

Furniture, Configuration and Equipment Standard for Councillor Offices

1. BACKGROUND

During the consultation with City Councillors on the Councillor Expense Policy, there was widespread feedback from Councillors on the lack of furniture, space and maintenance standards for Councillors' Offices. Councillors also pointed out that it was unclear what costs are borne by the Office Expense Budgets, and what should be paid for by City resources, whether from program budgets or from the Council General Expense Budget.

In response to Councillor comments, an inter-divisional staff team comprised of City Clerk's Office and Facilities Management staff met over 2011 and 2012 to develop a ***Furniture, Configuration and Equipment Standard for Councillor Offices***. This proposed standard is being submitted for Council consideration in May 2012.

2. OBJECTIVES

The purpose of the standard is to:

- Provide for a uniform and consistent look and state of good repair among Councillors' Offices.
- Allow for a pro-active state of good repair program to replace Councillor office furniture when it reaches the end of its life.
- Facilitate regular maintenance of Councillor office furniture.
- Enable Councillor office furniture to be mixed and matched among Councillors' Offices during Council transition and replacement.

3. SCOPE

The team reviewed and analyzed the following aspects of Councillor Offices:

- Councillor Offices, 2nd Floor, City Hall Space Standards.
- Furniture, Configuration and Equipment Standards for the offices and work areas.
- Maintenance Standards.
- Exceptions to the Furniture, Configuration and Equipment Standards.

In reviewing the furniture and configuration standard, the Councillor Offices on the 2nd Floor of City Hall are further divided into the following areas:

- Councillors' Office Suite (Section 6.1, p.5-6).
- Executive Assistant Work Area (Section 6.2, p.7-8).
- Assistant Work Area (2 per suite) (Section 6.3, p.9).
- Volunteer / Student Work Area (Section 6.4, p.10).
- General Use Space (Printer stands, aisle size) (Section 6.5, p.11).
- Waiting Area outside the suite (Section 6.6, p.12).

The proposed standard does not cover the following:

- General Storage – Whether current storage rooms for Councillors located in A, B and C streets are sufficient to meet the needs of Councillors.
- Meeting Rooms – Whether current meeting rooms inside the Councillors' secured area on the 2nd Floor of City Hall are sufficient to meet the needs of Councillors. The furniture replacement and state of good repair for the meeting rooms are part of Facilities Management's operating and capital budgets.
- Plants – Plants in common areas on the 2nd Floor of City Hall are maintained by City staff. Personal plants inside offices are under the care of individual staff.
- Art – The hanging of artwork, either personal, on loan from local artists, from the Archives or from the City's Fine Art Collection do not fall under the proposed Furniture, Configuration and Equipment Standard.
- Security – The security requirements of Councillors' Office Suites, such as duress buttons, have been addressed separately in the report approved by City Council at its meeting on April 12 and 13, 2011, titled "*Councillor Protection at City Properties – Update*".
- IT, Telecommunications and Office Equipment – The allocation of IT equipment to Councillors' Office Suites is described in Appendix 1 of the Councillor Expense Policy. Replacement and sustainment of IT equipment is covered through the Corporate I&T Sustainment Program, based on technology asset lifecycle planning principles to ensure that the City's critical technology infrastructure is maintained in a state of good repair.
- Small Appliances – The use of fans, heaters, fridges and other appliances inside Councillors' Office Suites must meet corporate standards and are managed by Facilities Management.

