

**CITY OF HAMILTON
PERFORMANCE AUDIT REPORT 2017-04
PUBLIC WORKS – OFFICE ACCOMMODATIONS**

SPACE GUIDELINES



Kit Name	Footprint	Area (sq.ft.)	Type of Space	Anticipated Assignment
Office 12x14	12' x 14'	168	Closed office	General Manager Senior Director
Office 10x12	10' x 12'	120	Closed office/ Open office	Director Manager
Office 9x12 Wkstn 9x12	9' x 12'	108	Closed office/ Open office	Professional Business Administrator Superintendent Supervisor Senior Project Manager
Wkstn 8x10	8' x 10'	80	Open plan	Administrative Assistant Finance Admin II Project Manager Technician
Wkstn 8x8	8' x 8'	64	Open plan	Standard (all others)
Wkstn 6x8	6' x 8'	48	Open plan	Clerks Reception
Wkstn 6x6	6' x 6'	36	Open plan	Touchdown Student Hotelling

These are recommended standards, functional recommendations can increase or decrease depending upon the area available. Building footprints and architectural elements (i.e. column and door locations) and the number of staff to be accommodated may impact the workstation footprint. In addition assignments are not limited to those on the list, design and programming discretion may be used for positions not specifically listed with these as a guideline.

*Contact the Accommodations Team with questions or for further details
facacom@hamilton.ca*

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Auxiliary & Common Space Recommendations

Kit Name	Footprint	Area (sq.ft.)	Type of Space	Comments
Intvw 8x8	8' x 8'	64	Interview Room, closed	2 people
Brkout 10x10	10' x 10'	100	Breakout Space, Open	2-4 people
Mtg 9x12	9' x 12'	108	Meeting Room, closed	4-6 people
Mtg 10x14	10' x 14'	140	Meeting Room, closed	6-8 people
Training 16x25	16' x 25'	400	Training Room, closed	8+ people
Brdm 16x25	16' x 25'	400	Boardroom, closed	8+ people
Quiet Rm 6x6	6' x 6'	36	Quiet Room, closed	1 person, allow one per every 10 open workstations
First Aid			First Aid Room, closed	As required by Health & Safety Act

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