room list		see doc 3	
2.3	Clean Utility, Supply Room	Secured storage room for clean, sterile supplies. Includes work counters for preparing items and a hand hygiene sink. Considerations for infection control include easy-to-clean, non-porous surfaces. If tight on space medication room can be combined with clean utility.	1	80	80		80	0			HVAC system, if any, designed to keep this room under positive pressure; FOB required	
2.4	Soiled Utility, Waste Holding	Secured storage room for items such as soiled linens, patient care waste (including biohazardous waste and sharps containers), used medical equipment awaiting cleaning/sanitization. Considerations: infection control, self-opening/closing doors, security to prevent unauthorized individuals. If you are using disposable materials the size of this room may be able to be reduced. If tight on space specimen storage can be placed in the soiled utility room.	1	80	80		80	0			VAC system, if any, designed to keep this room under negative pressure; FOB required	
2.5	Medication Storage	Secured storage for medications/vaccination in a medication/vaccine fridge. Considerations for security (e.g., room must be locked and depending on medications being stored there must also be a locked cupboard and/or locked fridge. Infection control considerations. May co-locate in a controlled area, such as clean utility.	1	65	65							
2.6	Lab/specimen processing & specimen storage	Space for specimen testing and storage. A fridge for storing specimens is required. Considerations for security (e.g., preferably behind a locked door, but not required). Infection control considerations. May co-locate in a controlled area, such as dirty utility.					65	0		mini fridge for medication	FOB required	
			Subtotal		345		Subtotal	0				
3.0 Counselling, Talking Zone												
In this zone the requirement is to have two talking rooms, one secure talking room and one either small or large talking room.												
3.1	Secure Talking, Counselling Room	Seating for four people, dual egress, weighted furniture and other considerations for behavioural health (e.g., if there is art on wall it should be secured/not easily removed from walls). Ensure little to no sound transmission. If desired this can be placed near the greeting zone (visible from reception/staffed area) to be used for intake or as family peer support room.	1	100	100		100	0				
3.2	Talking Room, Small	Seating for four people. Ensure little to no sound transmission. Requirement is for one secure room and one small OR large room.	0	80	0		80	0				
3.3	Talking Room, Large	Seating for six people. Ensure little to no sound transmission. Requirement is for one secure room and one small OR large room.	1	120	120		120	0				
3.4	Indigenous Support	Consult with local Nation on specific requirements. 1. Consider where ceremony will occur is a dedicated space desired or can a multipurpose or group room be used. 2. Consider where Indigenous focused service provider or Elder will meet with clients.	0	100	0		100	0	1-2 desks/workstations, soft seating			
			Subtotal		220		Subtotal	0				
4.0 Group Zone												
4	Group Space	NO Group Space is REQUIRED however, consider where group activities can take place in the local area if any partnerships would be beneficial.	0	0	0	0	0	0				
			Subtotal		0		Subtotal	0				
5.0 Staff, Administrative Zone												
5.1	Open Office Workstation - Dedicated and drop down	Dedicated workstations for four to six. Dedicated work stations typically have more space (allocate 6'x6' of space per person) and a larger desk than drop-in desks. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	6	36	216		36	0				
5.2	Breakout, Team Meeting, Small	Seating for two to four people (allocate ~25 sq. ft. per person). Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	1	100	100		100	0				
5.3	Office Support Room	Consider where photocopier/storage (millwork) for open workspace will go. Is there already a space planned at reception that can be used? Does open workspace require their own? Not required but good to plan for.	1	50	50		50	0				
5.4	Phone Room	Table/desk and chair for touchdown work. Consider acoustics, sound transmission, flexibility, ergonomics and privacy.	1	35	35		35	0				
			Subtotal		401		Subtotal	0				
6.0 Staff Amenity Zone												
6.1	Staff Lunchroom	Lunch room for 4-6 people (allow 50 sq.ft. for a kitchenette plus 20 sq. ft. per person accommodated at one time). A 10'x10' space is good for 6-10 people. Consider acoustics and sound transmission.	5	20	150		20	50				
6.2	Lockers	Optional - Consider where staff will be able to leave belongings either during the day while moving around the space or overnight.	0	10	0		10	0				
6.3	Staff Washroom, Accessible, Gender-Neutral	Two-piece washroom, preferably accessible by BC building code (e.g., power-operated doors, follow BC Building Code for accessible turning radius, grab bars) however if space is a concern it is not required to be accessible as there are other accessible washrooms in the space.	1	55	55		55	0				
			Subtotal		205		Subtotal	50				
7.0 Service Zone												
7.1	Housekeeping / Janitorial Closet	A dedicated, secure storage space for cleaning supplies, chemicals, tools and equipment. Typically has durable shelving, a floor-level mop sink, and vertical storage for brooms/mops/vacuums. If your space is over multiple floors consider having one on each floor otherwise the cleaners will need to move heavy mop buckets and other equipment between floors.	1	60	60		60	0				
7.2	Voice, Data Server Room	A dedicated space designed to house and organize network hardware. Consider consulting your IT department or an IT specialist.	1	65	65		65	0				
7.3	General Storage	Storage is generally overlooked, consider what would be useful in the space shelving, totes, a large area for stacked chairs, etc.	1	80	80		80	0				
7.4	Waste Holding / Garbage Room	Optional - Consider how garbage will be handled in the site, do you need somewhere to store cans or is this already provided elsewhere in the building?	0	50	0		50	0				
7.5	Mechanical Room	Houses mechanical and/or electrical equipment that supports the space.	1	60	60		60	0				
			Subtotal		265		Subtotal	0				
8.0 Other												
8.1	Laundry (please see notes)	Optional - Laundry facilities that can be used by clients to do their laundry or by staff to do small amounts of laundry (e.g., towels from the demonstration kitchen). Laundry machines are household grade, consider storage for laundry soap and other items.	0	15	0		15	0				
8.2	Shower (please see notes)	Optional - An accessible shower room for client use. Ensure space is ligature resistant.	0	25	0		25	0				
			Subtotal		0		Subtotal	0				
			Subtotals total		1731		Subtotals total	50				
			Gross up factor at 35%		1.35		Gross up factor at	1.35				
			Building total		2336.85		Buildgng total	67.5				