4. GENERAL OBSERVATIONS

- The Furniture, Configuration and Equipment Standard has been developed to meet the normal office operation and staffing requirement of a Councillor's Office.
- In general, each Councillor is provided with a Councillor Staffing Budget equivalent to the salary requirements for three staff, including an Executive Assistant, an Administrative Assistant and a Constituency Assistant. Councillors, however, are not limited to hiring only three staff. The Furniture, Configuration and Equipment Standard has been developed for an office with three staff. Councillors who have more than three staff must consult with Facilities Management on space planning options and the Furniture, Configuration and Equipment Standard must be followed.
- The proposed standard does not distinguish between the role of a Constituency Assistant or Administrative Assistant. Both are identified as Assistants.
- While the proposed Furniture, Configuration and Equipment Standard is designed specifically for Councillors' City Hall offices, the same principle and standard are applicable to other Councillor constituency offices located at civic centres, other City-owned space, agency-owned space, or non City-owned or non agency-owned space.
- The proposed furniture standard for Councillor offices is in accordance with the City's current standard for City furniture procured with vendors under current open contract with the City.
- Final layouts of offices, based on the proposed Furniture, Configuration and Equipment Standard, must meet legislated standards for accessibility including the Accessibility for Ontarians with Disabilities Act, health and safety requirements under the Occupational Health and Safety Act, other applicable legislation such as Ontario Building Code and Ontario Fire Code, and all applicable City policies, by-laws, regulations and procedures.
- Some adjustments to furniture footprints and proposed furniture may be required in individual suites to allow adequate clearance, access and aisle space.
- The project team prepared office configurations for three of the smaller suites and determined that most of the standards can be accommodated in the existing suites. However, due to size and layout variations of Councillors' existing office suites, not all existing suites can accommodate an extra Student /Volunteer Workstation as shown in Section 6.4.
- The Furniture, Configuration and Equipment Standard does not apply to Councillors' own or special purpose furniture/equipment.
- Any change to the Furniture, Configuration and Equipment Standard requested by the Councillor must be reviewed by the City's ergonomist to ensure compliance with health and safety requirements. The suite must have sufficient

space to accommodate the request and must meet health and safety, accessibility and legislative standards as described above.

5. SPACE STANDARDS FOR COUNCILLOR OFFICES

The forty-four (44) Councillors' Offices have a wide range of shapes (footprints) and sizes, from the smallest at 636 sq. ft. to the largest at 872 sq. ft. The size of each office does not include the space created by some Councillors as a greeting area outside their space, which is part of the common area.

The configuration of the offices was planned and created during the Council term immediately following amalgamation in 1998, when the City had 57 Councillors.

6. FURNITURE, CONFIGURATION AND EQUIPMENT STANDARD FOR COUNCILLOR OFFICES

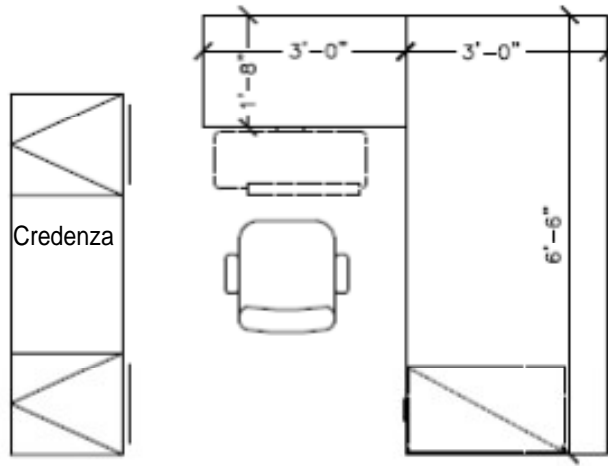
6.1 Councillor's Office

6.1.1 List of Furniture, Equipment and Accessories:

Suite Area	Item	Item Code*	Quantity
Councillor's Office	Councillor's Furniture (free-standing version, left or right configuration)	G	1 unit
	Filing Pedestal Unit	AA	1 ea
	Keyboard Tray	B	1 ea
	Task Chair	A	1 ea
	Visitor Chair	C	2 ea
	Bookcase	E	1 ea
	Lateral Filing Unit (36" W with four (4) drawers)	D	2 ea
	Round Conference Table (29" H, 36" diameter) with four (4) Visitor Chairs or	H & C	1 set
	2-Seater Sofa (finish in fabric) with Coffee Table (19" H or 23" - 29" H, 18" x 30" size) and 2 Lounge Style Chairs	I, L, & J or K	
	Credenza	M	1 ea
	Coat Wardrobe Unit	N	1 ea
	Task Light	O	1 ea
	TV Stand or Wall Mount Set	P	1 ea

