

WINNIPEG FLEET MANAGEMENT AGENCY:

Functional Space Program



Submitted: January 4, 2016
Attention: Jennifer Wiwchar-Fast,
Municipal Accommodations Division Part E

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*Page numbers not included due to the various page sizes and programs used to produce the document

A

EXECUTIVE SUMMARY

Introduction

The purpose of the study is to provide the City of Winnipeg with a Functional Space Program for Winnipeg Fleet Management Agency. Fleet Management Agency is a Special Operating Agency dedicated to fleet service delivery with the capacity to provide integrated service and comprehensive fleet management expertise to its customers. The Agency manages a fleet of approximately 1,610 light and heavy vehicles and specialty equipment.

Mission & Vision

The Agency's mission is to provide economical, state-of-the-art, safe and eco-friendly fleet vehicle, equipment and other asset management services to the City of Winnipeg and other public sector organizations, in support of their service delivery.

The vision of the Agency is to become the best public fleet service provider in North America.

Should the City of Winnipeg choose to relocate Fleet Management Agency from their current locations at 770 Ross, 185, 195 and 215 Tecumseh, this document will assist city officials to understanding the requirements of a future site and building. The following document contains an Excel format Functional Space Program that provides a listing of spaces, adjacencies, overall square footages, high level mechanical and electrical requirements, high level material indications and documentation of current administrative furniture.

1.1 Document Structure

This document is comprised of

- Executive Summary
- Code Review
- Functional Space Program divided into two distinct workbooks. One for interior spaces within the main building and one for site and cold storage requirements.
- Furniture documentation is a summary of all office furniture currently in use at 770 Ross

1.2 Methodology

The following methodology was undertaken to arrive at our findings:

- SAID Inc., along with representatives from the city and Fleet Management toured the recently completed Fleet Management Agency building at 960 Thomas on January 22nd. SAID Inc. also toured the existing site. The tours provided SAID Inc. with a baseline understanding of the space requirements of the agency.
- Information provided in the 2010 Program of Requirements was assembled into an Excel format and then reviewed with Fleet Management representatives.

These meetings took place on the following dates:

- Thursday, March 26th

City of Winnipeg Fleet Management Programming

Project No. 15011

- Thursday, April 2nd
 - Wednesday, April 29th
 - Tuesday, May 5th
 - Tuesday, June 9th
 - Monday, July 13th
- The Functional Space Program document was continually updated with new findings from the meetings with Fleet Management representatives.
- Draft copies of the Functional Space Program and Site Information were submitted to Fleet Management Representatives for review and comment.
- SAID Inc. documented the office furniture at 770 Ross. This information was then organized into an Excel document title, 'Furniture Documentation'.
- A review of the governing codes and statues was carried out and is documented on page 3 of this document.
- The report was prepared by SAID Inc. for submission and comments on July 31, 2015.
- Comments were incorporated into a second submission made August 21, 2015.
- Further comments were provided at a meeting held December 8, 2015.
- Comments were incorporated into a third submission made January 5, 2016.

1.3 Area Summary

FUNCTIONAL GROUPS /SPACE CATEGORIES	AREA (SQ. FT)
1. Shared Support Space	9,958
2. Executive	1,705
3. Finance	782
4. Information System	1,108
5. Clerical	426
6. LCCM	2,920
7. Facilities + Equipment	2,493
8. Shop Area	38,637
Total Building Area	58,029

SITE INFORMATION	AREA (SQ. FT)
9. Cold Storage Building	4,502
10. Vehicle Parking	105,220
11. Other	46,194
Total Site Area (inclusive of building area):	4.91 (ACRES)

1.4 Summary of Findings and Recommendations

When the time comes to design a new building for Fleet Management Agency, the recently (2012) completed East Yards complex (Thomas) should be reviewed and discussed as the basis for the new design. Many of the functions and design criteria at Thomas are similar if not the same to those at 770 Ross and will therefore be relevant when designing a new building.

Design parameters for the new building were discussed with representatives from Fleet. The client considers a more efficient model to have a portion of the building be two floors in height with the intent being to house the administrative groups, who require regular height ceilings as opposed to 30' high ceilings in shops areas, in this space. If this approach is taken, an elevator and machine room would need to be incorporated into the design.

The client group expressed their intention for the existing furniture in the administrative area to be relocated to the future, new building. Careful documentation of the furniture was undertaken by SAID Inc. The desking is generally in fair-good condition with the finishes for the most part, being light wood in appearance. Two of the desks in private offices appear to be repurposed reception desks. SAID Inc. recommends they be replaced with ergonomic furniture that is appropriate in size and shape for a private office.

The Functional Space Program includes the spaces and areas required for a carpentry shop, similar to the existing shop located at 770 Ross. When discussing the requirements of this space with the client, the suggestion was made that the carpentry shop may be more appropriately located in another City of Winnipeg building. The carpentry shop does not have any required adjacencies within Fleet Management Agency and would actually benefit from greater separation from repair and manufacturing as the work carried out in carpentry is quite different from the rest of the shops area.

The intent is for the new building to be LEED silver. In addition to this, the new building will need to comply with the following:

- National Building Code
- National Energy Code of Canada
- City of Winnipeg Accessibility Design Standards

A review of the site was carried out and documented in 'Site Information'. It was calculated that approx. 4502 sq.ft. of cold storage is required on site. The need is currently being met by the use of shipping containers for storage purposes. We recommend that cold storage be consolidated into a single cold storage facility in order to increase the overall organization and security of the items being stored.

B

BUILDING CODE REVIEW

Project: New Building

Use: Manufacturing and repairing of light and heavy vehicle parts, storage of parts, and associated offices.

Applicable Code: Part 3 MBC/NBC

Multiple Occupancies: Major Occupancy:
(D) Group D Business and Personal Services Occupancy
[Use – Offices]
(F2) Group F, Division 2 – Medium Hazard Industrial Occupancy
[Repair Garage]

Building Area: Gross Footprint: 58,029 sf [5391 sm]

Use Areas: Group D – 16,899 sf [1,569 sm]; Group F2 – 41,130 sf [3,821 sm]

Building Height: One storey.

Streets: One Street

Building Classification:
3.2.2.75 – Group F, Division 2, up to 4 Storeys, Sprinklered

Construction Conforming to:
Building is sprinklered throughout;
Maximum Building Area – One storey: 9600 sm.
Combustible or non-combustible construction;
Floor Assemblies: 45 minutes
Mezzanines: 45 minutes
Loadbearing Walls, Columns & Arches supporting a rated assembly:
-45 minutes OR be Non-Combustible Construction;
Loadbearing Walls, Columns & Arches supporting a fire separation shall have a fire-resistance rating not less than that required for the fire separation.

Standpipe Required: NA

Fire Alarm Required: NA

Water Service: Adequate

High Building: No

Occupant Load: 85
[60 male – 25 Female]

Barrier Free: Yes

Hazardous Substance: No

Fire Separation: 0 between Group D and F2.

C

FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

REVISION DATES:

17/Jul/2015

8/Jul/2015

June9.2015

5/May/2015

27-Apr-15

PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

PROJECT NAME /Fleet Management Agency Programming

Summary Sheet

SECTION: 1.0

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.25%

WORK SHEET NO.	BRANCH/ WORKGROUP	CURRENT LOCATION	TOTAL STAFF	AREA SUBTOTAL SF	CIRCULATION FACTOR SF	TOTAL AREA w/ Circulation SF	BUILDING LOSS FACTOR SF	TOTAL USEABLE AREA w/ Circ. & Bldg. Loss SF	AREA SUBTOTAL SM	CIRCULATION FACTOR SM	TOTAL AREA w/ Circulation SM	BUILDING LOSS FACTOR SM	TOTAL USABLE AREA SM	PARKING BUSINESS REQ.	PARKING REQ. VISITOR	BIKE COMPOUND REQ.
2.0	Shared Support Space			7,108.00	2,487.80	9,595.80	504.74	10,100.54	651.04	227.87	878.91	46.23	925.14			
3.0	BRANCH / WORKGROUP(S)															
3.1	Executive	770 Ross Avenue	5	1,200.00	420.00	1,620.00	85.21	1,705.21	111.48	39.02	150.50	7.92	158.41			
3.2	Finance	770 Ross Avenue	4	550.00	192.50	742.50	39.06	781.56	51.10	17.88	68.98	3.63	72.61			
3.3	Branch Unused															
3.4	Information Systems	770 Ross Avenue	5	780.00	273.00	1,053.00	55.39	1,108.39	72.46	25.36	97.82	5.15	102.97			
3.5	Clerical	770 Ross Avenue	5	375.00	131.25	506.25	26.63	532.88	34.84	12.19	47.03	2.47	49.50			
3.6	Branch Unused															
3.7	Branch Unused															
3.8	Branch Unused															
3.9	LCCM		10	2,055.00	719.25	2,774.25	145.93	2,920.18	190.91	66.82	257.73	13.56	271.28			
3.10	Unused Branch															
3.11	Facilities and Equipment		58	1,865.00	652.75	2,517.75	132.43	2,650.18	173.26	60.64	233.90	12.30	246.20			
3.12	Shop Areas		1	32,150.00	11,252.50	43,402.50	2,282.97	45,685.47	2,986.74	1,045.36	4,032.09	212.09	4,244.18			
3.13																
3.15																
		TOTALS	88	46,083.00	16,129.05	62,212.05	3,272.35	65,484.40	4,271.82	1,495.14	5,766.96	303.34	6,070.30			

COMMENTS:					
Code	Space Type	Qty	Area SF	% of Total	
PO	Private Office	16	2,250.00	3.9%	
SAD	Screened WkStn with Door	0	0.00		
SA	Screen WkStn without door	29	2,385.00	4.1%	
OA	Open Area WkStn	1	200.00	0.3%	
O	Open Area	71	27,620.00	47.6%	
EM	Enclosed Meeting Room	4	1,390.00	2.4%	
EA	Enclosed Ancillary Room	34	6,993.00	12.1%	
	Sub-Total		40,838.00		
CF	Circulation	35%	14,293.30	24.6%	
TA	Total Area		55,131.30		
BLF	Building Loss Factor	5.26%	2,899.91	5.0%	
TUA	Total Usable Area		58,031.21	100.0%	

TOTAL STAFF COUNT	88	88
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USEABLE SF PER PERSON MINUS (EA + EM)	564.18 sf/ person
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Program Completed By: Maureen Doyle, Synshyn Architecture Interior Desig
Consultant Name/Company Name

31-Jul-15
Date

Client Approval: _____
Print Name/Signature

Date

FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015
27-Apr-15

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BUILDING LOSS FACTOR (GROSS UP): 5.26%

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USEABLE SF PER PERSON WITH (EA + EM)																659.45 sf/ person

FUNCTIONAL SPACE PROGRAM

DATE
ISSUED: 4/Jan/2016

REVISION
DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

Shared Support Space

SECTION: 2.0

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING				NEW REQUIREMENTS						
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
1	Entrance Vestibule		1770 Ross Avenue	Transition space between exterior and interior waiting area. Glazing should be incorporated to allow day light into the space and to provide visual knowledge of visitors arriving at the building. Must meet current code resulting in a minimum depth of 8'-6" Depending upon the overall facility design there may be a requirement for a second entrance for the service areas.	Exterior, general waiting and Customer Service Agents. Elevator (if second floor design)	Mechanical heating, ventilation and cooling: Good lighting	Barrier Free operators at doors. Pedimat or similar draining system for exterior water and mud. Door closer to meet or exceed the NBC requirements. Security camera Card Access System.		EA	80.00		EA	1	0	100.00	100.00	9.29	9.29
2	Staff / Delivery Entrance Vestibule			Transition space between exterior and interior waiting area. Glazing should be incorporated to allow day light into the space. Must meet current code resulting in a minimum depth of 8'-6" Floor-Finishes should be durable and non slip such as rubber or ceramic tile.	Exterior Staff Locker Rooms First Aid Room Lunchroom Apparel Room	Mechanical heating, ventilation and cooling: Good lighting	Barrier Free operators at doors. Pedimat or similar draining system for exterior water and mud. Door closer to meet or exceed the NBC requirements.		EA	80.00		EA	1	0	100.00	100.00	9.29	9.29

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DATE
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SECTION TITLE or BRANCH / WORKGROUP NAME:

Shared Support Space

REVISION
DATE: 17/JUL/2015

DEPARTMENT: FLEET MANAGEMENT AGENCY

SECTION: 2.0

8/Jul/2015

DIVISION:

June 9, 2015

CIRCULATION FACTOR: 35%

NEW REQUIREMENTS																		
EXISTING																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SM
3	General Waiting			An area for external and internal clients, vendors, suppliers etc. To wait in. Area should be comfortable and provide easy transition to administrative component and to the service and manufacturing. Depending on the design there may be a requirement for two distinct waiting areas; one for administrative functions and one for service/manufacturing.	Clerical Stations and /or foremen or Service Coordinator representatives depending on the overall facility design. Coffee counter (1) Universal Toilet Room Elevator (if design is to include multiple floors).	(6) lounge style chairs 1) Coffee table (1) End table (1) Brochure rack (2) Bulletin boards (1) Chiller style drinking fountain.	Wi Fi Access?		EA	0.00		EA	1	0	150.00	150.00	13.94	13.94
4	Coat Room			Coat Closet for administrative staff. Sizing to be based on 4" per coat with a capacity for 10 coats. Depending on the facility design there may need to be an additional coat closet at the service entrance.	Reception (Visible) Service Entrance	Coat hangers with security device to prevent theft. Boot racks Hat Rack	No door Provide a portion of the clothes rod at an accessible height.					EA	1	0	60.00	60.00	5.57	5.57

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DIVISION: FLEET MANAGEMENT AGENCY Programming

SECTION TITLE or BRANCH / WORKGROUP NAME: Shared Support Space

SECTION: 2.0

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RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM	INV. REF. PAGE #	SPACE TYPE CODE								
1		100.00	100.00	9.29	9.29			Occupancy sensor (based on motion and sound) Provide turning radius of 67" (1700mm) Provide 36" (915mm) x 48" (1200mm) clear space in front of paper towel dispenser. Power for the hand dryer if electric. Signage clearly designating universal toilet room. hands free operators for faucet and for toilet.	(1) Toilet with seat height of 16" - 18" above floor finish. (1) wall hung or counter installed accessible sink and faucets. (1) Dual roll toilet paper dispenser (1) Refuse container (1) Mirror with bottom edge a maximum of 39" above the finished floor. Soap dispenser (minimum of 6" (150mm)above the top of the sink. (1) Paper towel dispenser or electric hand dryer (1) grab bar at side wall adjacent to the toilet. (1) grab bar behind the toilet if tankless. (1) wall mounted baby change table.	Entrance Main Waiting Area	Single gender specific washroom for use by single occupants and occupants requiring assistance. Washroom should be finished with durable materials on the walls (ceramic tile or wall protection) and have a seamless non slip floor with a cove base. Include fan on switch.			Universal Toilet Rooms	5

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6	Training Room		770 Ross Avenue	Room capable of being set up as a meeting room or a classroom style training room for up to 24 persons. Room could be divided with a moveable partition (with sound rating) so that when open and the tables removed it could accommodate a larger group for a town hall meeting. when closed it would provide (2) 400 square foot meeting rooms Flooring should be soft surface such as carpet tile.	General Waiting Main Entrance Service and manufacturing shop	(12) 24" D x 60" L training tables with cable management and flip tops for nesting (24) Chairs with arms and on casters or sled base with flex back (2) Instructors tables or lecterns (2) Ergonomic task chair (2) Whiteboard or writeable wall surface (2) Smart Board (2) ceiling mounted projectors. (2) laptop or desk top. (1) moveable partition	Flexibility of electrical, data and power to allow for connection of up to 25 computers. Power and data should be provided in the walls and could be either wall boxes or a track system. Tables will require cable management on the underside and grommets for access. Provide accessible doors at either end of room to provide access when operable wall is closed. Wi Fi Access					EM	1		800.00	800.00	74.32	74.32						
7	Small Meeting Room		770 Ross Avenue	Meeting space for 4 to 6 people. Soft surface flooring.	Close proximity to general waiting, training room, public washrooms and courtesy coffee stand. This room should be part of the admin. space.	(1) Meeting table 36"W x72"L (6) Chairs (1)White board or writeable wall surface (1) monitor (1)Projector (1) Phone (2) data (2) duplex receptacles	Lighting should be dimmable Occupancy sensor Window coverings if exterior windows. Sidelight beside door or glazing in door.					EM	2		120.00	240.00	11.15	22.30						
8	Large Meeting Room			Meeting space for 14 to 16 people.	Close proximity to chief operating officer	(1) Meeting table 54" W x 144"L. (16) Chairs (1)White board (1) monitor (1)Projector (1) Phone (2) data (2) duplex receptacles	Lighting should be dimmable Occupancy sensor Window coverings if exterior windows.					EM	1	0	350.00	350.00	32.52	32.52						

