

Feasibility Scope Models Version 2.0

Enterprise design standards, principles, concepts, strategies, and best practices relating to the transformation of workplace across the the OPS.

November 2024

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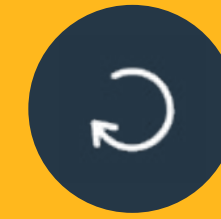
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FEASIBILITY SCOPE MODELS

Office workplace projects can be classified into three (3) feasibility scope models: Refresh, Rework and Reconstruct. Refresh is a limited scope and low-cost approach, Rework is a medium scope and moderate-cost approach, while Reconstruct is a large-scale and high-cost approach. This addendum to the OPS Modern Office Space (OMOS) enterprise design standards document provides detailed information and a breakdown of the three approaches. However, it should be noted that operational considerations are not covered by the OMOS (which focuses on design) or its addendums. Operational considerations can be addressed separately as part of broader operational planning.

For all projects, these approaches outline the design extent and assumptions. The Ministry of Infrastructure (MOI) Office Realty Implementation Branch (ORIB) team, in consultation with Infrastructure Ontario (IO), will consider the existing space condition, design, renovation scope options and budget to develop the best suited feasibility scope model and associated timelines when a workplace project is undertaken.

The following pages offer a detailed breakdown of the various factors related to each of the three (3) feasibility scope models, such as overall assumptions, workspaces, alternative workspaces, support spaces, Ministerial and Senior Official spaces and storage. For accessibility requirements, refer to OMOS subsection titled Accessibility in the Built Environment.



Refresh

A limited scope and low-cost approach.



Rework

A medium scope and moderate-cost approach.



Reconstruct

A large-scale and high-cost approach.



595 Bay St.

Refresh

Up to 25% New Furniture and 0% Construction

Rework

Up to 100% New Furniture and Up to 50% Construction

Reconstruct

Up to 100% New Furniture and Up to 100% Construction

Feasibility Scope Models: Assumptions / Planning Principles

Existing floor plate

- » existing floor plate is predominantly an open concept design with built spaces mostly on the interior

- » existing floor plate is open concept design
- » reuse existing built spaces where possible
- » some partition wall demolition or construction may be required to relocate enclosed spaces along windows to interior or elsewhere to open space up and provide access to views and light

- » existing floor plate is base building in as-is condition, or most of the existing space is built out with little to no open work areas
- » full floor construction is required

Workspaces (Open and Enclosed)

- » employees share existing open and enclosed workspaces
- » conversion of perimeter enclosed workspaces to meeting rooms
- » re-purpose in good condition furniture from collapsed spaces
- » does not include conversion of existing work surfaces to height adjustable work surfaces

- » employees share existing and/ or new open and enclosed workspaces
- » conversion of perimeter enclosed workspaces to meeting rooms or removal to optimize access to light and views
- » new workspaces if required to optimize the floor
- » may include conversion of existing work surfaces to height adjustable work surfaces

- » employees share new open and enclosed workspaces
- » all new open and enclosed workspaces (includes height adjustable work surfaces)

Alternative Workspaces and Support Spaces

- » employees share all alternative workspaces and support spaces
- » to convert existing spaces to alternative workspaces, utilize a furniture solution including felt wall dividers or mobile panels to create visual or acoustic separation

- » employees share all alternative workspaces and support spaces
- » to convert existing spaces to alternative workspaces, utilize a furniture solution including felt wall dividers or mobile panels to create visual or acoustic separation
- » construct new rooms as required in accordance with the OMOS Workforce KOP
- » create a balance of open and enclosed seats

- » employees share all alternative workspaces and support spaces
- » construct new and create a balance of open and enclosed seats, include felt wall dividers or mobile panels

Ministerial and Senior Official Spaces

- » evaluated on a case-by case basis
- » Cabinet Office and ORIB to make final decision but to follow OMOS and note major deviations

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Universal Washrooms

- » NA

- » see below Ontario Building Code: Universal Washroom Planning Guide

- » see below Ontario Building Code: Universal Washroom Planning Guide

Common Shared Spaces for all-Ministry use including large meeting rooms and working lounges, if applicable wellness/ first aid rooms, quiet rooms and ceremonial rooms

- » use existing

- » leverage existing walls and plumbing and apply new furniture to create new common shared elements