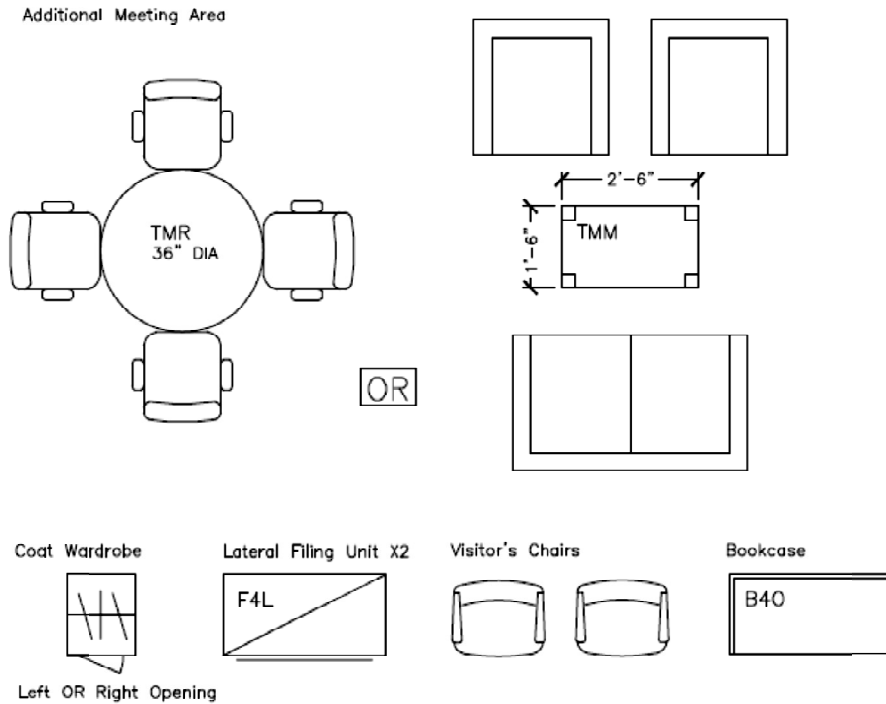
*See Section 7 "Furniture Details - Reference" for sample of current styles.

6.1.2 Drawings of Potential Layout:



Left or right configuration

Additional Furniture:



6.2 Executive Assistant (EA) Work Area

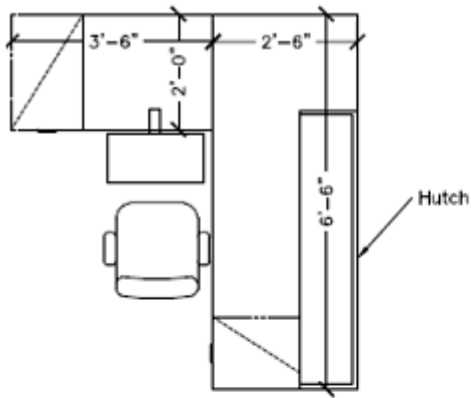
6.2.1 List of Furniture, Equipment and Accessories:

Suite Area	Item	Item Code*	Quantity
Executive Assistant Work Area	Executive Assistant Workstation, free-standing version, left or right configuration or	Q	1 unit
	Executive Assistant Workstation with panels, left or right configuration	R	
	Overhead Cabinet (on workstation with panels) or Hutch (on free-standing workstation)	S or T	1 ea
	Filing Pedestal Unit	AA	1 ea
	Keyboard Tray	B	1 ea
	Task Chair	A	1 ea
	Visitor Chair	C	1 ea
	Task Light (if required)	O	1 ea
	Lateral Filing Unit (36" W with four (4) drawers)	D	1 ea