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9	Work Room			Room to house large photocopier with printing, scanning and as well as mail equipment, stationery supplies, general storage items and stand alone scanner	Clerical Staff Administrative staff Central File Area	(1) large volume photocopier (1) colour printer (1) shredder (60) lineal feet of shelving for stationery (can be incorporated into millwork) (60) lineal feet of shelving for general storage (1) stand alone scanner (12) lineal feet of counter space with upper and lower storage and drawers. Counter to be a standing height. Provide one duplex receptacle for every 36" of counter. (2) dedicated receptacles and (2) data drops for photocopier and colour printer. (1) duplex receptacle for scanner. (1) large refuse container (1) phone line (1) ergonomic task ch.	Appropriate heating, ventilation and cooling for heat load generated by equipment. Review required mail equipment and equipment requiring power with client group during schematic design stage. Provide good general lighting and task lighting under upper cabinets. Provide approximately 60" W x 24" deep work surface adjacent to the scanner station at 30" above the floor finish.		EA	350.00		EA	1	0	350.00	350.00	32.52	32.52
10	Central File Area			Area to house file cabinets for current and recent files.	Clerical Administrative staff Work Room	(22) 36" W x 18" D x 5 high lateral file cabinets. (1) 24" D x 48" wide table or work surface. (1) file cart	Good general lighting. Locked filing cabinets.		EA	275.00		EA	1	0	275.00	275.00	25.55	25.55

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11	Admin Lunch Room			Lunchroom with tables and chairs to accommodate approximately 15 admin. staff. Room to be fit up with millwork to suit and to have an easily cleaned floor surface.	Admin. areas.	(1) Large refrigerator (1) bar size stainless steel sink (1) Stove (1) Microwave (1) Built in millwork with counter top and storage for coffee provisions, dishes, supplies. (1) counter top with space for placing food trays etc. (1) dishwasher (1) Liquid soap dispenser (1) Paper towel dispenser (1) Chilled drinking fountain (1) Large capacity refuse container (2) Large capacity recycling bins (2) Bulletin Boards (4) tables 30" W x 48" long or 36" diameter. (16) stackable chairs	Dedicated power supply for the refrigerator and dishwasher Split circuit (GFI where required) duplex receptacles above the counter Dishwasher connection. (2) data drops or if feasible Wi-Fi connection.		O				1		160.00	160.00	14.86	14.86

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12	Male Washroom			Washroom facilities for employees. If possible design with the intent of eliminating the entrance doors. Based on an assumed occupancy of 85 staff the fixture count will be based on 60 males and 25 females. By code the male fixture count required is (1) toilet and (1) sink. Separate facilities could be provided for the administrative area depending on the facility design. Washroom walls to be finished in durable materials such as ceramic tile. Floors should be non slip seamless such as epoxy or resilient sheet flooring.	Men's shower area Men's Locker Room Employee Entrance.	(4) toilet stalls, 1 of which will be a barrier free stall. (2) urinals (4) hand wash sinks or continuous troffers design sink with shelving above. (1) large mirror above sinks or 4 individual mirrors (4) toilet paper dispensers, dual roll (4) robe hooks , (1)per stall. (1) Accessible mirror (2) Liquid soap dispenser (2) Paper towel dispensers or electric hand dryers. (1) Refuse container (1) grab bar in accessible stall along side of toilet (1) grab bar behind toilet if tankless (1) floor drain located to catch water from overflows.	Occupancy sensor for general light fixtures Hands free operation for toilets and sinks					EA	1		280.00	280.00	26.01	26.01

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NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING		NEW REQUIREMENTS								
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
13	Male Showers			Showers facilities for employees. Showers to be designed on wet room concept and to be divided by partitions with curtain across access opening. Flooring to be non slip epoxy or resilient sheet flooring.	Men's Locker Room Men's washroom	(1) roll in shower stalls with shower head mounted on a bracket for height adjustment. (1) shower control (1) horizontal grab bar (1) vertical grab bar (1) fold down seat (1) built in shelf for personal shampoos, soaps etc. (1) drying area immediately outside shower area for each shower equipped with two hooks for towels and two for clothes. (1) heat lamp per shower stall on timer (1) exhaust fan on timer (1) bench in drying area (1) drain per shower (1) continuous counter with mirror above for grooming (2) duplex receptacles at counter	Occupancy sensor for general light fixtures					EA	1		160.00	160.00	14.86	14.86

FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
4/Jan/2016

REVISION DATES:
17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

PROJECT NO:
15011

DEPARTMENT:
FLEET MANAGEMENT AGENCY

DIVISION:
Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
Shared Support Space

SECTION:
2.0

CIRCULATION FACTOR:
35%

BUILDING LOSS FACTOR (GROSS UP):
5.26%

NEW REQUIREMENTS				EXISTING		SPECIAL REQUIREMENTS	FURNITURE & EQUIPMENT (F&E)	ADJACENCIES	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.	
CONCEPT DWG. PAGE #	SPACE TYPE CODE	AREA UNIT SF	RM QTY	STAFF QTY	AREA UNIT SF									EXT. AREA SF
							(4) toilet stalls, 1 of which will be a barrier free stall. (4) hand wash sinks or continuous troffers design sink with shelving above. (1) large mirror above sinks or 4 individual mirrors (4) toilet paper dispensers, dual roll (4) robe hooks , (1) per stall. (1) Accessible mirror (2) Liquid soap dispensers (2) Paper towel dispensers or electric hand dryers. (1) Refuse container (1) grab bar in accessible stall along side of toilet (1) grab bar behind toilet if tankless (1) floor drain located to catch water from overflows.	Female shower area Female Locker Room Employee Entrance.	Washroom facilities for employees. If possible design with the intent of eliminating the entrance doors. Based on an assumed occupancy of 85 staff the fixture count will be based on 60 males and 25 females. By code the female fixture count required is (2) toilets and (1) sink. Separate facilities could be provided for the administrative area depending on the facility design. Washroom walls to be finished in durable materials such as ceramic tile. Floors should be non slip seamless such as epoxy or resilient sheet flooring.			Female Washroom	14	
	EA		1				Occupancy sensor for general light fixtures Hands free operation for toilets and sinks							

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NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING		NEW REQUIREMENTS								
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SM
15	Female Showers			Shower facilities for employees. Showers to be designed on wet room concept and to be divided by partitions with curtain across access opening. Flooring to be non slip seamless flooring like epoxy or resilient sheet flooring.	Female Locker Room Female washroom	(1) roll in shower stalls with shower head mounted on a bracket for height adjustment. (1) shower control (1) horiz. grab bar (1) vertical grab bar (1) fold down seat (1) built in shelf for personal shampoos, soaps etc. (1) drying area immediately outside shower area for each shower equipped with two hooks for towels and two for clothes. (1) heat lamp per shower stall on timer (1) exhaust fan on timer (1) bench (1) drain per shower (1) continuous counter with mirror above for grooming (2) GFI duplex rec.	Occupancy sensor for general light fixtures					EA	1	0	160.00	160.00	14.86	14.86

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NEW REQUIREMENTS						EXISTING			SPECIAL REQUIREMENTS								
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
16	Employee Lockers, Men			Enclosed room with capacity for 40 full height lockers, bench seating and area in between for changing.	Male Washroom Male Showers Repair and Manufacturing Employee entrance Exercise room. main entrance the employees use and the access to the shop areas.	(40) full height metal lockers approximately 24" W x 18" D x 72" H Lockers to have a 6" high base and sloped tops and be equipped with a robe hook on either side, hat shelf, ventilated door and be fit up to take a hasp lock or code lock. (6) slat benches on metal post legs. Bench dimensions to be approximately 15" deep by 48" - 60" long. (2) full length mirrors.					EA	1		850.00	850.00	78.97	78.97
17	Employee Lockers, Women		Tecumseh	Enclosed room with capacity for 20 full height lockers, bench seating and area in between for changing.	Female Washroom Female Showers Repair and Manufacturing Employee entrance Exercise room employee entrance.	(20) full height metal lockers approximately 24" W x 18" D x 72" H Lockers to have a 6" high base and sloped tops and be equipped with a robe hook on either side, hat shelf, ventilated door and be fit up to take a hasp lock or code lock. (6) slat benches on metal post legs. Bench dimensions to be approximately 15" deep by 48" - 60" long. (2) full length mirrors.					EA	1		425.00	425.00	39.48	39.48

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NEW REQUIREMENTS										EXISTING			SPECIAL REQUIREMENTS	FURNITURE & EQUIPMENT (F&E)	ADJACENCIES	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.
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	EA	3		144.00	432.00	13.38	40.13		EA			First shelf 12" above finished floor to ensure against humidity build-up on floor. Double loaded aisles to be a minimum of 42" wide. Metal Shelves to be bolted laterally and to walls. Door to be a minimum of 36"	(6) 36" W x 18" D x 6 H metal shelves. (6) 36"W x 12" D metal shelves	May be in a removed location such as an enclosed room within the shops area, mezzanine ...	3 separate, secure, storage rooms, one room for executive archives, one room for general archive and one for general storage of misc. storage.				Archive and Storage Rooms	18
	EA	1		900.00	900.00	83.61	83.61		EA			Natural light is desirable for the exercise room. Adequate heating , ventilation and cooling for an exercise facility. Emergency alarm call box, pull or button to notify receptionist of an emergency in the room.	Treadmill Exercise Bike Free Weight Station Full Wall of Mirror (1) Emergency call button connected to clerical area. (1) Elliptical (1) Treadmill	Employee locker rooms Employee Washrooms Employee Showers	Open or closed area to accommodate existing exercise equipment. Flooring should be a sport floor material to deaden impact noise from free weights.	770 Ross Avenue			Exercise Room	19
	EA	1		100.00	100.00	9.29	9.29		EA			Overhead general lighting controlled from two points in the room- at door and close to the cot. Task lighting close to the cot. Bathroom privacy lock on door. Door to be a minimum clear width of 36" .	(1) 24" W. x 72" L Cot (1) Ergonomic Task Chair (1) Wall hung sink (1) small supply cabinet with work surface for medical supplies. (6) lineal feet of open storage shelves for cloths and blankets. (1) wall hung mirror. (1) AED	Centrally located	Secure room with medical supplies for minor accidents or for employees who need to rest for a short period of time. Flooring to be easily mopped and cleaned.				First Aid Room	20

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21	Soiled Room			Area for employees (mostly shop employees) to put their soiled work clothes.	Foremen's Area Shops Area Employee Change Rooms Service Entrance Clean Linens	(1) large size laundry cart (1) 5' long counter with drawers below to hold forms and additional laundry bags.	Area should be exhausted to prevent migration of smells / odours to the remainder of the facility.					EA	1	0	80.00	80.00	7.43
22	Clean Linens			Area to hang clean linens for the employees - mostly shop employees	Foremen's Area Shops Area Employee Change Rooms Service Entrance	Clothes rod to accommodate hanging of coveralls ...						EA	1	0	80.00	80.00	7.43
23	Janitor Room(s)			2 secure rooms: one as a work space (benching) and one for the cleaning supplies and mop sink. Flooring can be resilient sheet flooring or can be exposed concrete depending upon the design.	Centrally located to allow access to all areas of the facility	Three sections of steel shelving (1) 24" x 24" x 4" H floor model slop sink. (1) hose bib (1) 4 clip stainless steel hook strip for brooms and mops. (1) locking metal cabinet for storage of cleaning supplies and compounds. (2) battery recharge stations (1) 6' work bench with drawers below and shelves overhead . (1) ladder (1) vacuum (1) floor drain in room with mop sink.	Additional closets may be dispersed throughout shop areas as required for specific equipment that employees may use to clean their spaces. Open area for car vacuum and ladder.		EA			EA	1		96.00	96.00	8.92
24	Elevator and Elevator Machine Room			An elevator will be required should the facility be designed on two levels. Depending upon the type of elevator a machine room may be needed.	Main Entrance Waiting Area Administrative	(1) passenger elevator sized to suit the occupant load						EA	1	0	120.00	120.00	11.15

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								Circulation Factor (CF)											
								Total Area (TA)											
								Gross Up - Building Loss Factor (BLF)											
								Total Usable Area (TUA)											
								2,487.80											
								9,595.80											
								504.74											
								10,100.54											
								925.14											

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COMMENTS:

SUMMARY STATISTICS - SPACE ANALYSIS

Code	Space Type	Qty	Area SF	% of Total
PQ	Private Office	0	0.00	
SAD	Screened WkStn with Door	0	0.00	
SA	Screen WkStn without door	0	0.00	
OA	Open Area WkStn	1	200.00	2.0%
O	Open Area	1	160.00	1.6%
EM	Enclosed Meeting Room	4	1,390.00	14.0%
EA	Enclosed Ancillary Room	24	5,258.00	52.8%
	Sub-Total		7,008.00	
CF	Circulation	35%	2,452.80	24.6%
TA	Total Area		9,460.80	
BLF	Building Loss Factor	5.26%	497.64	5.0%
TUA	Total Usable Area		9,958.44	100.0%

TOTAL STAFF COUNT

0

USEABLE SF PER PERSON MINUS (EA + EM)

n/a

s/f/ person

USEABLE SF PER PERSON WITH (EA + EM)

n/a

s/f/ person

BRANCH INFORMATION

OPERATIONAL DESCRIPTION:

PUBLIC ACCESS REQUIREMENTS:

PUBLIC SECURITY REQ. (LEVEL):

ACCESSIBILITY LEVEL REQ. (1 or 2):

HOURS OF OPERATION:

AFTER HOURS ACCESS REQUIREMENTS:

EMERGENCY POWER REQ.:

COMMUNICATION & SOUNDMASKING REQ.:

FUNCTIONAL SPACE PROGRAM

[illegible]

FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
4/Jan/2016

REVISION DATES:
17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011

SECTION TITLE or BRANCH / WORKGROUP NAME: Executive

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

PROJECT NAME / CITY: Fleet Management Agency Programming

SECTION: 3.1

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS									
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING	NEW REQUIREMENTS

FUNCTIONAL SPACE PROGRAM

DATE: _____
ISSUED: _____

4/Jan/2016

BUILDING NO. PROJECT NO: **15011**

SECTION TITLE or BRANCH / WORKGROUP NAME:

Executive

REVISION
DATES:

17/JUL/2015

DEPARTMENT: FLEET MANAGEMENT AGENCY

8/Jul/2015

DIVISION:

DIVISION:

5/May/2015

5/May/2015

PROJECT NAME / CITY: Fleet Management Agency Programming

SECTION: 3.1

CIRCULATION FACTOR: 35%

CIRCULATION FACTOR: 35%

[illegible]

FUNCTIONAL SPACE PROGRAM

DATE
ISSUED:

BUILDING NO_PROJECT NO: **15011**

SECTION TITLE or BRANCH / WORKGROUP NAME:

Executive

REVISION
DATES: 17/Jul/2015

DEPARTMENT: FLEET MANAGEMENT AGENCY

DATE: 11/1/2015

DIVISION:

SECTION: 3.1

June 9, 2015

PROJECT NAME / CITY: **Fleet Management Agency Programming**

CIRCULATION FACTOR:	35%
BUILDING LOSS FACTOR (GROSS UP):	5.26%

NEW REQUIREMENTS										EXISTING			SPECIAL REQUIREMENTS		FURNITURE & EQUIPMENT (F&E)	ADJACENCIES	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.		
CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF													
	SA	1		85.00	85.00	7.90	7.90					Keyed lock for storage will need to be kept at central location.	(1) Ergonomic task chair (1) L-shaped desk (1) Ergonomic, adjustable keyboard tray (1) Monitor arm Accessory elements and accessories (2) Closed overhead storage bins. (3) Task lights, 2 under the overhead storage and one on the desk. (1) Guest chair (1) Flip chart rails (map) (1) coat hook on workstation screen.	Main Public Entrance	Provide a workstation for use by staff who visit the site on occasion but who do not require a permanent space.				7	Hoteling			
	SA	4		85.00	340.00	7.90	31.59													8	Futures		
BRANCH ADJACENCIES:										Sub-Total Staff / Area Circulation Factor (CF)		5	Staff	1,200.00	111.48								
										Total Area (TA)				420.00	39.02								
										Gross Up - Building Loss Factor (BLF)				1,620.00	150.50								
										Total Usable Area (TUA)				85.21	7.92								
														1,705.21	158.41								

FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

PROJECT NAME / CITY: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

SECTION: 3.1

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

Executive

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	INV. REF. PAGE #	EXISTING SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
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COMMENTS:

SUMMARY STATISTICS - SPACE ANALYSIS																		
Code	Space Type	Qty	Area SF	% of Total														
PO	Private Office	5	725.00	42.5%														
SAD	Screened WkStn with Door	0	0.00															
SA	Screen WkStn without door	5	425.00	24.9%														
OA	Open Area WkStn	0	0.00															
O	Open Area	0	0.00															
EM	Enclosed Meeting Room	0	0.00															
EA	Enclosed Ancillary Room	1	50.00	2.9%														
	Sub-Total Area		1,200.00															
CF	Circulation Factor	35%	420.00	24.6%														
TA	Total Area		1,620.00															
BLF	Gross Up - Bldg. Loss Factor	5.26%	85.21	5.0%														
TUA	Total Usable Area		1,705.21	100.0%														

TOTAL STAFF COUNT	5
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USEABLE SF PER PERSON MINUS (EA + EM)	331.04 sff/ person
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USEABLE SF PER PERSON WITH (EA + EM)	341.04 sff/ person
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BRANCH INFORMATION

OPERATIONAL DESCRIPTION:

PUBLIC ACCESS REQUIREMENTS:

BRANCH SECURITY REQ.:

ACCESSIBILITY LEVEL REQ.:

HOURS OF OPERATION:

AFTER HOURS ACCESS REQUIREMENTS:

EMERGENCY POWER REQ.:

COMMUNICATION & SOUNDMASKING REQ.:

Yes

Yes. Card Access system and enter phone at main entrance

Must meet City of Winnipeg Accessibility as well as current NBC

NO

Administrative component for the Special Operating Agency identified as Winnipeg Fleet Management Agency

FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June 9, 2015
5/May/2015

BUILDING NO. PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Finance

SECTION: 3.2
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS										EXISTING			SPECIAL REQUIREMENTS	FURNITURE & EQUIPMENT (F&E)	ADJACENCIES	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.
CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF										
	PO	1	1	175.00	175.00	16.26	16.26		PO		(1) Phone (1) Data Line (2) Duplex Receptacles (3) Do not orientate desk with back to door.	(1) Ergonomic task chair (1) U-shaped desk, desk bridge and credenza (1) Box, box file pedestal (1) File, file pedestal (1) Overhead storage (3) Task lights (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) Meeting table (3) Chairs (1) Wardrobe	Financial coordinator, accounting technician 3, close proximity to chief operating officer, clerical stations and clerks assigned to finance activities. Printer and scanner.	Responsible for overall financial tasks. Oversees the other members of this workgroup. Reports to COO.	770 Ross Avenue	Bubbley Sandhu	Manager of Finance (WAPSO)	1		
	PO	1	1	125.00	125.00	11.61	11.61		PO		(1) Phone (1) Data Line (2) Duplex Receptacles	(1) Ergonomic task chair (1) L-shaped desk with screens. (1) Box, box file pedestal (1) File, file pedestal (2) Overhead storage bins (3) Task lights , 2 below the upper storage and 1 on the desk	Department Comptroller, Accounting Technician 3 and Clerk C - Finance.	Can be collocated within an enclosed area with the accounting technician 3 and Clerk C- Finance as long as there is a separate workstation for each occupant.	770 Ross Avenue	Melody Balane	Financial Coordinator (WAPSO)	2		
												(1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) Coat Hook on workstation								

FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_ PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME: Finance

SECTION: 3.2

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING				NEW REQUIREMENTS				EXT. AREA SM	EXT. AREA UNIT SM	EXT. AREA SM
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF			
3	Accounting Technician 3 (CUPE)	Peter Wut	770 Ross Avenue	Can be collocated within an enclosed area with the accounting technician 3 and Clerk C- Finance as long as there is a separate workstation for each occupant. Responsible to provide billing reports.	Department Comptroller, Financial Coordinator and Clerk C Finance.	(1) Ergonomic task chair (1) L-shaped desk, (1) Box, box file pedestal (1) File, file pedestal (2) Overhead storage (3) Task lights , 2 below the upper storage and 1 on the desk (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) Coat hook on workstation	(1) Phone (1) Data Line (2) Duplex Receptacles		SA			SA	1	1	75.00	75.00	6.97	6.97
4	Clerk C - Finance (CUPE)	Darlene Chizick	770 Ross Avenue	Can be collocated within an enclosed area with the accounting technician 3 and Clerk C- Finance as long as there is a separate workstation for each occupant. This position is responsible for Accounts Payable.	Department Comptroller, Financial Coordinator and Accounting Technician 3. Within proximity to the clerical pool.	(1) Ergonomic task chair (1) L-shaped desk, (1) Box, box file pedestal (1) File, file pedestal (2) Overhead storage (3) Task lights , 2 below the upper storage and 1 on the desk (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) Coat hook on workstation	(1) Phone (1) Data Line (2) Duplex Receptacles		SA			SA	1	1	75.00	75.00	6.97	6.97

FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Finance

SECTION: 3.2
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS												
CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM					
EA	EA	1	0	100.00	100.00	9.29	9.29					

EXISTING			SPECIAL REQUIREMENTS	
INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	FURNITURE & EQUIPMENT (F&E)	ADJACENCIES
	EA	50.00	(4) Five high lateral file cabinets. (1) Floor safe, 8"x10" (1) Petty Cash Box with lock	Financial Coordinator, Accounting Technician 3 and Clerk C - Finance.

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS
5	Filing Area		770 Ross Avenue	Can be collocated within an enclosed area with the Financial Coordinator, Accounting Technician 3 and Clerk C- Finance as long as there is a separate workstation for each occupant. This position is responsible for Accounts Payable.	Financial Coordinator, Accounting Technician 3 and Clerk C - Finance.	(4) Five high lateral file cabinets. (1) Floor safe, 8"x10" (1) Petty Cash Box with lock	Locate in central area

BRANCH ADJACENCIES:				Sub-Total Staff / Area				Staff				51.10					
				Circulation Factor (CF)								17.88					
				Total Area (TA)								68.98					
				Gross Up - Building Loss Factor (BLF)								3.63					
Total Usable Area (TUA)								781.56								72.61	

FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
SECTION: 3.2
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

Finance

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	INV. REF. PAGE #	EXISTING SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA UNIT SM	EXT. AREA SM
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COMMENTS:

SUMMARY STATISTICS - SPACE ANALYSIS																	
Code	Space Type	Qty	Area SF	% of Total													
PO	Private Office	2	300.00	38.4%													
SAD	Screened WkStn with Door	0	0.00														
SA	Screen WkStn without door	2	150.00	19.2%													
OA	Open Area WkStn	0	0.00														
O	Open Area	0	0.00														
EM	Enclosed Meeting Room	0	0.00														
EA	Enclosed Ancillary Room	1	100.00	12.8%													
Sub-Total Area			550.00														
CF	Circulation Factor	36%	192.50	24.6%													
TA	Total Area		742.50														
BLF	Gross Up - Bldg. Loss Factor	5.26%	39.06	5.0%													
TUA	Total Usable Area		781.56	100.0%													

Program Completed By: Maureen Doyle, Synyshyn Architecture Interior
Design Inc
Consultant Name/Company Name
Date: July 31, 2015

Client Approval:
Print Name / Signature
Date

ADM Approval:
Print Name / Signature
Date

TOTAL STAFF COUNT 4

USEABLE SF PER PERSON MINUS (EA + EM) 170.39 sf/ person

USEABLE SF PER PERSON WITH (EA + EM) 195.39 sf/ person

BRANCH INFORMATION	
OPERATIONAL DESCRIPTION:	Workgroup responsible for the financial part of the Special Operating Agency identified as Winnipeg Fleet Management Agency.
PUBLIC ACCESS REQUIREMENTS:	Limited.
BRANCH SECURITY REQ.	Yes. Financial area and files to have restricted access.
ACCESSIBILITY LEVEL REQ.:	Yes. Must meet City of Winnipeg Accessibility and current NBC and Manitoba Legislation
HOURS OF OPERATION:	
AFTER HOURS ACCESS REQUIREMENTS:	Limited.
EMERGENCY POWER REQ.:	
COMMUNICATION & SOUNDMASKING REQ.:	

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June 9, 2015
5/May/2015

BUILDING NO_ PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

SECTION: 3.4
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

SECTION TITLE or BRANCH / WORKGROUP NAME: Information Systems

PROJECT NAME: Fleet Management Agency Programming

NEW REQUIREMENTS										EXISTING			SPECIAL REQUIREMENTS			FURNITURE & EQUIPMENT (F&E)			ADJACENCIES	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.	
EXT. AREA SM	AREA UNIT	EXT. AREA SF	STAFF QTY	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT	AREA UNIT
9.29	9.29	100.00	1	100.00		PO	1																		4

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO./PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
SECTION: 3.4
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

Information Systems

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
6	Computer Room		770 Ross Avenue	Secure room with space for three wiring racks. This is the main room from which network cabling originates and is run out to the remainder of the facility. Wiring rack should have a minimum of 3' of clearance at front and back for servicing.	Locate in close proximity to the Manager of Information Systems, program analysts and information systems specialist.	(3) Wiring racks approximately 24" x 24" x 7" high (1) Post and rack shelving system with an integrated work area, table. (1) keyboard tray at work area. 2 - 3 shelves above work table (1) Integrated shelves and work surfaces for network testing and repairs	Sufficient power and data for wiring racks. Ventilation and cooling to suit heat load calculations. A separate cooling unit may be required. Good general lighting for detail work. Note: If the final facility design requires two levels there will need to be an additional wiring closet or room. The two rooms will need be vertically aligned. Access to the room to be controlled via the card system. There a requirement for static dissipative flooring. This room will need to be on UPS power.		EA			EA	1		100.00	100.00	9.29	9.29

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
SECTION: 3.4
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

Information Systems

EXISTING										NEW REQUIREMENTS									
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM	
7	Computer Testing and Repair		770 Ross Avenue	Secure work room for testing and repairing employee computers and installing and testing programs. Room to have benching on three walls with upper and lower shelves. Some bookshelf storage for computer manuals.	Manager of Information Systems, program analysts and system specialists.	(2) Ergonomic stools Length of the work counter is dependent upon the number of computers that would be requiring repair or updates. Allow for 5 lineal feet per workstation. Hard surface anti static flooring. Open shelving above and below the work bench. (1) Box/Box / File Drawer Pedestal per workstation. (1) Wheeled computer cart (1) Ergonomic task chair (1) Workstation Post + Rack shelving (1) wall of shelving	(1) data outlet per 3' of counter. (1) duplex receptacle per 3' of counter. (1) Phone line		SAD			EA	1		180.00	180.00	16.72	16.72	
BRANCH ADJACENCIES:																			
										Sub-Total Staff / Area		5	Staff	780.00		72.46			
										Circulation Factor (CF)				273.00		25.36			
										Total Area (TA)				1,053.00		97.82			
										Gross Up - Building Loss Factor (BLF)				55.39		5.15			
										Total Usable Area (TUA)				1,108.39		102.97			

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Information Systems

SECTION: 3.4
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SF

COMMENTS:

Program Completed By: Design Inc
Maureen Doyle, Synyshyn Architecture Interior
July 31, 2015
Date
Consultant Name/Company Name

Client Approval:
Print Name / Signature
Date

ADM Approval:
Print Name / Signature
Date

SUMMARY STATISTICS - SPACE ANALYSIS																	
Code	Space Type	Qty	Area SF		% of Total												
PO	Private Office	4	500.00		45.1%												
SAD	Screened WkStn with Door	0	0.00														
SA	Screen WkStn without door	0	0.00														
OA	Open Area WkStn	0	0.00														
O	Open Area	0	0.00														
EM	Enclosed Meeting Room	0	0.00														
EA	Enclosed Ancillary Room	3	280.00		25.3%												
Sub-Total Area			780.00														
CF	Circulation Factor	35%	273.00		24.6%												
TA	Total Area		1,053.00														
BLF	Gross Up - Bldg. Loss Factor	5.26%	55.39		5.0%												
TUA	Total Usable Area		1,108.39		100.0%												

TOTAL STAFF COUNT	5
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USEABLE SF PER PERSON MINUS (EA + EM)	165.68 sf/ person
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USEABLE SF PER PERSON WITH (EA + EM)	221.68 sf/ person
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BRANCH INFORMATION

OPERATIONAL DESCRIPTION:
PUBLIC ACCESS REQUIREMENTS:
BRANCH SECURITY REQ. (LEVEL):
ACCESSIBILITY LEVEL REQ. (1 or 2):
HOURS OF OPERATION:
AFTER HOURS ACCESS REQUIREMENTS:
EMERGENCY POWER REQ.:
COMMUNICATION & SOUNDMASKING REQ.:

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

REVISION DATES: 17/Jul/2015
8/Jul/2015
June 9, 2015
5/May/2015

BUILDING NO./PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME: Clerical

SECTION: 3.5

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

NEW REQUIREMENTS										EXISTING			SPECIAL REQUIREMENTS			
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	CONCEPT DWG. PAGE #	SPACE TYPE CODE	AREA UNIT SF	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM	
1	Clerk B (CUPE)	Michelle Beach	770 Ross Avenue	Will be tasked with reception duties for the admin. function.	Reports to Clerk C should be located in close proximity to the other clerks	(1) Ergonomic task chair (1) L-shaped desk with work surfaces (1) Lockable box, box file pedestal (1) Lockable file, file pedestal (2) Lockable overhead storage cabinets (3) Task lights - 2 below the overhead shelves and one on the desk. (1) Ergonomic adjustable keyboard arm (1) Monitor arm (1) Integrated tack board		SA	75	1	1	75.00	75.00	6.97	6.97	
2	Clerk B (CUPE)	Patti Frykas	770 Ross Avenue	Workstation to carry out clerical work.	Reports to Clerk C should be located in close proximity to the other clerks Printer + scanner, payroll, WCB requires some confidentiality.	(1) Ergonomic task chair (1) L-shaped desk with work surfaces (1) Lockable box, box file pedestal (1) Lockable file, file pedestal (2) Lockable overhead storage cabinets (3) Task lights - 2 below the overhead shelves and one on the desk. (1) Ergonomic adjustable keyboard arm (1) Monitor arm (1) Integrated tack board		SA		1	1	75.00	75.00	6.97	6.97	

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

BUILDING NO_PROJECT NO:

15011

SECTION TITLE or BRANCH / WORKGROUP NAME:

Clerical

REVISION 17/11/2015

DEPARTMENT:

FLEET MANAGEMENT AGENCY

DATE: 1/17/2015

DEPARTMENT:

FLEET MANAGEMENT AGENCY

8/Jul/2015

DIVISION:

01/07/1999

NOISIA

June 9, 2015

PROJECT NAME: Fleet Management Agency Programming

BUILDING LOSS FACTOR (GROSS IIP): 26%

NEW REQUIREMENTS																	
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS						
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM
3	Clerk B (CUPE)	Ricca Nicola	770 Ross Avenue	Workstation suited to data entry, processing of invoices, tracking the purchase of vehicles.	Works closely with the LCCM group. Manager and equipment specifications. Printer + scanner.	(1) Ergonomic task chair (1) L-shaped desk with work surfaces (1) Lockable box, box file pedestal (1) Lockable file, file pedestal (2) Lockable overhead storage cabinets (3) Task lights - 2 below the overhead shelves and one on the desk. (1) Ergonomic adjustable keyboard arm (1) Monitor arm (1) Integrated tack board	(1) phone (1) Data (2) duplex receptacles				SA	1	1	75.00	75.00	6.97	6.97
4	Clerk B Stores (CUPE)	Barbara Harlos	215 Tecumseh Avenue		Works closely with the Facilities and Equipment Group and with the Accounts Payable Clerk. Printer + scanner.	(1) Ergonomic task chair (1) L-shaped desk with work surfaces (1) Lockable box, box file pedestal (1) Lockable file, file pedestal (2) Lockable overhead storage cabinets (3) Task lights - 2 below the overhead shelves and one on the desk. (1) Ergonomic adjustable keyboard arm (1) Monitor arm (1) Integrated tack board	(1) phone (1) Data (2) duplex receptacles				SA	1	1	75.00	75.00	6.97	6.97

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

REVISION DATES: 17/Jul/2015
8/Jul/2015
June 9, 2015
5/May/2015

BUILDING NO_ PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME: Clerical

SECTION: 3.5

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS					EXT. AREA SM	EXT. AREA UNIT SM	EXT. AREA SM
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	
5	Clerk B (CUPE)	Amelia Kipling			Works closely with the Facilities and Equipment Group and with the Accounts Payable Clerk. Printer + scanner.	(1) Ergonomic task chair (1) L-shaped desk with work surfaces (1) Lockable box, box file pedestal (1) Lockable file, file pedestal (2) Lockable overhead storage cabinets (3) Task lights - 2 below the overhead shelves and one on the desk. (1) Ergonomic adjustable keyboard arm (1) Monitor arm (1) Integrated tack board	(1) phone (1) Data (2) duplex receptacles					SA	1	1	75.00	75.00	6.97	6.97
BRANCH ADJACENCIES:																		
												Sub-Total Staff / Area		5	Staff	375.00		34.84
												Circulation Factor (CF)				131.25		12.19
												Total Area (TA)				506.25		47.03
												Gross Up - Building Loss Factor (BLF)				26.63		2.47
												Total Usable Area (TUA)				532.88		49.50

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME: Clerical

SECTION: 3.5
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING				NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM	

COMMENTS:

SUMMARY STATISTICS - SPACE ANALYSIS				
Code	Space Type	Qty	Area SF	% of Total
PO	Private Office	0	0.00	70.4%
SAD	Screened WkStn with Door	0	0.00	
SA	Screen WkStn without door	4	300.00	
OA	Open Area WkStn	0	0.00	
O	Open Area	0	0.00	
EM	Enclosed Meeting Room	0	0.00	
EA	Enclosed Ancillary Room	0	0.00	
Sub-Total Area			300.00	
CF	Circulation Factor	35%	105.00	24.6%
TA	Total Area		405.00	
BLF	Gross Up - Bldg. Loss Factor	5.26%	21.30	5.0%
TUA	Total Usable Area		426.30	100.0%

TOTAL STAFF COUNT5

USEABLE SF PER PERSON MINUS (EA + EM)85.26 sf/ person

USEABLE SF PER PERSON WITH (EA + EM)85.26 sf/ person

BRANCH INFORMATION

OPERATIONAL DESCRIPTION:
PUBLIC ACCESS REQUIREMENTS:
SECURITY REQ. :
ACCESSIBILITY LEVEL REQ.
HOURS OF OPERATION:
AFTER HOURS ACCESS REQUIREMENTS:
EMERGENCY POWER REQ.:
COMMUNICATION & SOUNDMASKING REQ.:

Special Operating Agency dedicated to fleet service delivery with the ability to provide integrated service and comprehensive fleet management expertise to its customer base. The agency uses Yes City employees, sales persons...
NBC 2010 and City of Winnipeg Accessibility Standards
Varies. Office/Administrative functions are daytime hours with limited after hour access required. The Facility and Equipment Group do run a daytime and an evening shift with possible expansion to become a 24/7 operation.
Limited
No
No

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

BUILDING NO_PROJECT NO:

15011

SECTION TITLE or BRANCH / WORKGROUP NAME:

LCCM

REVISION 17/JUL/2015

17-Jul-2015

17-Jul-2015

17-Jul-2015

17-Jul-2015

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION:

3.9

June 9, 2015

June 9, 2015

June 9, 2015

June 9, 2015

June 9, 2015

PROJECT NAME: Fleet Management Agency Programming

CIRCULATION FACTOR:	35%
BUILDING LOSS FACTOR (GROSS UP):	5.26%

NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SF
1	Manager of Fleet Procurement and Life Cycle Analysis (LCCM) (WAPSO)	Charlie Cong	770 Ross Avenue	Oversees the procurement process as well as the life cycle analysis. Reports to the Chief Operating Officer. Meets with staff and with external suppliers.	Manager of Facilities and Equipment: Coordinator LCCM, the Quality Improvement Analysts	(1) Ergonomic task chair (1) L-shaped desk with integrated meeting area (P shape or D shape) (1) box, box file pedestal (1) file, file pedestal (2) Closed overhead storage (3) Task lights , 2 under overhead storage and 1 on the desk. (1) Ergonomic keyboard arm (1) Monitor arm (2) Guest chairs (1) Wardrobe (2) 2 high lateral file cabinets (1) Hook behind door	(1)phone line (1) data line (2) duplex receptacles		PO	120.00								
2	Equipment Inspectors (CUPE)	Dean Kosowan	195 Tecumseh	Responsible for inspection of vehicles coming off lease; new vehicles. The Inspectors are away from their desk a significant portion of the time.	Service Bays dedicated to inspection; Senior Clerk Clerk B Could be in an enclosed area adjacent to the service bay + front customer area.	(1) ergonomic task chair (1) L shape workstation with integrated meeting area (1) box, box, file pedestal (1) file, file pedestal (3) Task lights , 2 under overhead storage and 1 on the desk. (1) Ergonomic keyboard arm (1) Monitor arm (1) coat hook (2) 2 high lateral file cabinets (1) guest chair	(1)phone line (1) data line (2) duplex receptacles		OA				SA	1	85.00	85.00	7.90	7.90

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

LCCM

SECTION: 3.9
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS						EXT. AREA SM
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWGS. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	
3	Utility "D" Fuel (CUPE)	Al Gunner	195 Tecumseh	Assists Equipment Inspector, Clerk B and Senior Clerk. This position will fuel vehicles, move vehicles, remove decals.	Service Bays dedicated to inspection; Senior Clerk Clerk B Key Vault	No workstation or furniture required	Uses cell phone for communication.		OA			OA	0	1	0.00		
4	LCCM - Quality Control (WAPSO)	Darrel Works	770 Ross Avenue	Focused work related to quality measures.	Manager of Fleet Procurement	(1) ergonomic task chair (1) L shape workstation with integrated meeting area (1) box, box, file pedestal (1) file, file pedestal (3) Task lights -- 2 under overhead storage and 1 on the desk. (1) Ergonomic keyboard arm (1) Monitor arm (1) coat hook (2) 2 high lateral file cabinets (1) guest chair	(1) phone line (1) data line (2) duplex receptacles		PO	100.00		SA	1	1	85.00	85.00	7.90

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME: LCCM

SECTION: 3.9

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
5	Senior Clerk (CUPE)		195 Tecumseh	Carry out vehicle inspections under the supervision of the Equipment Inspector	Service Bays Equipment Inspector Could be an enclosed area adjacent to service bay + front customer entrance. Visitors may access service bay through office.	(1) ergonomic task chair (1) L shape workstation with integrated meeting area (1) box, box, file pedestal (1) file, file pedestal (3) Task lights , 2 under overhead storage and 1 on the desk. (1) Ergonomic keyboard arm (1) Monitor arm (1) coat hook	(1) phone line (1) data line (2) duplex receptacles	SA		75.00		SA	1	1	75.00	75.00	6.97	6.97
6	Clerk B (CUPE)	Tammy Everton	195 Tecumseh	Carry out vehicle inspections under the supervision of the Equipment Inspector	Service Bays Equipment Inspector	(1) ergonomic task chair (1) L shape workstation with integrated meeting area (1) box, box, file pedestal (1) file, file pedestal (3) Task lights , 2 under overhead storage and 1 on the desk. (1) Ergonomic keyboard arm (1) Monitor arm (2) Guest chairs (1) coat hook (2) 2 high lateral file cabinets (1) guest chair	(1)phone line (1) data line (2) duplex receptacles	SA		75.00		SA	1	1	75.00	75.00	6.97	6.97

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

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8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

LCCM

SECTION: 3.9

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING		NEW REQUIREMENTS								
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
7	Equipment Specification Engineer (WAPSO)	Kevin Moniz	770 Ross Avenue	Engineer responsible for equipment specification	Technologist 2 Clerk B located in clerical pool. Equipment Specification Library Locate in private area of the floor.	(1) Ergonomic task chair (1) U-shaped desk with integrated meeting surface (d shape peninsula) (1) box, box file pedestal (1) file, file pedestal (2) Overhead closed storage units (3) Task lights;2 beneath the overhead storage and 1 on the desk. (1) Ergonomic keyboard arm (1) Monitor arm (2) Guest chairs (1) Coat Hook Storage for bid op document plans.	(1)phone line (1) data line (2) duplex receptacles		PO	100.00		SA	1	1	85.00	85.00	7.90	7.90
8	Technologist 2 (CUPE)	Eugene Romaniuk	770 Ross Avenue	Assists the engineer with research for equipment specification	Equipment Specification Engineer Equipment Specification Library	(1) ergonomic task chair (1) L shape workstation with integrated meeting area (1) box, box, file pedestal (1) file, file-pedestal (3) Task lights, 2 under overhead storage and 1 on the desk. (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) coat hook in workstation (2) 2 high lateral file cabinets	(1)phone line (1) data line (2) duplex receptacles		SA			SA	1	1	85.00	85.00	7.90	7.90

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

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8/Jul/2015
June9,2015
5/May/2015

BUILDING NO PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

LCCM

SECTION: 3.9

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
9	Technologist 2 (CUPE)	Kris Overby	770 Ross Avenue	Assists the engineer with research for equipment specification	Equipment Specification Engineer Equipment Library	(1) ergonomic task chair (1) L shape workstation with integrated meeting area (1) box, box, file pedestal (1) file, file pedestal (3) Task lights . 2 under overhead storage and 1 on the desk. (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) coat hook in workstation (2) 2 high lateral file cabinets	(1)phone line (1) data line (2) duplex receptacles		SA			SA	1	1	85.00	85.00	7.90	7.90
10	Equipment Specification Library		770 Ross Avenue	Locked room to house specification reference manuals	Equipment Specification Engineer; Equipment Specification Technician;	(5) six high shelving units for holding reference manuals; approximately 90 lineal feet (1) locking metal storage cabinet 18" D x 36" wide x 72" high.			OA			EA	1	0	100.00	100.00	9.29	9.29
11	Service Bays		195 Tecumseh	Service bays to carry out vehicle inspections, to remove or apply badges and levels... Service bays to be drive through with an overhead door at each end	Equipment Inspectors Clerk B Senior Clerk Adjacent to other service bays doors							O	2	0	560.00	1,120.00	52.02	104.05

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

LCCM

SECTION: 3.9
CIRCULATION FACTOR: 36%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING				NEW REQUIREMENTS						EXT. AREA SM	EXT. AREA SM
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM		
12	Re Marketing Coordinator Surplus Sales											SA	1	1	85.00	85.00	7.90	7.90	
BRANCH ADJACENCIES:																			
												Sub-Total Staff / Area		10	Staff	2,055.00		190.91	
												Circulation Factor (CF)				719.25		66.82	
												Total Area (TA)				2,774.25		257.73	
												Gross Up - Building Loss Factor (BLF)				145.93		13.56	
												Total Usable Area (TUA)				2,920.18		271.28	

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED: 4/Jan/2016

REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

LCCM

SECTION: 3.9

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING	NEW REQUIREMENTS						EXT. AREA SM	EXT. AREA SM
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	

COMMENTS:

SUMMARY STATISTICS - SPACE ANALYSIS																
Code	Space Type	Qty	Area SF	% of Total												
PO	Private Office	1	175.00	6.0%												
SAD	Screened WkStn with Door	0	0.00													
SA	Screen WkStn without door	8	660.00	22.6%												
OA	Open Area WkStn	0	0.00													
O	Open Area	2	1,120.00	38.4%												
EM	Enclosed Meeting Room	0	0.00													
EA	Enclosed Ancillary Room	1	100.00	3.4%												
	Sub-Total Area		2,055.00													
CF	Circulation Factor	35%	719.25	24.6%												
TA	Total Area		2,774.25													
BLF	Gross Up - Bldg. Loss Factor	5.26%	145.93	5.0%												
TUA	Total Usable Area		2,920.18	100.0%												

Program Completed By: Design Inc

Maureen Doyle, Synnshyn Architecture Interior

July 31, 2015

Date

Client Approval:

Consultant Name/Company Name

Print Name / Signature

Date

ADM Approval:

Print Name / Signature

Date

TOTAL STAFF COUNT

10

USEABLE SF PER PERSON MINUS (EA + EM)

282.02 sf/ person

USEABLE SF PER PERSON WITH (EA + EM)

292.02 sf/ person

BRANCH INFORMATION

OPERATIONAL DESCRIPTION:

PUBLIC ACCESS REQUIREMENTS:

BRANCH SECURITY REQ. (LEVEL):

ACCESSIBILITY LEVEL REQ. (1 or 2):

HOURS OF OPERATION:

AFTER HOURS ACCESS REQUIREMENTS:

EMERGENCY POWER REQ.:

COMMUNICATION & SOUNDMASKING REQ.:

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
REVISION DATES:
17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO./PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Facilities and Equipment

SECTION: 3.11
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS																			
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS								
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM	
1	Manager of Facilities and Equipment (WAPSO)	Andy Chartrand	770 Ross Avenue	Meets with staff, with external vendors and clients. Could meet with up to 3 persons at one time.	Chief Operating Officer, Manager of Fleet Procurement and Life Cycle Analysis Clerk C Quality Improvement Analysts	(1) Ergonomic task chair with arms (1) L-shaped desk comprised of (1) D shape peninsula approximately 36" wide x 72" long (1) corner unit approximately 48" x 48" (1) return approximately 30" deep x 72" long (2) closed overhead storage units or (2) bookcases. (3) task lights; one under each overhead and one on the desk. (1) Ergonomic, adjustable keyboard tray (1) Monitor arm Accessory elements and accessories (2) Guest chairs at desk (1) Coat hook in office	(1) phone line (1) data line (2) duplex receptacles Interior sidelight at office door configured to meet the City of Winnipeg accessibility standards for clearances.		PO				PO	1	1	175.00	175.00	16.26	16.26

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
REVISION DATES:
17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO./PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING		NEW REQUIREMENTS						EXT. AREA SM	EXT. AREA UNIT SM	EXT. AREA SM
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
2	Service Coordination (WAPSO)	Rick Weiss, Dan Unrau Darren Wolfe Derek Payjack		This role may be transitioned to Service Coordinator. Role description is pending. Workstations can be located within an enclosed area.	Close to client entrance for service of vehicles; waiting area for those waiting for their vehicle pick up and / or repair; close to the repair facility and to the foreman's work area. Visual Connection to front entrance. Could be in foreman area and with LCCM people in office area.	Per workstation: (1) Ergonomic task chair (1) Integrated or free standing L-shaped desk consisting of (1) d shaped peninsula workstation 30" D x 72" L. (1) return 24" D. x 42" L. (1) box, box file pedestal (1) file, file pedestal (2) Overhead closed storage bins (3) Task lights per workstation. (1) Ergonomic keyboard arm (1) Monitor arm	(1) data line (1) phone line (2) duplex receptacles		PO	110.00		SA	4	4	85.00	340.00	7.90	31.59
3	Supervisor Facility 1 (WAPSO)	Jason Stevenson	195 Tecumseh	Overall responsibility for the 195 Tecumseh Street Facility which currently houses the repair shops. This position meets with vendors, staff and oversees the shops.	Reports directly to the Manager of Facilities and Equipment. Proximity to the repair garage. Clerical Pool	(1) Ergonomic task chair (1) U-shaped desk consisting of (1) front 'D' shape peninsula 30" D. x 60" W. (1) front return 30"D x 60" L (1) corner unit 42" x 42" (1) back return 30"D. x 60" L. (1) box, box file pedestal (1) file, file pedestal (1) Overhead storage (3) Task lights (1) Ergonomic keyboard arm (1) Monitor arm	(1) phone line (1) data line (2) duplex receptacles Interior sidelight at office door configured to meet the City of Winnipeg accessibility standards for clearances.		PO			PO	1	1	125.00	125.00	11.61	11.61