- » new

Refresh

Rework

Reconstruct

Up to 25% New Furniture and 0% Construction

Up to 100% New Furniture and Up to 50% Construction

Up to 100% New Furniture and Up to 100% Construction

Feasibility Scope Models: Assumptions / Planning Principles

Existing Furniture	» re-purpose in good condition furniture from collapsed spaces	» re-purpose in good condition furniture from collapsed spaces	» re-purpose in good condition furniture from collapsed spaces
Carpet, Plumbing, Millwork and Partitions	» maintain existing, patch and repair as needed	» maintain existing where possible » replace when deemed necessary or as per project scope	» new
Lockers	» provide lockers for employees to match the sharing ratio » use existing or purchase new as required » remove workspaces/alternative workspaces if required to accommodate lockers » plan lockers near suite entrances and/or in corridors where space permits » alternatively, create locker areas by removing workspaces or convert internal built spaces	» provide lockers for employees to match the sharing ratio » remove workspaces/alternative workspaces if required to accommodate lockers » plan lockers near suite entrances and/or in corridors where space permits » alternatively, create locker areas by removing workspaces or convert internal built spaces	» provide lockers for employees to match the sharing ratio » use existing or purchase new as required » plan lockers near suite entrances and/or in corridors where space permits
Coat Closets	» provide free-standing furniture unit(s) within locker areas/rooms and/or entrances if coat closets do not already exist	» provide free-standing furniture unit(s) within locker areas/rooms and/or entrances if coat closets do not already exist	» provide free-standing furniture unit(s) or construct new
Filing	» filing to be centralized » reuse existing filing units whenever possible	» filing to be centralized » reuse existing filing units whenever possible	» new centralized filing or reuse existing filing units from collapsed spaces whenever possible
Moving Costs	» should be included in estimate but packing is excluded	» should be included in estimate but packing is excluded	» should be included in estimate but packing is excluded
IT Hardware (i.e. AV equipment, displays laptops, monitors)	» excluded	» excluded	» excluded

ONTARIO BUILDING CODE: UNIVERSAL WASHROOM PLANNING GUIDE

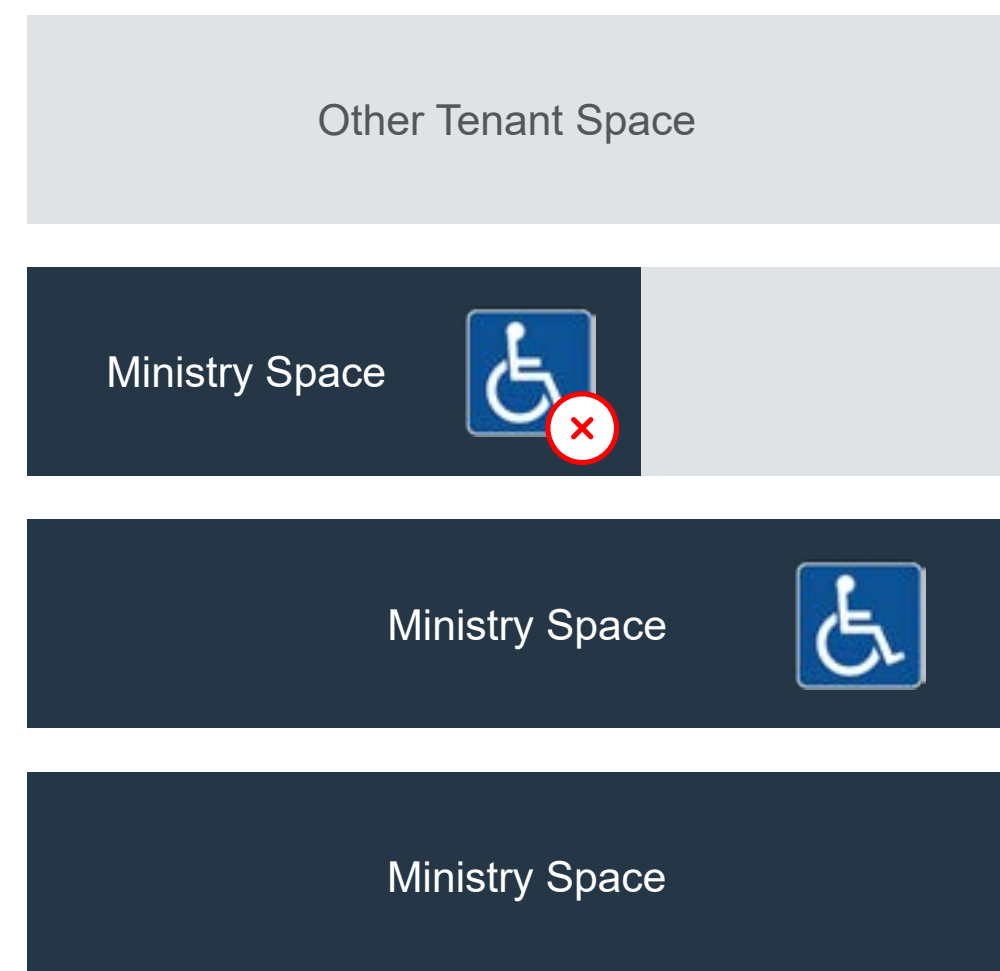
The Ontario Building Code (OBC) outlines standards for universal washrooms in [Article 3.8.3.12](#). These standards detail the necessary design and features for a washroom to qualify as universal, ensuring accessibility for individuals with disabilities. As per OBC (Table 3.8.2.3.A), the number of universal washrooms required in a building is determined by the number of floors in a building and that total travel is not to exceed one floor in either direction.