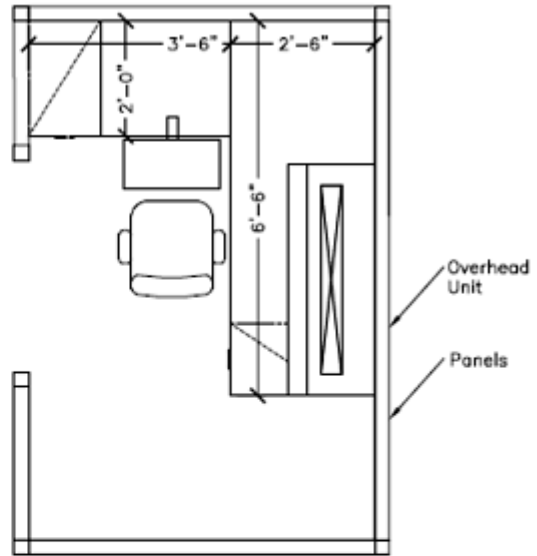
* See Section 7 "*Furniture Details - Reference*" for sample of current styles.

6.2.2 Drawings of Potential Layout:

Free-standing Workstation
without panels



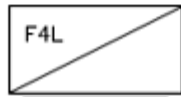
Enclosed Workstation
with panels



Left or right configuration

Additional Furniture for Executive Assistant

Lateral Filing Unit



Guest Chair



6.3 Assistant Work Area- (two (2) work areas per office suite)

6.3.1 List of Furniture, Equipment and Accessories (per work area):

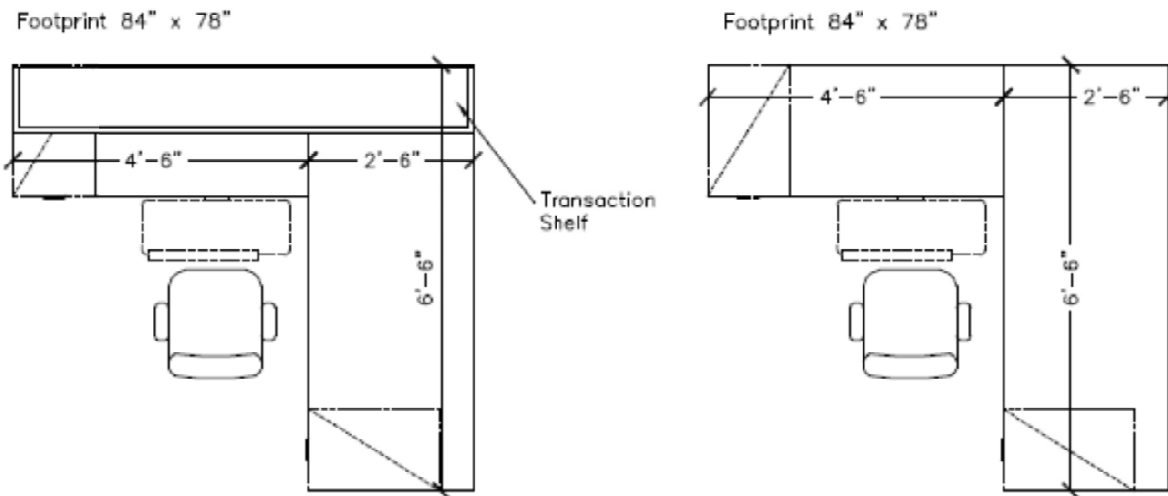
Suite Area	Item	Item Code*	Quantity (per work area)
Assistant Work Area	Assistant Workstation	U	1 unit
	Optional Transaction Shelf (one per office suite)	V	1 ea
	Filing Pedestal Unit	AA	1 ea
	Keyboard Tray	B	1 ea
	Task Chair	A	1 ea
	Task Light (if required)	O	1 ea

* See Section 7 "Furniture Details - Reference" for sample of current styles.