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016

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June9,2015
5/May/2015

BUILDING NO_ PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME: Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS								
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM	
4	Foreman Day Shift Foreman Midnight Shift (CUPE)	Dave LePage Vacant (Future)	195 Tecumseh	This position is responsible for greeting customers requiring service; preparation of work orders; distribution of work orders to the mechanics. This area can be set up similar to the Thomas Avenue operation; workstations located in an enclosed room with windows on one side providing views to the shop floor; a service counter immediately off the client vestibule and adjacency to the supervisor of stores office.	Main Service Entrance - both physical and visual. Direct access to the service counter (currently, This model may change if Quality Improvement Analysts become Customer Service Representatives in future) Shop Floor Multi Function Unit (scan, print, copy)	(1) Ergonomic task chair (1) L-shaped desk comprised of (1) D shape front Work surface 30"D. x 72"L., (1) side return 24"d. x 72"L. (1) box, box file pedestal (2) closed overhead storage units (3) Task lights (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) Coat Hook	(1) phone line (1) data line (2) duplex receptacles Access to workstation to meet City of Winnipeg Accessibility requirements. Panels between workstations should not obstruct view to the service counter or shop floor. Midnight Shift foreman will share a workstation with the day or evening foreman.		PO				SA	1	2	85.00	85.00	7.90	7.90
5	Foreman Evening Shift (CUPE)	Ken Swardyliak	195 Tecumseh	This position is responsible for greeting customers requiring service; preparation of work orders; distribution of work orders to the mechanics. This area can be set up similar to the Thomas Avenue operation; workstations located in an enclosed room with windows on one side providing views to the shop floor; a service counter immediately off the client vestibule and adjacency to the supervisor of stores office.	Main Service Entrance - both physical and visual. Direct access to the service counter (currently, This model may change if Quality Improvement Analysts become Customer Service Representatives in future) Shop Floor Multi Function Unit (scan, print, copy)	(1) Ergonomic task chair (1) L-shaped desk comprised of (1) D shape front work surface 30"D. x 72"L., (1) side return 24"d. x 72"L. (1) box, box-file pedestal (2) closed overhead storage units (3) Task lights (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) Coat Hook	(1) phone line (1) data line (2) duplex receptacles Access to workstation to meet City of Winnipeg Accessibility requirements. Panels between workstations should not obstruct view to the service counter or shop floor.		SA				SA	1	1	85.00	85.00	7.90	7.90

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
REVISION DATES: 17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO _PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
SECTION: 3.11
BUILDING LOSS FACTOR (GROSS UP): 35%
5.26%

NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SM
6	Lead Hand Day Shift Lead Hand Evening Shift (CUPE)	Bruce Dean Darryl Bean	195 Tecumseh	No permanent workstation required. Lead hands share the computer station located in between the repair service bays. Lead Hand assists the mechanics.	Service Bays	Computer stand with storage built in similar to the unit used at Thomas Site.			O			O	1	2	10.00	10.00	0.93	0.93
7	Mechanics Day Shift (CUPE)	Mike Czemernynski Steven Foranluk John-Henry Witt Vacant	195 Tecumseh	Receive work orders from foreman. Carry out repair work on vehicles.	Service Bays	Computer stand with storage built in similar to the unit used at Thomas Site. (1) bench per mechanic. 3'x4' (1) toolbox per mechanic. 4'x4'x6'			O			O	12	6	10.00	120.00	0.93	11.15
						Each mechanic will also require a locker. The square footage for this is included in the locker room program.												

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016

BUILDING NO_PROJECT NO:

15011

REVISION 17/10/2015

DEPARTMENT: FLEET MANAGEMENT AGENCY

FLEET MANAGEMENT AGENCY

8/Jul/2015

DIVISION:

DIVISION:

June 9, 2015

1

5/May/2015

PROJECT NAME:

Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%

CIRCULATION FACTOR: 35%

NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SF
8	Mechanic Evening Shift (CUPE)	Manuel Botelho Ron Byrnes Sean Monkman Ernest Platt	195 Tecumseh	Receive work orders from foreman. Carry out repair work on vehicles.	Service Bays	Computer stand with storage built in similar to the unit used at Thomas Site. (1) bench per mechanic. 3'x4' (1) toolbox per mechanic. Each mechanic will also require a locker. The square footage for this is included in the locker room program.	Evening shift will share the computer workstation with the day and future midnight shifts.		O			O	6	4	10.00	60.00	0.93	5.57
9	Mechanic Midnight Shift (CUPE)	Vacant Vacant Vacant	195 Tecumseh	Receive work orders from foreman. Carry out repair work on vehicles.	Service Bays	Computer stand with storage built in similar to the unit used at Thomas Site. (1) bench per mechanic. 3'x4' (1) toolbox per mechanic. Each mechanic will also require a locker. The square footage for this is included in the locker room program.	Midnight shift will share the computer workstation with the day and evening shifts.		O			O	3	3	10.00	30.00	0.93	2.79

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
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5/May/2015

BUILDING NO./PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS										EXISTING				SPECIAL REQUIREMENTS		FURNITURE & EQUIPMENT (F&E)		ADJACENCIES		DESCRIPTION		CURRENT LOCATION		NAME		POSITION/ FUNCTION		ITEM NO.									
STAFF QTY		AREA UNIT SF		EXT. AREA SF		AREA UNIT SM		EXT. AREA SM		CONCEPT DWG. PAGE #		SPACE TYPE CODE		RM QTY		INV. REF. PAGE #		SPACE TYPE CODE		AREA UNIT SF		SPECIAL REQUIREMENTS		FURNITURE & EQUIPMENT (F&E)		ADJACENCIES		DESCRIPTION		CURRENT LOCATION		NAME		POSITION/ FUNCTION		ITEM NO.	
3		10.00		10.00		0.93		0.93		O		O		1				O				Midnight shift will share the computer workstation with the day and evening shifts.		Computer stand with storage built in similar to the unit used at Thomas Site. (1) bench per mechanic. 3'x4' (1) toolbox per mechanic. Each mechanic will also require a locker. The square footage for this is included in the locker room program.		Service Bays		Receive work orders from foreman. Carry out repair work on vehicles.		195 Tecumseh				Light Fleet Mechanic Day Shift (CUPE)		10	
1		10.00		10.00		0.93		0.93		O		O		1				O				Works under the direct supervision of the mechanics.		(1) toolbox per mechanic. Shares the computer workstation with the mechanics. (1) bench per mechanic. 3'x4'		Service Bays		Works under the direct supervision of the mechanics.		195 Tecumseh		Rowan Kenny		Apprentice Mechanic Day Shift (CUPE)		11	
3		10.00		10.00		0.93		0.93		O		O		1				O				Report directly to the foreman.		Shares the computer workstation and tools with the mechanics.		Report directly to the foreman.		Room. Role is to assist the mechanics.		195 Tecumseh		Jim Borman Vacant Todd Barnett		Utility D Day Shift Utility D Evening Shift (CUPE)		12	
1		10.00		10.00		0.93		0.93		O		O		1				O				Shares the computer workstation and tools with the mechanics.		Shares the computer workstation and tools with the mechanics.		Tire service bay Tire Stores Wheel alignment		Responsible for work associated with tires - change tires; inspect tires. Require a dedicated service bay.		195 Tecumseh		Chris Edmonds		Utility C Day Shift (CUPE)		13	
1		10.00		10.00		0.93		0.93		O		O		1				O				(1) toolbox per mechanic. (1) Tire Rack to hold 3'x6' small tires, 4'x6' large tires with space in front of each. (1) Work bench 5'x3' with space for stand. Shares the computer workstation with the mechanics.		(1) toolbox per mechanic. (1) Tire Rack to hold 3'x6' small tires, 4'x6' large tires with space in front of each. (1) Work bench 5'x3' with space for stand. Shares the computer workstation with the mechanics.		Tire service bay Tire Stores Wheel alignment		Responsible for work associated with tires - change tires; inspect tires. Require a dedicated service bay.		195 Tecumseh		Vacant		Utility D Tire/Lube TechDay Shift (CUPE)		14	

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016

4/Jan/2016

17/JUL/2015

8/JUL/2015

June 9, 2015

5/May/2015

BUILDING NO PROJECT NO:

15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR. 350%.

CONCRETE LOSS FACTOR: 33%

[illegible]

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
REVISION DATES:
17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_ PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

PROJECT NAME: Fleet Management Agency Programming

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SM
17	Storekeeper 2 Day Shift (CUPE)	Donald Gopaul	195 Tecumseh	This position works at the internal service counter. Responsible for counter service and for processing paper work. Work station will be shared between day and evening storekeepers	Service Bays Parts Department	(1) counter stool Workstation comprised of (1) D shape work surface 30"D. x 72" L (1) Return 24"D. x 42"L (2) closed overhead storage units (1) box, box, file pedestal (1) Ergonomic task chair (2) 2 H lateral file cabinets 18"D x 36"W. x 29" H. (1) ergonomic keyboard tray (1) monitor holder (3) Task lights		O			1	1	85.00		85.00	7.90	7.90	
18	Supervisor Facility (WAPSO)	Aaron Lennon	215 Tecumseh	Overall responsibility for the 215 Tecumseh Street Facility which currently houses the manufacturing shops. This position meets with vendors, staff and oversees the shops.	Reports directly to the Manager of Facilities and Equipment. Proximity to the Manufacturing shop.	(1) Ergonomic task chair (1) U-shaped desk consisting of (1) front 'D' shape peninsula 30" D. x 60" W. (1) front return 30"D x 60" L (1) corner unit 42" x 42" (1) back return 30"D. x 60" L (1) box, box file pedestal (1) file, file pedestal (1) Overhead storage (3) Task lights (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) coat hook	(1) phone line (1) data line (2) duplex receptacles Interior sidelight at office door configured to meet the City of Winnipeg accessibility standards for clearances.				PO	1	1	125.00		125.00	11.61	11.61

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
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BUILDING NO _PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS										EXISTING			SPECIAL REQUIREMENTS		FURNITURE & EQUIPMENT (F&E)		ADJACENCIES	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.
EXT. AREA SM	AREA UNIT SM	EXT. AREA SF	AREA UNIT SF	STAFF QTY	RM QTY	SPACE TYPE CODE	CONCEPT DWG. PAGE #	SPACE TYPE CODE	AREA UNIT SF	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	SPECIAL REQUIREMENTS	FURNITURE & EQUIPMENT (F&E)	ADJACENCIES	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.		
7.90	7.90	85.00	85.00	1	1	SA		SA			SA		(1) phone line (1) data line (2) duplex receptacles Access to workstation to meet City of Winnipeg Accessibility requirements. Panels at workstation should not obstruct view to the service counter or shop floor.	(1) Ergonomic task chair (1) L-shaped desk comprised of (1) D shape front work surface 30"D. x 72"L., (1) side return 24"d. x 72"L. (1) box, box file pedestal (2) closed overhead storage units (3) Task lights (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) Coat Hook	Parts Department. Direct access to the service counter (currently, This model may change if Quality Improvement Analysts become Customer Service Representatives in future) Shop Floor Multi Function Unit (scan, print, copy)	This position is responsible for greeting internal customers requiring services related to manufacturing; preparation of work orders; distribution of work orders to the welders.	215 Tecumseh	Murray Burton	Foreman (CUPE)	19		
		0.00	0.00	1	1			O						(1) Toolbox No work station required	Carpentry work station	Assists the carpenters. This position roams. No workstation required.	215 Tecumseh	Hal Silvester	Lead Hand Carpenter (CUPE)	20		
				1									This work area is located in shops manufacturing. Space is accounted for there. Staff is accounted for here					Neal Richardson	Carpenter	21		
			0.00	1	0	O		OA							Welding station	Assists the welders. No permanent workstation.	215 Tecumseh	Jamie Chaulk	Lead Hand Welder (CUPE)	22		
			0.00	8	0	O		O						Welding Bench	Welding Stations	Performs welding services in support of the repair shop.	215 Tecumseh	Boj Mysak Justin Wilcott Alex Lariviere Albert Allison Jordan Storsley Adam Moore Chris Buczko +/- (1)	Welder (CUPE)	23		
			0.00	1	0	O												Avery Normand	Lead Hand Machinist (CUPE)	24		
			0.00	1	0	O												Stephen Haglund	Machinist (CUPE)	25		
			0.00	2	0	O												Tom Eschuk Jason Mohr	Utility D (CUPE)	26		

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
REVISION DATES:
17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO./PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING		NEW REQUIREMENTS								
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SM
27	Utility C (CUPE)	Garry McInnes	215 Tecumseh									O	0	1	0.00			
28	Quality Improvement/Analyst (WAPSO)	Marcel Pinaud	215 Tecumseh	Could be located in manufacturer, foreman's area.		Per workstation: (1) Ergonomic task chair (1) Integrated or free standing L-shaped desk consisting of (1) d shaped peninsula workstation 30" D x 72" L (1) return 24" D. x 42" L (1) box, box file pedestal (1) file, file pedestal (2) Overhead closed storage bins (3) Task lights per workstation, (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (2) - 2 high lateral file cabinets (1) Coat Hook	(1) data line (1) phone line (2) duplex receptacles Openings to workstations must meet the City of Winnipeg Accessibility Requirements. Entrances to workstations to be located to avoid entering behind the occupant.		PO	110.00		SA	1	1	85.00	85.00	7.90	7.90

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
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BUILDING NO. PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS										EXISTING			SPECIAL REQUIREMENTS		FURNITURE & EQUIPMENT (F&E)		ADJACENCIES		DESCRIPTION		CURRENT LOCATION		NAME		POSITION/ FUNCTION		ITEM NO.		
EXT. AREA SM		AREA UNIT SF		STAFF QTY		RM QTY		SPACE TYPE CODE		CONCEPT DWG. PAGE #		INV. REF. PAGE #		AREA UNIT SF		FURNITURE & EQUIPMENT (F&E)		ADJACENCIES		DESCRIPTION		CURRENT LOCATION		NAME		POSITION/ FUNCTION		ITEM NO.	
7.90		85.00		1		1		SA								Workstation comprised of (1) D shape work surface 30"D. x 72" L (1) Return 24"D. x 42"L. (2) closed overhead storage units (1) box, box, file pedestal (1) Ergonomic task chair (2) 2 H lateral file cabinets 18"D x 36"W. x 29" H. (1) ergonomic keyboard tray (1) monitor holder (3) Task lights		Reports to the Supervisor of stores. Service counter Could be collocated with repair office/admin. function		Responsible for ordering parts and equipment and for inventory of parts. Storekeeper for day shift shares the workstation with the storekeeper for the evening shift.		215 Tecumseh		Jesse Woods		Storekeeper 4 (CUPE)		29	
7.90		85.00		1		0		O								Workstation comprised of (1) D shape work surface 30"D. x 72" L (1) Return 24"D. x 42"L. (2) closed overhead storage units (1) box, box, file pedestal (1) Ergonomic task chair (2) 2 H lateral file cabinets 18"D x 36"W. x 29" H. (1) ergonomic keyboard tray (1) monitor holder (3) Task lights		Reports to the Supervisor of stores. Service counter Could be collocated with repair office/admin. function		Responsible for ordering parts and equipment and for inventory of parts. Storekeeper for day shift shares the workstation with the storekeeper for the evening shift.		215 Tecumseh		Claire Welde		Storekeeper 2 Day Shift (CUPE)		30	