Table 3.8.2.3.A

Item	Number of Storeys in Building	Number of Universal Washrooms per Building
1	1 to 3	1
2	4 to 6	2
3	Over 6	3, plus 1 for each additional increment of three storeys in excess of six storeys

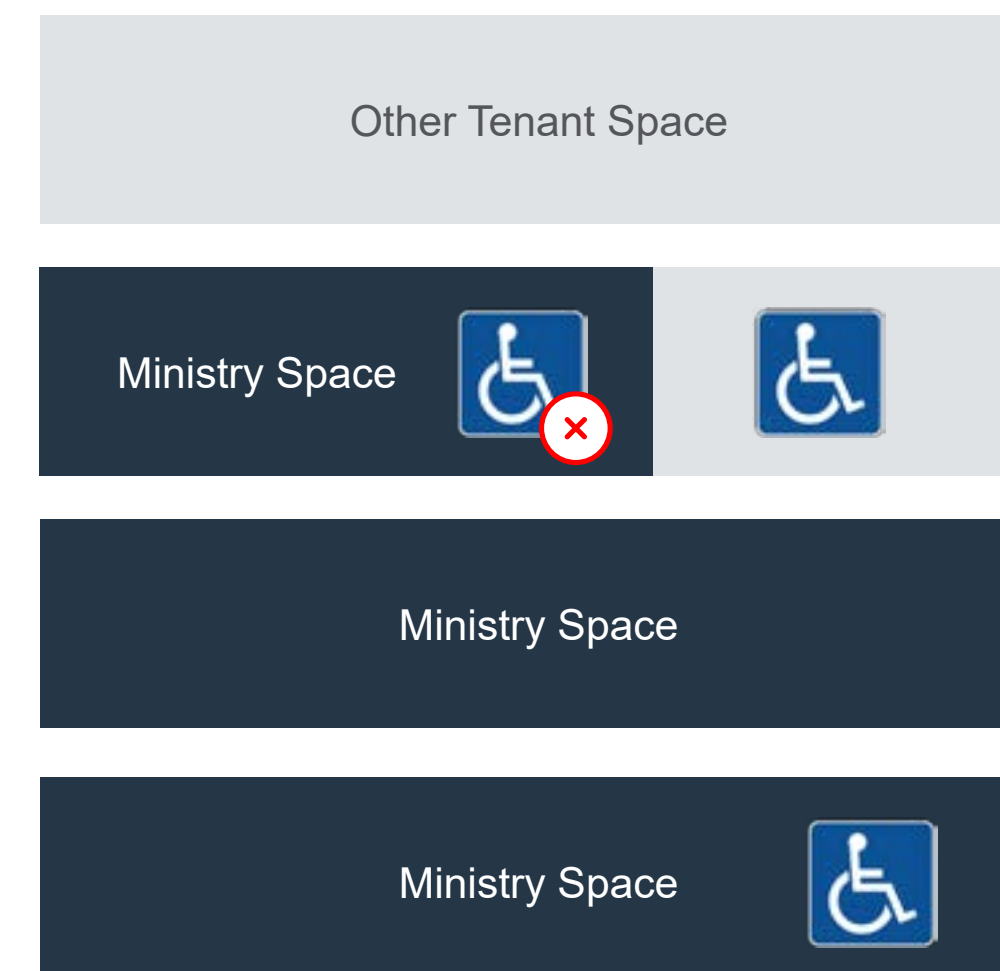
The graphic guide below reflects OBC minimum requirements, as noted above. Ministry space is denoted in blue, while landlord or other tenant space in grey.