6.3.2 Drawings of Potential Layout:

Assistant Workstation
with Transaction Shelf

Assistant Workstation
without Transaction Shelf



Left or right configuration

6.4 Volunteer /Student Work Area (if office suite space allows)

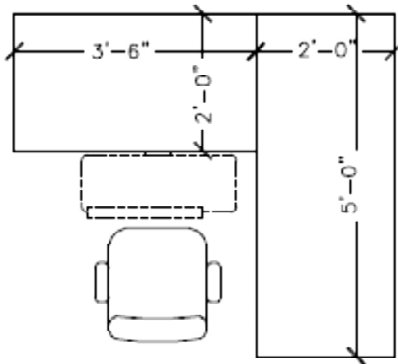
6.4.1 List of Furniture, Equipment and Accessories (per work area):

Suite Area	Item	Item Code *	Quantity
Volunteer /Student Work Area <i>NOTE: for temporary use only, less than four (4) hours a day</i>	Volunteer /Student Workstation (left or right configuration)	W	1 ea
	Filing Pedestal Unit	AA	1 ea
	Keyboard Tray	B	1 ea
	Task Chair	A	1 ea
	Task Light (if required)	O	1 ea

* See Section 7 "Furniture Details - Reference" for sample of current styles.

6.4.2 Drawing of Potential Layout:

Footprint 66" x 60"



Left or right configuration

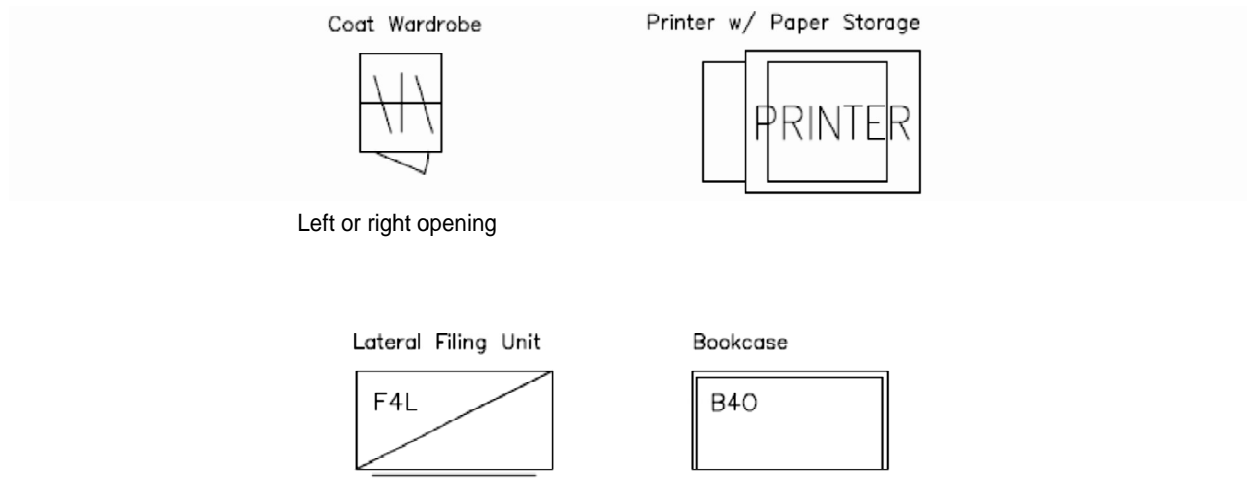
6.5 General Use Space

6.5.1 List of Furniture, Equipment and Accessories:

Suite Area	Item	Item Code *	Quantity
General Use Space	Printer Table with Paper Storage	Y	1 per suite
	Coat Wardrobe Unit (for up to six (6) coats)	N	1 per suite
	Coat Hooks	Z	As required
	Boot/Umbrella Trays	F	1 set per suite
	Lateral Filing Unit (36" W with four (4) drawers)	D	3 per suite (in addition to lateral file units assigned for Councillor and EA)
	Bookcase or Additional Lateral Filing Unit	E or D	1 per suite

* See Section 7 "*Furniture Details – Reference*" for sample of current styles.