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
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8/Jul/2015
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BUILDING NO./PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
31	Supervisor of Stores (WAPSO)	Vacant	770 Ross Avenue		Parts Could be with Jerry Chymy, (other supervisor) not with foreman, not with store admin.	(1) Ergonomic task chair (1) U-shaped desk consisting of (1) front 'D' shape peninsula 30" D. x 60" W. (1) front return 30"D x 60" L (1) corner unit 42" x 42" (1) back return 30"D. x 60" L. (1) box, box file pedestal (1) file, file pedestal (1) Overhead storage (3) Task lights (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (1) coat hook	(1) voice line (1) phone line (2) duplex receptacles					PO	1	1	125.00	125.00	11.61	11.61
BRANCH ADJACENCIES:																		

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
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DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Facilities and Equipment

SECTION: 3.11

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	INV. REF. PAGE #	EXISTING SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
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COMMENTS:

SUMMARY STATISTICS - SPACE ANALYSIS																		
Code	Space Type	Qty	Area SF		% of Total													
PO	Private Office	4	550.00		22.1%													
SAD	Screened WkStn with Door	0	0.00															
SA	Screen WkStn without door	10	850.00		34.1%													
OA	Open Area WkStn	0	0.00															
O	Open Area	28	365.00		14.2%													
EM	Enclosed Meeting Room	0	0.00															
EA	Enclosed Ancillary Room	0	0.00															
Sub-Total Area			1,755.00															
CF	Circulation Factor	35%	614.25		24.6%													
TA	Total Area		2,369.25															
BLF	Gross Up - Bldg. Loss Factor	5.26%	124.62		5.0%													
TUA	Total Usable Area		2,493.87		100.0%													

TOTAL STAFF COUNT	58
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USEABLE SF PER PERSON MINUS (EA + EM)	43.00 sf/ person
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USEABLE SF PER PERSON WITH (EA + EM)	43.00 sf/ person
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BRANCH INFORMATION

OPERATIONAL DESCRIPTION:
PUBLIC ACCESS REQUIREMENTS:
BRANCH SECURITY REQ. (LEVEL):
ACCESSIBILITY LEVEL REQ. (1 or 2):
HOURS OF OPERATION:
AFTER HOURS ACCESS REQUIREMENTS:
EMERGENCY POWER REQ.:
COMMUNICATION & SOUNDMASKING REQ.:

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
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5/May/2015

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:
Shop Areas

SECTION: 3.12
CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS						
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM
1	Shops		195 Tecumseh	Comprised of ; Repair - service bays for repairing equipment and vehicles. Manufacturing; carpentry and welding for customization and milling; Stores / Parts; central procurement and storage are accessible by manufacturing and repairs. Service bays to be set up on both sides with capability for drive through traffic. Area between the bays to accommodate the mechanics tool boxes, air compressors, laptops... Equipment aisles to be located in between bays and protected from bumps by vehicles and large parts / supplies.	Employee entrance Employee Locker Rooms Employee Washrooms Shift Foremen Exterior yards and access points	Overhead cranes Forklifts Dollies Janitor closets for mops, pails and squeegees Good drainage and floor drains Retractable electrical reels Retractable air reels (compressed) Fire Extinguishers Safety Shielding Drapes and screens to provide moisture protection, spark protection and sound protection. Central floor drain system with sediment pit.	Vehicle exhaust ducting ports at floor and overhead Natural Day lighting Heated air cushion at each overhead door (or suitable new technology) 30' clear ceiling height (to underside of structure) eye wash stations Wi Fi Access Additional exhaust hoods at welding stations Overall building exhaust system The electrical supply system and distribution is critical to the shops in particular the welding area. Major tools and welders will need to be on separate circuits. Designers should tour new facilities of similar function to achieve a high understanding of the operations. Bright reflective paint; well thought out colour scheme Computer station with drawers located between service bays. Ratio is 1:2. Conc. floor with thickness of 8-10"						0				

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Shop Areas

SECTION: 3.12

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BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS																		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SF
2	Repair Garage Service Bay for Heavy Fleet vehicles /equipment;		195 Tecumseh	Service bay for working on heavy equipment and vehicles. The sizing of the bay is based on a grader with a plough as this is considered the largest piece of equipment.	Foreman's office; Parts Department; Service counter; Wash Bay	(1) 14' W x 40' L service bay with (1) 16' H x 12' W remotely controlled electric overhead door w/ glass. Each stall shall include: Compressed air supply with two compressors per stall (min.). Cord reels and trouble lights; multi box electrical outlets; O/H lifting crane encompassing entire work area (5 ton minimum) air makeup units for heating and cooling Internet connection Designated space for two rolling tool cabinets per mechanic stand up desk with computer (1:2 bays)	Air make up units for heating and cooling					0	10	0	560.00	5,600.00	52.02	520.24
	Repair Garage Service Bay for Heavy Fleet vehicles /equipment continued					Need mounting ability to hold: -2-3/8" compressor line -1-1" compressor hook up line -(2) Duple receptacles -(2) pressure washer hook ups for H2O tap -(1) fire extinguisher												

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3	Mechanics Service Bay	Heavy Fleet Stalls with hoists	195 Tecumseh	Service bay for carrying out repair work on fleet vehicles that require a hoist	Foremen of the three shifts identified; Parts Department and Parts Service counter; Wash Bay Drying Bay	(1) 14' W x 40' L service bay with (1) 16' H x 16' W remotely controlled electric overhead door w/ glass. (1) 25 ton hoist. Each stall shall have access to: Compressed air supply with two compressors per stall (min.). Cord reels and trouble lights; multi box electrical outlets; O/H lifting crane encompassing entire work area (5 ton minimum) Designated space for two rolling tool cabinets per mechanic stand up desk with computer (1:2 bays) Wi Fi access for whole shop Mounting ability to hold:	See requirements under shops				3	0	560.00	1,680.00	52.02	156.07

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4	Mechanics Service Bay	Light Fleet stalls without hoists		Service bay for carrying out repair work on fleet vehicles that do not require a hoist	Foremen of the three shifts identified; Parts Department and Parts Service counter; Wash Bay Drying Bay	(1) 14' W x 40' L service bay with (1) 16' H x 16' W remotely controlled electric overhead door. Each stall shall have access to: Compressed air supply with two compressors per stall (min.). Cord reels and trouble lights; multi box electrical outlets; O/H lifting crane encompassing entire work area (5 ton minimum) Designated space for two rolling tool cabinets per mechanic stand up desk with computer (1:2 bays)					0	2	0	560.00	1,120.00	52.02	104.05

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								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF
5	Mechanics Service Bay Light Fleet Stalls			Service bay for carrying out repair work on fleet vehicles that require a hoist	Foreman of the three shifts identified; Parts Department and Parts Service counter; Wash Bay	(1) 14' W x 40' L service bay with (1) 16' H x 16' W remotely controlled electric overhead door: (1) 15 ton hoist with trolley, jacks and lights Each stall shall have access to: Compressed air supply with two compressors per stall (min.). Cord reels and trouble lights; multi box electrical outlets; O/H lifting crane encompassing entire work area (5 ton minimum) Designated space for two rolling tool cabinets per mechanic stand up desk with computer (1:2 bays)							2	0	560.00
6	Tool Storage			Secure compound for tools used throughout the shop. Compound to be equipped with battery charge stations.	Repair garage	(8) 2' D x 4' L sections of heavy duty metal shelving with hooks for hanging tools (2) 4' D x 4' W Sections of heavy duty metal shelving for storage of large tools. (4) duplex receptacles with shelves for recharging tools.	This area may no longer be required if tools are returned to Stores / parts.					EA	1	0	225.00
															225.00
															20.90
															20.90

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								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	
7	Photocopy Area			Open area or alcove.	Foremen's office	(1) Large multi-function machine (1) Large capacity shredder (1) Collating counter with drawers and cupboards above and below (1) duplex receptacle dedicated to the copier (1) data drop for photocopier (1) duplex receptacle for the photocopier			O			O	1		120.00	120.00	11.15
8	Break room			Lunch and break area for shop employees. Also serves as a space where foremen meet with their respective employees as a group.	Close proximity to foremen and entrances to shops and lockers.	(1) 12' counter with sink, drawers and cupboards above and below (1) Large refrigerator (1) Microwave oven (1) Kettle (1) Toaster (1) duplex receptacle for refrigerator (3) split circuit receptacles. (8) 48" X 30" tables (30) stackable chairs			O			O	1		400.00	400.00	37.16
9	Wash Bay, Drying and Warming Bay			Isolated enclosure with epoxy coated walls, exaggerated drainage to grate.	Shops drying and warming bay and in close proximity to the main drive bay.	(1) 29' W x 80' L service bay (1) Overhead wand wash with soap dispenser (1) Heavy gauge plastic drape to contain spray (1) water separator (1) sump pit (1) drain	Ample ventilation to remove moisture from the air. High volume but low pressure warm air flow vents...					O	1	0	2,320.00	2,320.00	215.53

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NEW REQUIREMENTS										EXISTING		SPECIAL REQUIREMENTS		ADJACENCIES		FURNITURE & EQUIPMENT (F&E)		NEW REQUIREMENTS		
ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	EXT. AREA SF
10	On-Floor Computers			Protected computer cabinets where employees may pick up assignments and instruction, log billable time on project pieces and note the use of consumable products in the shop for restocking purposes. Employees may also use the station to call supervisory employees.	Service Bays shop and stores employees.	(10) Computers (10) Protective cabinets (10) data lines (10) duplex receptacles	Set in protected areas such as beside columns protected from bumps by vehicles and large parts and/or supplies moving about the space. Protection from dust and debris.						10		20.00	200.00	1.86		18.58	
11	Emergency Personal Wash and Eye Wash Stations.			Alcove to house a combination personal dousing shower and eye wash station for purpose of removing contaminants in an emergency situation. Stations to be easily accessible. Walls to be finished with an easily cleaned finish such as epoxy paint or acrylic wall panels.	Service Bays shop and stores employees.	(1) Pre-manufactured personal emergency shower/eyewash stations. (1) heavy duty plastic curtain	Video connection and camera.					O	3	0	20.00	60.00	1.86		5.57	
12	Filtered Water Supply			Alcove for filling water bottles.	Repair garage manufacturing Stores / Parts	(1) Wall hung water bottle station.			O			O	3		15.00	45.00	1.39		4.18	
13	Parts Washers			Area to wash parts of varying types and sizes. Area to include an open area large enough to suspend parts and to receive parts by dolly.	Wash bay Drying bay. Parts drying mechanics machinists.	(2) Small parts washer tubs (1) Large parts washer tub (2) water faucets and tap sets (1) overhead spray wand (1) grate (1) sump pump	steel "A" frames and/or a small dedicated overhead crane for suspension of parts from hooks. Ventilation to remove moisture.					O	2	0	280.00	560.00	26.01		52.02	

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14	Tire Repair, Wheel Alignment		Tecumseh	Open area service bay within the repair garage dedicated to tire repair. Could share space with headlight alignment service	Wheel Repair Tire Stores Wheel Alignment Tire Repair	(1) 14' x 40' service bay. (1) work bench with drawer storage below and storage cabinets above to store small parts duplex receptacles located above the work bench but below the upper storage Overhead retractable power Overhead retractable air water supply (1) portable stand light (1) task light below upper storage (1) alignment pad (1) testing machine	Space to store up to three stacked tires					O	1	0	560.00	560.00	52.02	560.00	52.02			
15	Wheel Alignment			Open area service bay within the repair garage dedicated to tire repair. Could share space with headlight alignment service								O	1	0	250.00	250.00	23.23	250.00	23.23			
16	Fluids Storage #1		Tecumseh	Three-sided area to store shop fluids for various areas of the shops	Stores Shipping and receiving centrally located in shop for access and to provide the shortest runs to overhead fluid dispensing equipment	Clamps and brackets on walls to protect drums from tipping. Dollies filling station for various fluids such as oil, grease, windshield washer fluid						O	1	0	175.00	175.00	16.26	175.00	16.26			
17	Used Oil			Outdoor area for the storage of used oil.	Stores shipping and receiving fluid storage may share space with used tires	Wall brackets or straps						O	1	0	20.00	20.00	1.86	20.00	1.86			

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NEW REQUIREMENTS										EXISTING			SPECIAL REQUIREMENTS	ADJACENCIES		FURNITURE & EQUIPMENT (F&E)	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.
EXT. AREA SM	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF	STAFF QTY	RM QTY	SPACE TYPE CODE	CONCEPT DWG. PAGE #	SPACE TYPE CODE	AREA UNIT SF	INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	SPECIAL REQUIREMENTS	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	DESCRIPTION	CURRENT LOCATION	NAME	POSITION/ FUNCTION	ITEM NO.	
20.90	20.90	225.00	225.00	1	1	O							Open area space for 5 lawn mowers	Perimeter of Mechanics repair area	(1) work bench with drawer storage below and storage cabinets above small cabinets at each end of the workbench to store small parts and tools (1) freestanding work bench with space on four sides	Separate, caged area for repair of small equipment such as lawn mowers				Power Tool Storage	18
4.65	4.65	50.00	50.00	0	1	EA							Storage for dust compound, spill absorption compound, cleaning products	Mechanics Area main drive door	(1) 24" x 24" floor mounted slop sink (1) hose bib hook strip with clamps for brooms, mops, dust bins	Small storage area for tools and equipment used to clean up the mechanics area				Janitor Closet	19
49.24	49.24	530.00	530.00	0	1	EA							Note: 170 sf. of space for workstations is identified under Facilities and Equipment. Space is not allocated in this line item. This area requires video surveillance cameras and a monitor for playback. Head end location to be determined One access door to be 36" wide and one 48" wide. This area is accessed by a forklift for delivery of larger parts	Stores area stores shipping and receiving mechanics welders carpenters	(3) surveillance cameras (1) rolling shutter for security. Note this may require a FRF depending upon location (3) 36" W x 18" D x 84" H metal library shelving (3) 36"W x 18"D x 5H lateral file cabinets (2) mobile parts carts (1) 8' high overhead door	Enclosed area to house the storekeepers and supervisor (approx. 3-4 people) in addition to the internal customer service counter.	Tecumseh		Stores Office	20	
260.12	260.12	2,800.00	2,800.00	0	1	O							Part of small parts storage and supplies could be on a mezzanine	Stores Office	(64) 2' D x 4' L x 7' H sections of metal shelving.	Open area with shelving to store small parts and supplies such as nails, paints, stationery and tools. 30' H ceilings.	Tecumseh			Small Parts and Supplies	21
241.54	241.54	2,600.00	2,600.00	0	1	O							8' wide corridor between racks to allow pallet jacks and fork lifts to travel through	Stores Office	(48) 3' D x 5' L x 8' H heavy duty steel pallet racking / shelving.	Open area with shelving to store large parts on pallet racking. 30'H ceilings.				Large Parts	22

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23	Tire Storage			Open alcove for sorting and stacking tires. Walls will be an asset.	Stores shipping and receiving service aisle of stores office		Allow for 6' between stacks of tires for fork lifts and specific dollies to pass through.					O	1	0	650.00	650.00	60.39
24	Shipping and Receiving, Loading Dock		Tecumseh	Open area adjacent to the delivery door. Area to include for workstation for shipper and receiver Indoor loading dock with sloped floor to assist in the loading and unloading process. Dock to be sized to take a 40' long trailer backed in. Exterior shipping and receiving	Stores Office Tires New and Used Used Oil Exterior Shipping and Receiving	(1) d shaped peninsula workstation 30" D x 72" L (1) return 24" D. x 42" L (1) box, box file pedestal (1) file, file pedestal (2) Overhead closed storage bins (3) Task lights per workstation, (1) Ergonomic keyboard arm (1) Monitor arm (1) Guest chair (2) - 2 high lateral file cabinets (1) Coat Hook (1) 5' platform at driver side (1) 10' platform at rear (1) overhead door Overhead door leads Ladder from loading pit to platform	Unclear if there is a requirement for a staff person or if this is performed by one of the storekeepers. Man door with doorbell						1	0	1,000.00	1,000.00	92.90

