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## J. INTERIOR PLANNING AND DESIGN NARRATIVE

### Introduction

The planning and design of the interior office environment will provide a functional as well as an aesthetically pleasing space, enhancing collaboration and teamwork while maintaining a comfortable and inviting atmosphere.

The planning will consist of a mix of enclosed and open office modules, formal and informal meeting spaces, as well as support and amenity provisions.

Proposed design elements include natural references in materiality, environmentally responsible finishes and furnishings, as well as the creation of a positive connection to the outdoors, with views and daylight access as priorities.

The following descriptions focus on:

- Overall Design Aesthetic
- Interior Amenity and Working Spaces
- Office Components and Systems
- Proposed Finishes and Materials

#### Overall Design Aesthetic

- Views and connectivity with the outside environment to blur the boundaries between interior and exterior.
- Views and connectivity throughout the interior workspace to encourage an accessible and approachable, collaborative teamwork environment.
- Bring the outside in through references to nature, literal or figurative, in materiality, graphics and furnishings. Design concepts could include abstract interpretations at feature locations, such as “ice” (glass), “snow” (sculptural wall material), or “water” (raindrop light fixtures).
- Inclusion of indigenous, possibly locally reclaimed, materials such as wood, trees, and stone. Propose reusing old large timber members pulled from one local source, the Old Solly’s building.
- Creation of a comfortable, inviting workplace. General employee population has strong attachment to outdoors, and should want to come to the workplace, and feel comfortable and productive staying inside, regardless of the season.
- Interior atmosphere will support seasonal changes in weather, daylight, temperature. Design concepts include the addition of lower levels of warmer lighting (table lamps) in lounge and informal meeting spaces, and ancillary seating provided at atrium and exterior view locations.
- Specify environmentally responsive and responsible products throughout. Use of “green” products and materials and reclaimed/recycled/recyclable finishes and furnishings.

- Multi-agency facility design must feel cohesive and holistic, yet support and maintain group identities. This could be accomplished via finish, color and graphics.
- Planning of spatial relationships and requirements will successfully accomplish programmed requirements and provide a well designed, productive yet flexible workplace.

#### Interior Amenity and Working Spaces

- Plan will be open to atrium and exterior wherever possible. Pull offices and workstations inboard of atrium and perimeter glazing to allow equal access to light and views.
- Provide varying areas of privacy and seclusion that are not necessarily individual enclosed offices. Offer small conference or one-on-one/phone rooms in addition to larger formal conference/meeting spaces.
- Consider areas that offer higher levels of acoustic privacy and offer possible benefits of noise reduction system (mechanical or otherwise).
- Include informal, chance encounter/“bump into” locations, for instance: computer kiosk/printer counter, informal seating on stools at countertops, small seating groupings with low tables. Encourage interaction.
- Provide amenity spaces (on First Level) to be used by both public and staff. Design concepts include: “Living Room” seating area/lounge at Library space, may include soft seating, low tables, table lamps, and a fireplace.
- Lighting design should promote cool and calming atmosphere in summer months and warmer, more personal lighting scheme in winter.
- Attention to daylight, sun location at various seasonal times vs. glare, window – to – workspace relationship and sun screening will all be carefully considered.

#### Office Components and Systems

- Emphasize “Whole Building Approach” to environmental architectural solutions to include all furnishings and fixtures.
- Specify only environmental “Green Guard”, FSC and LEED certified products throughout. Included will be: Office components, systems furnishings, casework and office, guest, break and lounge seating. Manufacturers will have proof of renewable and recyclable materials, low air and water emissions, responsible disposal, packaging and transportation, and clean production technologies.
- Glass and/or translucency used wherever possible. Locations could include: office fronts, doors, conference room, workstation panels, atrium and stair.
- Provide egalitarian components, no status-related furnishings or finishes.
- Standardize office sizes to 10x12 and 12x12.
- Standardize workstation sizes to 8x8, 8x9 and 8x10. Seasonal/temporary staff will utilize central computer carrels or shared work counter/tables.

- A standard workstation may be composed of non-handed, off-modular worksurfaces, which provide highest level of flexibility. These may be freestanding with a screen system, or a panel-based system. Also included would be vertical or off-desktop storage and paperflow management tools, below desk drawer units or files, ergonomic computer, monitor and keyboard equipment and accessories, and ergonomic seating.
- Workstations will utilize mid-to-low vertical panel heights to maintain exterior views and encourage collaboration. Propose stackable panels system to allow for flexibility in transparency and visual privacy. Consider sliding screens or clip-on desktop panels for instant privacy, flexibility and coordination with electrical and mechanical systems. Power/Comm. wiring to route through workstations, not ceiling.
- Planning design will create symbolic boundaries and distinction between “inside” and “outside” personal workspaces through: signage, lighting levels, color, materiality, aisle widths, furniture, and partition type/size/solid/translucent.
- Planning design and office/workstation components will allow for future re-organization and flexible re-configuration. Procurement of a single manufacturer for both offices and workstations will allow for seamless interchangeability.

#### Proposed Finishes and Materials

- Flooring
  - A. Recycled or reclaimed end grain fir and wood products
  - B. Natural recyclable linoleum/resilient products
  - C. Recycled rubber/high-wear resilient products
  - D. Natural cork
  - E. Environmentally responsible Carpet Tile and backing
  - F. Environmentally responsible Broadloom Carpet and backing
- Ceiling
  - A. Aluminum foam acoustic ceiling/wall panels, horizontal surfaces, made from recycled aluminum
  - B. Natural fiber acoustic ceiling/wall panels
  - C. Acoustical wood ceiling/wall panels, made with renewable wood sources
  - D. Acoustically transparent coating
  - E. Suspended acoustic shapes
  - F. Transparent suspended ceiling products
- Wall Coatings and Misc. Surfaces
  - A. Odorless, solvent-free Organic Paint and Stain
  - B. Post-industrial stone products
  - C. Recycled metal tile
  - D. Recycled glass tile and stair treads

- E. Eco-friendly porcelain wall and floor slab
- F. Recycled terrazzo/agglomerate wall and floor tile
- G. Industrial strength cement/wood pulp wall and floor tile/slab
- H. Recycled tumbled stone wall and floor tile
- I. Eco-friendly agglomerate wall, floor and paving tile
- J. Natural Stone

### **Alternatives to Address the Percentage of Available Budget**

Following a review by Cost Estimator, the items listed may be offered as cost saving alternatives:

#### 100% Alternative:

- Replace total glazing at all offices and conference rooms with side lights and solid wood doors
- Replace carpet tile with broadloom throughout, coordinate with electrical and mechanical for alternate to sub-floor systems.
- Eliminate “specialty finishes” and “features”, and replace with painted surfaces only.
- Specify budget-conscious/re-engineered and pre-owned furnishings and workstations throughout.
- Eliminate built soffits and suspended ceiling features and replace with ceiling tile products throughout.
- Reduce or eliminate specialty lighting.

#### 90% Alternative:

- Reduce total glazing at all offices and conference rooms to side and transom lights only.
- Replace all glazed doors with wood doors with center light.
- Replace carpet tile in conference rooms with broadloom.
- Reduce “specialty finishes” and “features”.
- Investigate a combination of new and pre-owned furnishings and workstations.
- Reduce built soffits and suspended ceiling features.
- Reduce specialty lighting.

#### 75% Alternative:

- Reduce total glazing at offices to side and transom lights only.
- Replace glazed office doors with wood doors with center light.
- Reduce “specialty finishes” and “features”.
- Investigate value engineered new furnishings and workstations.
- Reduce built soffits and suspended ceiling features.
- Reduce specialty lighting.