6.5.2 Drawings:



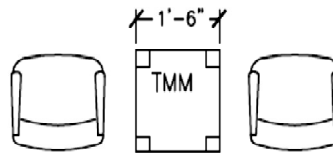
6.6 Waiting Area (Outside the Suite)

6.6.1 List of Furniture, Equipment and Accessories:

Suite Area	Item	Item Code *	Quantity
Waiting Area (Outside the suite)	Side Table (19" H, 18" x 18" size)	X	1 per suite
	Visitor Chair	C	2 per suite





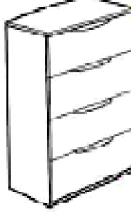

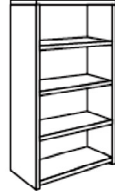
* See Section 7 "*Furniture Details - Reference*" for sample of current styles.



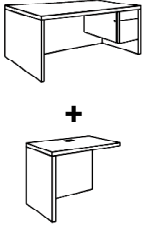





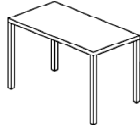

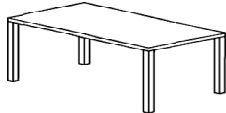
6.6.2 Drawing of Potential Layout:





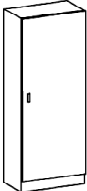


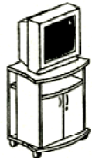

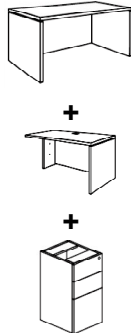



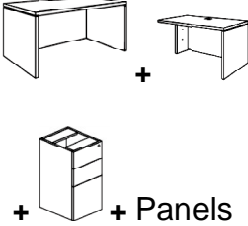

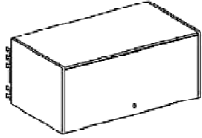

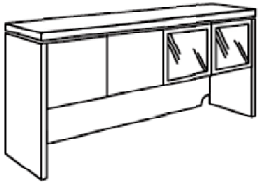

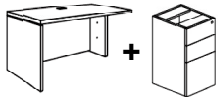

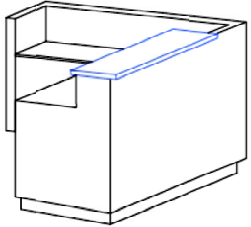
7. FURNITURE DETAILS - REFERENCE


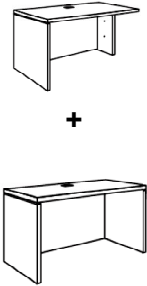





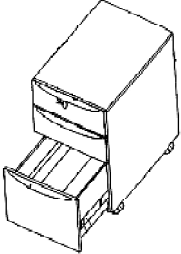
The following is a visual representation of the furniture referenced in the furniture and equipment standard proposed on pages 5 to 12.

Item Code	Item	Cost (Approximate 2011)	Picture (NOTE: the final product may not be exactly as shown)	Drawing
A	Task Chair (finish in fabric)	\$300		n/a
B	Keyboard Tray	\$200		n/a
C	Visitor Chair (finish in fabric)	\$220		n/a
D	Lateral Filing Unit (36" W with four (4) drawers)	from \$469 to \$800		
E	Bookcase (36" W with four (4) shelves)	from \$260 to \$500		

Item Code	Item	Cost (Approximate 2011)	Picture (NOTE: the final product may not be exactly as shown)	Drawing
F	Boot/Umbrella Trays	\$100 a set		n/a
G	Councillor's Furniture free-standing version	from \$1,200 to \$3,000		
H	Round Conference Table (29" H, 36" diameter)	from \$275 to \$500		
I	2-Seater Sofa (finish in fabric)	from \$500 to \$800		
J	Coffee Table (23" - 29" H, 18" x 30" size)	\$275		
K	Coffee Table (19" H, 18" x 30" size)	\$275		