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25	Shops Manufacturing General Comments		Tecumseh	This area includes the welders, carpenters and machinists. This group manufactures custom items, such as the box for a pick up truck and carries out repairs on the vehicles. They also might fabricate steel stairs or wooden park benches. The area will require 4 service bays, welding stations, machinist stations and work tables. Raw materials may arrive by hand or by overhead cranes. a carpenter shop is also included in manufacturing.	Stores Repair												
26	Machining Bays		Tecumseh	16' x 20' bay with L shaped stations and freestanding table.	(3) vehicle service bays raw materials, major tools eye wash station	(1) 'U' shaped 36" D. heavy gauge steel topped work bench with seating space, drawer space on the wings, 3' coat closet at the end of one wing and a rolling tool chest on the end of the other wing. 12" D. overhead cabinets No O/H storage (1) freestanding 5' D x 10' L heavy duty steel topped table capable of handling loads of 5,000 lbs. power above the workbench but below the upper cabinets retractable power retractable air	Provide 4' of clear aisle space around workbench					3	0	320.00	960.00	29.73	89.18

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27	Welding Bays		Tecumseh	L shape stations where pieces are manufactured and / or where manufactured pieces are installed on vehicles.	(8) vehicle bays close proximity to the raw materials and major tools portable equipment eyewash stations	(1) U' shaped 36" D, heavy gauge steel topped work bench with seating space, drawer space on the wings, 3' coat closet at the end of one wing and a rolling tool chest on the end of the other wing. 12" D, overhead cabinets No O/H storage (1) freestanding 5' D x 10' L heavy duty steel topped table capable of handling loads of 5,000 lbs. power above the workbench but below the upper cabinets retractable power retractable air	All surfaces to be spark resistant.					O	8	0	560.00	4,480.00	52.02	416.19	
28	Tools and Equipment			Miscellaneous tools, work benches and machines								O	1	0	4,000.00	4,000.00	371.60	371.60	
29	Manufacturing - Carpenters General			Carpenters are part of the manufacturing unit but due to the dust they generate they need to be removed from the immediate welding area.	Eye wash Station	Overhead retractable power and air at each station Task Lighting anti Fatigue mats at work benches and tool benches	Lighting is critical and cannot be fluorescent Power feed location is dependent upon safe operation of the tools; some will be fed from below some from above in floor dust collector terminating at the exterior or in the staging area ceiling height of 14' Provide 2 30 amp spare breakers												

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								INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM				
30	Finishing Room			Enclosed room where project pieces will be finished with coatings and receive secondary sandings	Carpentry Shop Paint Booth	(1) work counter with lower drawer and cupboard storage and upper cupboards. Storage to hold tools. Saw horses to hold parts Tool racks Overhead Power, Air and Dust Collection	Overhead air filtration					EA	1	0	400.00	400.00	37.16	37.16				
BRANCH ADJACENCIES:																						
													Sub-Total Staff / Area		Circulation Factor (CF)		Total Area (TA)		Gross Up - Building Loss Factor (BLF)		Total Usable Area (TUA)	
													1		Staff		32,150.00		11,252.50		4,032.09	
																	43,402.50		2,282.97		2,986.74	
																					1,045.36	
																					4,032.09	
																					212.09	
																	45,685.47				4,244.18	

SCHEDULE D: FUNCTIONAL SPACE PROGRAM



DATE ISSUED: 4/Jan/2016
REVISION DATES:
17/Jul/2015
8/Jul/2015
June9,2015
5/May/2015

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:
PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Shop Areas

SECTION: 3.12

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	NAME	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	FURNITURE & EQUIPMENT (F&E)	SPECIAL REQUIREMENTS	INV. REF. PAGE #	EXISTING SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	IRM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA UNIT SF	EXT. AREA UNIT SM	EXT. AREA SM
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COMMENTS:																		
This area is comprised of the manufacturing group, service bays and parts/stores. The administrative positions are located in the Facilities and Equipment section. The parts/stores should be located within a central area with access from both the manufacturing and the repair groups. The LCCN requires dedicated bays with drive through set up. Current thinking with management is to locate this at the end of the repair garage so that the traffic in and out does not interfere with the traffic for the main repair area.																		

SUMMARY STATISTICS - SPACE ANALYSIS																		
Code	Space Type	Qty	Area SF		% of Total													
PO	Private Office	0	0.00															
SAD	Screened WkStn with Door	0	0.00															
SA	Screen WkStn without door	0	0.00															
OA	Open Area WkStn	0	0.00															
O	Open Area	40	25,985.00		67.3%													
EM	Enclosed Meeting Room	0	0.00															
EA	Enclosed Ancillary Room	4	1,205.00		3.1%													
Sub-Total Area			27,190.00															
CF	Circulation Factor	35%	9,516.50		24.6%													
TA	Total Area		36,706.50															
BLF	Gross Up - Bldg. Loss Factor	5.26%	1,930.76		5.0%													
TUA	Total Usable Area		38,637.26		100.0%													

Program Completed By: Maureen Doyle, Synshyn Architecture Interior Design Inc
Consultant Name/Company Name
July 31, 2015
Date

Client Approval: _____
Print Name / Signature
Date

ADM Approval: _____
Print Name / Signature
Date

TOTAL STAFF COUNT	1
USEABLE SF PER PERSON MINUS (EA + EM)	37,432.26 sf/ person
USEABLE SF PER PERSON WITH (EA + EM)	38,637.26 sf/ person

BRANCH INFORMATION	
OPERATIONAL DESCRIPTION:	Winnipeg Fleet Management Agency is a Special Operating Agency whose mission is to provide economical, state of the art, eco friendly fleet vehicles and equipment for the City of Winnipeg services and staff.
PUBLIC ACCESS REQUIREMENTS:	High to the service garage. Standard for the administrative functions.
BRANCH SECURITY REQ. (LEVEL):	
ACCESSIBILITY LEVEL REQ. (1 or 2):	All City of Winnipeg properties are required to meet the City of Winnipeg Accessibility Standards. As a special operating agency servicing City of Winnipeg WFMA should comply.
HOURS OF OPERATION:	6:30 to 10:30 Monday to Friday. Future plans to add a midnight shift.
AFTER HOURS ACCESS REQUIREMENTS:	Some Admin staff are required to access the building on an emergency basis. Provision for after hours vehicle drop off is also required.
EMERGENCY POWER REQ:	
COMMUNICATION & SOUNDMASKING REQ.:	No.

D

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
REVISION
DATES:

BUILDING NO_PROJECT NO: 15011

SECTION TITLE or BRANCH / WORKGROUP NAME:

Site Information

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION: 1.0

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	SITE FURNITURE & EQUIPMENT	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS					EXT. AREA SM	EXT. AREA SM
							INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF		
1	General Site Requirements		The site surrounding Fleet Vehicle Management must accommodate specific parking and storage requirements of the agency. General site requirements include: -Locate site off a route with truck access and near the public works department -Asphalt surface throughout site -Properly painted parking lines and directional arrows -Parking space dimensions to comply with City of Winnipeg parking guidelines -Bollards to be placed on either side of all service garage doors -Perimeter fence		Card access system for security gate and cold storage on site CCTV Good quality site lighting Light fence											
2	Visitor Parking Standard parking spaces		(12) standard size (8'W. X 20'L.) parking spaces for visitors to Fleet Management must be provided.	Locate parking spaces close to administration entrance and outside of the secure area.		Parking spaces must have cycled power receptacles.					P.S.	12	0	160.00	1,920.00	14.86
3	Visitor Parking Barrier-free parking spaces		(1) Barrier-free parking space (13' W. X 20'L.) for visitors + access aisle must be provided.	Locate barrier-free parking space close to administration entrance and outside of the security gated area.		Parking stall must have cycled power receptacles.					P.S. A.A.	1	0	260.00	260.00	24.15

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
REVISION
DATES:

BUILDING NO./PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

Site Information

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

SECTION: 1.0

PROJECT NAME: Fleet Management Agency Programming

ITEM NO.	POSITION/ FUNCTION	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	SITE FURNITURE & EQUIPMENT	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS						
							INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	EXT. AREA SM
4	Staff Parking		A total of (60) parking spaces are required for staff. (20) parking spaces are allocated to admin staff, and (40) spaces for shops staff.	Locate (20) staff parking spaces near entrance to admin., located (20) staff parking spaces near manufacturing. All staff parking is to be within the security gated area.		Parking spaces must have cycled power receptacles.					P.S.	60		160.00	9,600.00	14.86 6,400.00
5	Delivery Parking Spaces		(4) parking spaces are needed for vehicles making deliveries to the parts department.	Locate delivery parking spaces close to the parts department drop off.		No cycled power receptacles required as vehicles are only temporarily parked.					P.S.	4	0	160.00	640.00	640.00
6	Marshalling Area Large parking spaces (35)		The Marshalling Area is parking area for fleet vehicles that are either awaiting repairs or for vehicles already repaired and waiting for pick up. This area is comprised of (70) parking spaces- (35) larger spaces (20' W. X 40' L.) and (35) standard size. An additional (5) parking spaces are required for after hour vehicle drop off and should be located outside the secure area.	(35) Parking spaces located near the site entrance are awaiting repair.		Parking spaces must have cycled power receptacles.					L.S.	35	0	800.00	28,000.00	2,601.28

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
REVISION
DATES:

BUILDING NO PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Site Information

SECTION: 1.0

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

NEW REQUIREMENTS																
ITEM NO.	POSITION/ FUNCTION	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	SITE FURNITURE & EQUIPMENT	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS						
							INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SF
	Marshalling Area Con't Standard parking spaces (40)		See row above.	(35) Parking spaces located behind the garage are awaiting pick up. (5) Parking spaces outside secure area		Provide secure key drop off box outside secure area for after hour vehicle drop offs.					PS	40	160.00	6,400.00		594.57
7	New Vehicle to the Fleet Area		The New Vehicle Area is where new vehicles/equipment to the fleet are stored while waiting for initial service work before they are ready for use. A total of 40 large spaces are required.	Locate close to LLCM group	New Vehicle Area should be well lit.	Must be in secure area, in view of security cameras Parking spaces must have cycled power receptacles for diesel vehicles.					L.S.	40	800.00	32,000.00	74.32	2,972.87
8	Surplus Vehicle Area		The Surplus Vehicle Area is the holding space for vehicles that are being replaced with new vehicles and are waiting to be moved off site. A total of (40) large spaces are required.	Locate close to LLCM group		Parking spaces must have cycled power receptacles for diesel vehicles.					LS	30	800.00	24,000.00	74.32	2,229.65
9	Parking for Manufacturing		The Manufacturing department requires (15) standard size parking spaces for their vehicles and equipment.	Locate close to manufacturing building		Parking stall must have cycled power receptacles for diesel vehicles.					PS	15	160.00	2,400.00	14.86	222.97

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
REVISION
DATES:

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

Site Information

PROJECT NAME: Fleet Management Agency Programming

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

SECTION: 1.0

NEW REQUIREMENTS																	
ITEM NO.	POSITION/ FUNCTION	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	SITE FURNITURE & EQUIPMENT	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							
							INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	EXT. AREA SM
10	Bulk Oil Storage	Bulk oil is currently stored on site in a shipping containers: 4@ (20' X 10') and 3@ (30' X 10'). *All site storage is currently contained in shipping containers but could alternatively be located in one central storage building on site.	Services provided by Fleet Management require on site access to bulk oil. Oil, stored in 205L drums, must be kept in a storage enclosure that complies with, 'The Dangerous Goods Handling and Transportation Act', Regulation: 188/2001; and which meets the building code requirements of an F2 building. Oil drums to be stored on the floor, vertically. Do not stack.	Oil storage should NOT be located near tire storage.	Lighting of storage area to be explosion proof and on sensors	No phone requirement No requirement for heating or cooling Flooring to be concrete Provide floor drains and curbs for the containment of incidental spills of oil. Provide on site spill containment kit Access to oil storage to be through garage door (12'X14') on card reader system Allow for a turning radius for a 6-8,000 lbs. capacity forklift used to move oil drums No heating or cooling requirements					1			1,600.00	1,600.00	148.64	148.64
11	Tire Storage	Shipping Container *All site storage is currently contained in shipping containers but could alternatively be located in one central storage building on site.	Space to store heavy fleet and small fleet tires. -Large 6'-0" Dia.x 3'-0" Dia.to be stored in vertical position on floor with separators in between. Separators to be metal + either adjustable or fixed. Ratio of 1 tire for every 6 heavy fleet. Review applicable regulations and environmental requirements for appropriate tire storage. Small fleet tires can be stored above the large fleet tires and can be stored 2 high- 1 per bunk.	Tire storage should NOT be located near oil storage.	Racks for storing tires Stack no more than 2 high.	No heating or cooling requirements					1			1,600.00	1,600.00	148.64	148.64

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
REVISION
DATES:

BUILDING NO PROJECT NO: 15011

DEPARTMENT: FLEET MANAGEMENT AGENCY

DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

Site Information

PROJECT NAME: Fleet Management Agency Programming

SECTION: 1.0

CIRCULATION FACTOR: 35%

BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	SITE FURNITURE & EQUIPMENT	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS						
							INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	EXT. AREA UNIT SM
12	Large Parts Storage		No future growth expected	Locate in proximity to parts department	Large boom Tracks bombardier Bulk steel	No heating or cooling requirements						1		560.00	560.00	52.03
13	Storage for infrequently used equipment	(3) Shipping containers @ 10'X20'	Storage of jack stands, engine hoists and portable cranes			No heating or cooling requirements						3		200.00	600.00	55.74
14	Archival Storage	(1) Shipping Container @ (20' X 10')	This container is used to store archive files that need to be kept for 7 years. Provide 5H metal shelving to accommodate paper storage. Quantity of files may decrease as more files are digitalized 5H boxes Paper storage		5H Metal shelving	No heating or cooling requirements						1		200.00	200.00	18.58
15	Miscellaneous storage	(1) Shipping Container @ (20' X 10')	Storage for miscellaneous items including: -Christmas decorations -shelving -folding tables -Promotional clothing BBQ items									1		200.00	200.00	18.58
16	Outdoor Administrative Staff and Shop Staff Area		Outdoor area for administrative staff to eat lunch and have staff BBQs	Close to administrative work area	Picnic tables (8) BBQ(1)							1		800.00	800.00	400.00

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
REVISION
DATES:

BUILDING NO_PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

PROJECT NAME: Fleet Management Agency Programming

SECTION TITLE or BRANCH / WORKGROUP NAME:

Site Information

SECTION: 1.0

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	SITE FURNITURE & EQUIPMENT	SPECIAL REQUIREMENTS	EXISTING			NEW REQUIREMENTS							EXT. AREA SM
							INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	AREA UNIT SM	
18	Smoking area		Designated area for staff and visitors to smoke									1		80.00	80.00		80.00
19	Waste Containment		Waste removal container 2 @ (3' X 6')	Located in secure area near entrance.								3		18.00	54.00		5.02
	Recycling Bins		Recycling removal container (2) 6'-8" X 4'-9"	Located in secure area near entrance.								2		31.60	63.20		
18	Snow Removal		Designated area for snow removal									1		600.00	600.00		55.74
19	Scrap Metal Containers		Containers for scrap metal 2 @ (3' X 6')	Locate near shops area.													
20	Used Battery Storage		(1) 12' X 12' area to store used battery.									1		144.00	144.00		13.38
21	Propane and Welding Gas Caged area		(1) 4'x6' Caged area for the secure storage of propane and welding gas.									1		24.00	24.00		2.23
22	Storage for used antifreeze and used fuel containment		Area to store (4) 205L barrels of used anti freeze and fuel.									1		30.00	30.00		2.79
23	Used Tire Pickup		(1) 12' X 12' area for used tires to be stored while waiting to be removed from site.									1		144.00	144.00		13.38
BRANCH ADJACENCIES:							Staff										
							Sub-Total Staff / Area										
							Circulation Factor (CF)										
							Total Area (TA)										
							Gross Up - Building Loss Factor (BLF)										
							Total Usable Area (TUA)										

SCHEDULE D: FUNCTIONAL SPACE PROGRAM

DATE ISSUED:
REVISION
DATES:

BUILDING NO. PROJECT NO: 15011
DEPARTMENT: FLEET MANAGEMENT AGENCY
DIVISION:

SECTION TITLE or BRANCH / WORKGROUP NAME:

Site Information

PROJECT NAME: Fleet Management Agency Programming

SECTION: 1.0

CIRCULATION FACTOR: 35%
BUILDING LOSS FACTOR (GROSS UP): 5.26%

ITEM NO.	POSITION/ FUNCTION	CURRENT LOCATION	DESCRIPTION	ADJACENCIES	SITE FURNITURE & EQUIPMENT	SPECIAL REQUIREMENTS	EXISTING		NEW REQUIREMENTS							EXT. AREA SM
							INV. REF. PAGE #	SPACE TYPE CODE	AREA UNIT SF	CONCEPT DWG. PAGE #	SPACE TYPE CODE	RM QTY	STAFF QTY	AREA UNIT SF	EXT. AREA SF	

COMMENTS:

SUMMARY STATISTICS - SPACE ANALYSIS						
Code	Space Type	Qty	Area SF	% of Total		
PS	Standard Parking Space	132	21,220.00	13.6%		
AA	Access Aisle	0	0.00			
LS	Large Parking Space	105	84,000.00	53.9%		
ST	Cold Storage	12	4,502.00			
Sub-Total Area			109,722.00			
CF	Circulation Factor	35%	38,402.70	24.6%		
TA	Total Area		148,124.70			
BLF	Gross Up - Bldg. Loss Factor	0.00%	7,791.36	5.0%		
TUA	Total Usable Area		155,916.06	97.1%		

Program Completed By: Maureen Doyle, Synyshyn Architecture Interior Design Inc
Consultant Name/Company Name

April 7, 2015
Date

Client Approval: _____
Print Name / Signature

Date

ADM Approval: _____
Print Name / Signature

Date

TOTAL STAFF COUNT: 0

USEABLE SF PER PERSON MINUS (EA + EM): n/a
sf/ person

USEABLE SF PER PERSON WITH (EA + EM): n/a
sf/ person

BRANCH INFORMATION

OPERATIONAL DESCRIPTION:
PUBLIC ACCESS REQUIREMENTS:
BRANCH SECURITY REQ. (LEVEL):
ACCESSIBILITY LEVEL REQ. (1 or 2):
HOURS OF OPERATION:
AFTER HOURS ACCESS REQUIREMENTS:
EMERGENCY POWER REQ.:
COMMUNICATION & SOUNDMASKING REQ.:

E

FURNITURE DOCUMENTATION

PROJECT NO.
DEPARTMENT:

15011
FLEET MANAGEMENT AGENCY

PROJECT NAME:

Fleet Management Agency Programming

ROOM #	SQUARE FOOTAGE	CURRENT OCCUPANT	FURNITURE LIST	FURNITURE DESCRIPTION
OFFICE 1	125 S.F.	Grant Cambell	(1) circular table dia. 3'-0" (1) Desk w/ hutch and (2) banks of drawers (1) Corner shelving unit (2) Whiteboards (1) Ergonomic task chair w/ arms	U-Shaped Desk Comprised of: (1) P-shaped component (2) Rectangular components (1) Hutch 6'-6" w x 1'-2" d x 3'-1" h Total desk footprint: 6'-6" x 8'-10 1/2" Corner shelving unit: 1'-10 3/4" x 1'-10 3/4"
OFFICE 2	106 S.F.	Kevin Moniz	(1) Desk w/ hutch and (2) banks of drawers (1) Ergonomic task chair w/ arms (1) Whiteboard (2) Sidechairs	U-Shaped Desk Comprised of: (2) Rectangular Compents (1) Rectangular component bowed outward along one length (1) Corner shelving unit (1) Hutch: 6' - 0" w x 1'-3" d x 3'-1" h Total desk footprint: 8' - 0" x 8' - 6 3/4"
OFFICE 3	103 S.F.	Kris Overby	(1) Desk w/ hutch and (1) bank of drawers (1) Desk w/ 1 bank of drawers (2) Bookshelves (2) Task chairs w/ arms	2 Separate desks forming L Desk 1 dimensions: 6' - 0" w x 1' - 10 1/2" d Desk 1 hutch dimensions: 6' - 0" w x 1' - 2" d x 3'-1" h Desk 2 dimensions: 5'-2" w x 2'-6" d Bookshelf 1: 3'-0" w x 1'-0" d x 6'-0" h Bookshelf 2: 3'-0" w x 1'-0" d x 4'-0" h
OFFICE 4	106 S.F.	Darrel Works	(1) Desk w/ 2 banks of drawers (1) Filing Shelf (1) Bookshelf (1) Side Table (1) Task Chair (2) Guest Chairs	L-Shaped desk comprised of: (1) Rectangular component 7'-0" w x 2'-0" d (1) Rectangular component 6'-0" w x 2'-6" d Bookshelf Dimensions: 2'-5" w x 1'-2" d x 7'-6" h Filing Shelf Dimensions: 1'-10" w x 1'-3 1/2" d x 5'-6" h Side Table: 1'-4 1/2" w x 1'-9" d x 2'-4" h
OFFICE 5	110 S.F.	Ricca	(1) Desk w/ 1 bank of drawers (1) Filing Cabinet (1) Whiteboard (1) Task chair	L-shaped desk comprised of: (1) Rectangular component 6'-0" w x 2'-6" d (1) Rectangular component 3'-4 1/8" w x 2'-2" d Filing Cabinet (2 high): 3'-1 3/4" w x 1'-9 1/8" d x 2'-5 3/4" h
OFFICE 6	106 S.F.	Eugene Romaniuk	(1) Desk w/ hutch and (1) bank of drawers (1) Bank of drawers w/ hutch (1) Bookshelf (1) Task chair (2) Side chairs w/o arms	L-Shaped desk comprised of: (1) Rectangular component 6'-0" w x 2'-4 1/2" d (1) Rectangular component 4'-3/4" w x 2'-0" d (1) Hutch 6'-0" w x 1'-2 1/8" d x 3'-1" h Bank of Drawers: 3'-0" w x 2'-6" d x 2'-5 1/4" h w/ hutch 3'-0" w x 1'-2" d x 3'-1" h Bookcase:
OFFICE 7	N/A	Unoccupied	(1) Desk w/ hutch and (1) bank of drawers (1) Whiteboard (1) Task Chair	L-Shaped desk comprised of: (1) Rectangular component 4'-0" w x 2'-0" d (1) Rectangular component 6'-6" x 2'-6" d (1) Hutch 3'-1" w x 1'-1/8" d x 2'-8" h
OFFICE 7A	N/A	Unoccupied	(1) Desk w/ (1) bank of drawers (1) Table	L-Shaped desk with total footprint of 5'-1" x 8'-1" Table: 2'-10" x 2'-10"

I.T. WORKROOM 8	186 S.F.	MATT BECKER	(1) Desk w/ (1) bank of drawers (1) Desk w/ (1) hutch and (2) banks of drawers (2) Task Chairs (1) Counter w/ swing doors (2) Industrial Shelving (1) Armoire (2) Upper Cabinets (1) 2 High Filing Cabinet (1) 2 High Bank of Drawers	Desk 1: 4'-0" w x 2'-6" d Desk 2: L shaped desk comprised of: (1) Rectangular component 5'-4" w x 2'-6" d (1) Rectangular component 3'-1/2" w x 1'-9 1/4" d (1) Hutch 2'-5" w x 4'-3" h Armoire: 2'-6" w x 2'-0" d x 6'-1/8" h Filing Cabinet: 1'-6" w x 2'-4" d 2'-5" h Counter: 5'-5 3/4" w x 1'-11 3/4" d Upper Cabinet 1: 5'-0" w x 1'-3/4" h Upper Cabinet 2: 2'-9" w x 1'-1 1/4" d x 2'-8" h Bank of Drawers: 3'-1 1/2" w x 1'-9" d x 2'-6" h (2) Industrial Shelving Units: 6'-4 1/2" w x 1'-5 1/2" d x 6' 4 1/2" h
OFFICE 9	120 S.F.	GLENN MCDERMID	(1) Desk w/ (1) hutch and (3) banks of drawers (1) Bookshelf (1) Filing Cabinet 3 High (1) Task Chair (2) Side Chairs (1) Whiteboard	U-Shaped Desk comprised of: (1) Rectangular component 6'-0" w x 2'-6" d (1) Hutch 6'-0" w x 1'-2" d x 3'-1" h (1) L-shaped component 6'-6 1/2" x 6'-1/4" footprint Filing Cabinet: 3'-0" w x 1'-6" d x 3'-2 5/8" h Bookshelf: 3'-0" w x 1'-1/8" d x 6'-0" h
OFFICE 10	120 S.F.		(1) Desk w/ (1) hutch and (3) banks of drawers (1) Task Chair (1) Filing Cabinet (4 High)	U-Shaped Desk with total footprint of 6'-0" x 8'-4 1/2" Hutch: 6'-0" w x 3'-1" h
OFFICE 11	120 S.F.	Jennifer Larsen	(1) Desk w/ (1) hutch and (2) banks of drawers (1) Filing Cabinet (4 High) (1) Whiteboard (1) Task Chair	U-shaped desk with total footprint of 5'-0" x 7'-4 1/2" Hutch: 5'-0" x 1'-2" d x 3'0" h Filing Cabinet: 3'-0" w x 1'-6" d x 4'-1/2" h
OFFICE 12	120 S.F.	Irina Gulyar'in	(1) Desk w/ (2) banks of drawers and raised transaction top (1) whiteboard (1) task chair (2) side chairs	L-Shaped Desk with total footprint of 5'-4" x 5'-4"
OFFICE 13	152 S.F.	Bubbley Sandhu	(1) Desk w/ (3) banks of drawers (1) Round table dia. 3'-6" (1) Bookcase (1) Task chair (2) Side chairs	U-Shaped Desk w/ total footprint of 6'-0" x 8'-0" Bookcase: 2'-8" w x 1'-1" d x 7'-0" h
OFFICE 15	105 S.F.	Alan Stadnyk	(1) Desk w/ (2) banks of drawers (1) End Table (1) Task Chair (2) Side chairs	L-Shaped Desk comprised of: (1) Rectangular component bowed along length 6'-0" w x [varies 2'-4 1/4" d - 3'-0" d] (1) Rectangular component 3'-6" w x 2'-2" d End table: 2'-5" w x 1'-8 1/2" d x 2'-4 1/4" h
OFFICE 16	106 S.F.		(1) Desk w/ (2) banks of drawers (1) Cabinet (2) Task Chairs	L-Shaped Desk Comprised of: (1) Rectangular component 3'-6" w x 1'-6" d (1) Rectangular component 6'-0" w x 2'-6 1/8" d Cabinet: 1'-9 3/4" w x 1'-8" d x 3'-0" h
BOARDROOM 17	1055 S.F.			
OFFICE 18	106 S.F.	Melody Blane	(1) Desk w/ (1) hutch and (2) banks of drawers (1) Side Table (1) Filing Cabinet (4 High) (1) Task Chair (1) Side Chair	L-Shaped Desk Comprised of: (1) Rectangular Component 7'-6 1/4" x 2'-0" (1) Hutch 5'-6 1/2" w x 3'-1/4" h (1) Rectangular Component 4'-6" w x 2'-6 1/8" d Filing Cabinet: 3'-0" w x 1'-6" d x 4'-6" h Side Table: 1'-6 3/4" w x 2'-0" d x 2'-6" h
CLERICAL 19/20			(2) Desks w/ (1) bank of drawers (1) Cabinet (1) Filing Shelf (2) Filing Cabinets (5 High) (3) Task Chairs	Desk 1: L-Shaped Desk with total footprint of: 6'-0" x 4'-10" Desk 2: L-Shaped Desk with total footprint of: 6'-3 1/8" x 6' - 1/8" Filing Cabinets: 3'-0" w x 1'-6" d x 5'-1 1/4" h Filing Shelf: 2'-1/8" w x 1'-4" d x 6'-0" h Cabinet: 6'-0" w x 1'-8" d x 2'-7 1/4" h
LUNCH ROOM 21	176 S.F.		(1) Table (7) Chairs	Boat Shaped Table 8'-0" x [2'-6" - 3'-0" varies]

WEIGHT ROOM 22			(1) Treadmill (1) Upright Bike (1) Multipurpose Rack (1) Dumbell Rack (1) Bench (1) Wall Rack	
CONFERENCE ROOM 22			(1) Table (5) Task Chairs (1) T.V.	Table: 4'-3 5/8" x 6'-1/4" T.V.: 4'-4 1/2" w x 2'-9 1/8" h
OFFICE 23	122 S.F.	Charlie Cong	(1) Desk w/ (1) hutch and (2) banks of drawers (1) Bookcase (1) Filing Cabinet (2) Whiteboard (1) Ergonomic Task Chair (2) Guest chairs w/ castors	U-Shaped Desk with a total footprint of 6'-11 3/4" x 7'-8" Hutch: 6'-11 3/4" w x 1'-0" d x 1'-10" h Filing Cabinet: 3'-1" w x 1'-6" d x 2'-6" h Bookcase: 2'-0" w x 1'-1 1/8" d x 6'-0" h
OFFICE 24	172 S.F.	Andy Chartrand	(1) Desk (2) Hutches (3) Banks of drawers (1) Table 3'-6" dia (1) Armair (1) Filing Cabinet (4 High) (1) Task Chair (2) Guest Chairs (1) White Board	U-Shaped desk with a total footprint of 11'-0 1/8" x 9'-2 1/2" Hutch 1: 8'-0" w x 1'-2" d x 3'-1" h Hutch 2: 4'-6 1/8" w x 1'-2" d x 3'-1" h Armair: 3'-0" w x 2'-0" d x 5'-5 3/4" h Filing Cabinet: 3'-0" w x 1'-6" d x 4'-4 1/4" h
OFFICE 25	280 S.F.	Dennis Konowich	(1) Desk w/ (1) Hutch (1) Bank of Drawers (1) Bookcase (1) Table (1) Task Chair (5) Guest Chairs	U-Shaped Desk with a total footprint of 5'-11" x 8'-9" Hutch: 5'-11" w x 1'-3" d x 3'-1" h Bookshelf: 2'-11 1/2" w x 1'-1" d x 6'-1/8" h Table: 4'-2 1/2" x 6'-1/4"
CORRIDOR 26			(1) Bookshelf (1) Endtable (1) Sidechair	Bookshelf: 5'-5" w x 1'-2" d x 4'-1/4" h Endtable: 2'-1" x 2'-1"
OFFICE 27	87 S.F.		(1) Desk w/ (1) hutch (2) banks of drawers (1) Filing Cabinet (5 High) (1) Side Table (1) Whiteboard	L-Shaped Desk comprised of: (1) Rectangular component 3'-11 1/2" w x 1'-11 3/4" d (1) Rectangular component 5'-10 3/4" w x 1'-11 3/4" d (1) Hutch 4'-2 3/4" w x 1'-1 1/4" d (1) Filing Cabinet 3'-0" w x 1'-6" d x 5'-3 3/4" h (1) Side table 1'-9" w x 1'-8 3/4" d x 2'-9 1/4" h
OFFICE 30	104 S.D.	Darlene Chizick	(1) Desk w/ (1) hutch (4) Filing Cabinets (1) Safe (1) Task Chair	L Shape desk with total footprint of 8'-8 5/8" x 4'-7" Hutch: 8'-1" w x 3'-0" h Filing Cabinet 1: 3'-0" w x 1'-7" d x 5'-6 3/8" h (5H) Filing Cabinet 2: 3'-0" w x 1'-6" d x 4'-6 1/4" h (4H) Filing Cabinet 3: 3'-0" w x 1'-6" d x 4'-3 1/8" h (4H) Filing Cabinet 4: 3'-0" w x 1'-6" d x 4'-4 1/8" h (4H)
OFFICE 31	84 S.F.		(1) Desk w/ (2) banks of drawers (1) Wall Mounted Shelf (1) White Board	U-Shaped desk comprised of: (1) Rectangular component 5'-2" x 2'-0" (1) Rectangular component 3'-6 1/8" x 1'-6 1/4" (1) Rectangular component 5'-2" x 2'-6 1/8" Wall Mounted Shelf: 5'-3 1/8" w x 1'-0" d x 3'-1" h

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