Scenario A



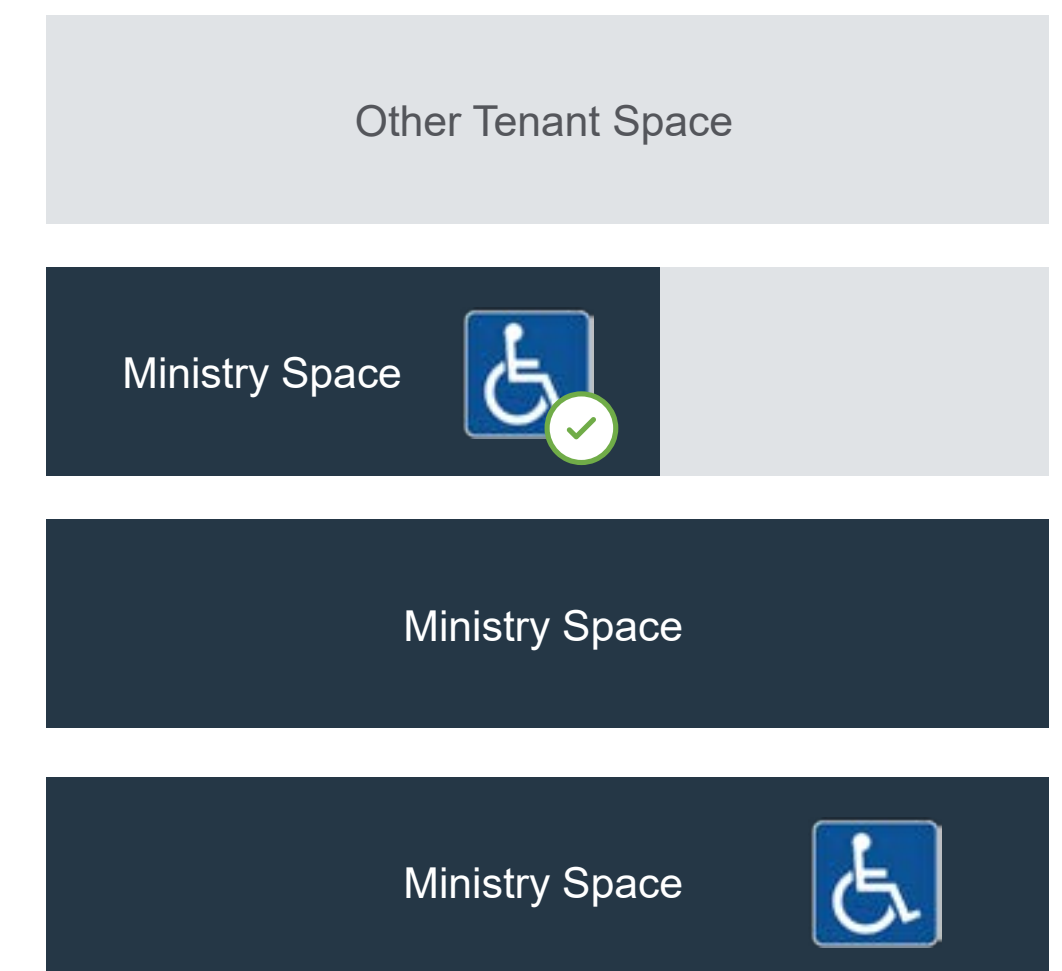
If the ministry has a universal washroom above or below their partial floor space, there is no need to add one to the ministry space.

Scenario B



If the Landlord has a tenant accessible universal washroom on the partial floor that meets OBC and the ministry's specific specifications, there is no need to add one to the ministry space.

Scenario C



If the Landlord does not have a tenant accessible universal washroom on the partial floor, and the ministry does not have a universal washroom one floor above or below, the ministry will need to add one to the ministry space.

UNIVERSAL WASHROOM PLANNING PRINCIPLES:

All owned locations and long-term leasehold locations (~10 years) incorporate a minimum of one (1) universal washroom per floor when undertaking a Reconstruct or Rework project scope model.

Universal washrooms to be planned in building common corridors (not within a tenant suite) to ensure that individuals have independent, equitable and dignified access. An accessible path of travel should connect to the universal washroom, allowing for a continuous, unobstructed route through common corridors.

The decision to install universal washrooms in leased locations should be based on a careful assessment of costs, benefits, legal/legislative requirements, and the organization's commitment to accessibility, diversity and inclusion.

CONTACT INFORMATION

Thank you for your interest in the OMOS. Please direct any enquires or questions via the [OPS Office Space Intake Form](#).

Version History

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Updated Regularly

Ontario 

 **Infrastructure
Ontario**