Item Code	Item	Cost (Approximate 2011)	Picture (NOTE: the final product may not be exactly as shown)	Drawing
L	Lounge Style Chair (finish in fabric)	from \$200 to \$300		n/a
M	Credenza	from \$875 to \$1100		
N	Coat Wardrobe Unit	from \$300 to \$450		
O	Task Light	from \$85 to \$130		n/a
P	TV Stand or Wall Mount Set	\$250		
Q	Executive Assistant Workstation, Free-Standing Version	from \$1,530 to \$3,000		

Item Code	Item	Cost (Approximate 2011)	Picture (NOTE: the final product may not be exactly as shown)	Drawing
R	Executive Assistant Workstation with Panels	from \$2,200 to \$3,000		
S	Overhead Cabinet (on workstation with panels)	from \$430 to \$600		
T	Hutch (on free-standing workstation)	from \$430 to \$600		
U	Assistant Workstation	from \$1275 to \$1500		
V	Optional Transaction Shelf (one per office suite)	\$275		

Item Code	Item	Cost (Approximate 2011)	Picture (NOTE: the final product may not be exactly as shown)	Drawing
W	Volunteer /Student Workstation	from \$530 to \$800	 <p style="text-align: center;">or</p>	
X	Side Table (19" H, 18" x 18" size)	\$200		
Y	Printer Table with Paper Storage	from \$250 to \$400		n/a
Z	Coat Hooks			n/a
AA	Filing Pedestal Unit	\$290		

8. MAINTENANCE STANDARDS

The maintenance standards applicable to Councillor Offices and the various budgets provided to cover the maintenance costs are identified as follows:

8.1 **Facilities Management SOGR (State of Good Repair) Operating Budget**

- Painting every two terms (new Councillor receives a fresh paint at the beginning of the term).
- Carpet cleaning every six months or when required.
- Vacuuming every other day in Councillors' Office Suites/every day in Mayor's Office.
- Dusting every seven days.
- Removal of garbage/recycling materials every day or when required.
- Chair cleaning – steam cleaning when required.
- Interior window glass cleaning done yearly.
- Exterior window glass cleaning done monthly.
- Curtain cleaning when required or as requested.
- Blind cleaning when required or as requested.

8.2 **Facilities Management SOGR (State of Good Repair) Capital Budget**

- Carpet replacement as required; when it has reached the end of its serviceable life.
- Chair replacement every ten years, with concurrence of Councillor.
- Window covering replacement as required; when they have reached the end of their serviceable life.

8.2.1 **City Council Operating Budget (funded from Council Furniture and Equipment Reserve Fund)**

- Replacement of Councillor Offices furniture at the end of their life cycle, in order to meet health and safety requirements or to comply with AODA (Accessibility for Ontarians with Disabilities Act).

Additional furniture and equipment requirements not included in the Furniture, Configuration and Equipment Standard will be paid for by the Councillor Office Expense Budget. Examples include, but are not limited to: a second television set for the Councillor's Executive Assistant, bulletin boards, display cases, etc. Please refer to the Councillor Expense Policy for details on eligible expenses.

All exceptions are excluded from the maintenance budgets as described above. Funding must be arranged through the Councillor's Office Expense Budget or alternate sources.

9. IMPLEMENTATION STRATEGY

- The existing furniture in Councillor Offices will remain in use until the end of its life cycle.
- The annual inventory of Councillor office furniture will include an assessment of the condition of the furniture.
- Where the furniture is deemed to be at the end of its life cycle, or presents a health and safety hazard, the Councillor will be advised and arrangements will be made for the replacement of the furniture.
- Office reconfigurations will include individual space planning to review wiring, cabling, phone lines, etc.
- During Council transition at the end of the term, offices of departing Councillors will be assessed by Facilities Management to determine if the furniture in the office requires replacement. If it is determined that the furniture needs to be replaced for the incoming Councillor, the decision will be authorized by the City Clerk.
- No furniture will be replaced or office reconfigured without the Councillor's consent and sign-off.