



**Government of the
Republic of Trinidad and Tobago**

**Office Outfitting
P O L I C Y**

List of Abbreviations

ft	Feet (unit of measurement)
GoRTT	Government of the Republic of Trinidad and Tobago
m	Metre (unit of measurement)
mm	Millimetre (unit of measurement)
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Act
PRES D	Property and Real Estate Services Division



Symbols



Environmental-friendly (green) information

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Government of the Republic of Trinidad and Tobago Office Outfitting Policy

1.0 SUMMARY

- 1.1 This policy outlines the requirements and standards related to the planning, design and fit-out of offices for the Government of the Republic of Trinidad and Tobago.
- 1.2 Where used in this policy, the term 'outfitting' refers to the planning, design and fit-out of constructed office space. This includes state-owned buildings constructed for the purpose of providing office accommodation as well as privately-owned buildings leased for that purpose. Outfitting refers to all finishes added to the building, from floor to ceiling, in all spaces (personal and support) being utilized by the employees.
- 1.3 'Support space' refers to space for functions other than workstations occupied by staff. This includes conference rooms, meeting and training rooms, filing areas, reception or waiting areas, utility bays, kitchens, bathrooms etc. It does not include primary or secondary circulation space, basements, parking lots, etc.
- 1.4 In order to provide proper office accommodation for its employees, the Government of the Republic of Trinidad and Tobago needs to implement a policy which documents the requirements of a well planned office space. Not only must these offices be suitably sized to accommodate the number of occupants, but must be ergonomically designed, provide high indoor environmental quality, adhere to global best practice and meet with other user and statutory requirements.
- 1.5 A recent review has identified the most common defects in government office accommodation as:
 - i. Inconsistency in outfitting across the government, which leads to;
 - Varying spaces being assigned to employees with the same position or rank
 - Different types of finishes
 - Selection of inappropriate materials and,
 - Varying outfitting costs.
 - ii. Inconsistency in facilities offered to staff,
 - iii. Challenges in dealing with landlords due to the lack of common standards for buildings



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“Without a set of guidelines to properly steer the outfitting process, Government will continue to experience suboptimal levels of productivity and efficiency of its staff, which translates into poor customer service, while incurring unusually high outfitting costs, and, in many instances, breaching health and safety codes, exposing the government to litigation from employees, as well as the public.”



- iv. Inefficient use of space, e.g. where several offices are over-dimensioned while others can barely accommodate staff and their necessary equipment.
- v. Overcrowding and a lack of fundamental support spaces,
- vi. Lack of OSHA compliance within the building,
- vii. Staff comfort and efficiency being compromised as a result of poor design
- viii. Client comfort and the impact of workspace layout on service delivery, not being considered and,
- ix. A failure to cater for the differently abled.

- 1.6** Without a set of guidelines to properly steer the outfitting process, Government will continue to experience suboptimal levels of productivity and efficiency of its staff, which translates into poor customer service, while incurring unusually high outfitting costs, and, in many instances, breaching health and safety codes, exposing the government to litigation from employees, as well as the public.
- 1.7** This policy is intended to ensure a more standardized approach to the design of office spaces for use by the Government of the Republic of Trinidad and Tobago, resulting in appropriately outfitted office spaces which meet user and statutory requirements, and which increase the economic return on the outfitting investment.

2.0 CONTEXT

- 2.1** The fit-out of the office workplace has a shorter life cycle compared to that of major capital assets such as buildings, roads and dams. Whereas the latter may have life spans of 30 years or more before refurbishment or adaptation, office fit-outs have a shorter physical life of up to 15 years, but are likely to be adapted and reconfigured several times during that period.
- 2.2** It is therefore important to ensure that, not only is the initial outfitting investment appropriate, functionally and financially, but also that the fit-out is designed and constructed for adaptability and functional change in the most timely and cost effective manner. This is where proper planning plays a fundamental role.
- 2.3 Legal Context**

The importance of health and safety at work cannot be overstated. The employer has both a moral and legal obligation to ensure that employees work in a safe and healthy environment. The Occupational Safety and Health (OSH) Authority, is responsible for developing health and safety regulations in Trinidad and Tobago and monitoring to ensure compliance with same. As a requirement, all agencies,

be they state or privately owned, must adhere to the regulations laid out in the OSH Act. (See OSH Act 1. 2004 as amended (2006) Building codes, regulation standards, best practices, codes of practices as applicable). This policy ensures compliance with the relevant clauses of the OSH Act. Through its planning, design and fit-out requirements, it helps to create a work environment which is safe and healthy, adequately sized to comfortably accommodate employees, clients and all necessary support spaces, and which is ergonomically sound. This, in turn, prevents the appearance of clutter and blockage of primary exits amongst other health and safety breaches.

2.4 Impact on productivity

Although office layout is not the sole factor which affects productivity in the work environment, it does play an important role. Various studies have shown that proper office design can increase employee performance. Furniture, noise, flexibility, comfort, communication, lighting, temperature and air quality are listed as some of the most influential factors. In recent years, government agencies have experienced a rise in complaints of 'sick buildings', with cluttered and confined working areas, unergonomic furniture, inadequate lighting, poor air quality and other factors being the main symptoms. This has resulted in several offices allowing staff to work half-day shifts on a regular basis; and in the height of industrial action, employees have evacuated buildings. All of these factors contribute to a decline in productivity and have a negative impact on service delivery.

2.5 Aspect of service delivery/impact on client

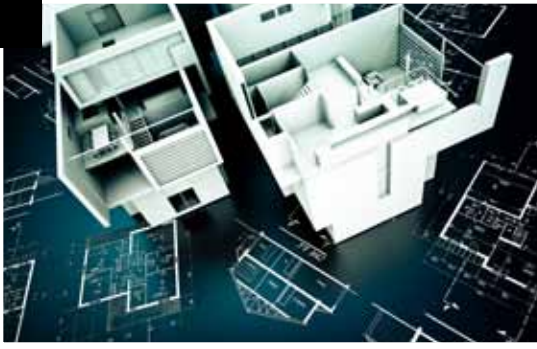
This leads us to examine the impact, both direct and indirect that office design has on employees and clients. Inappropriate office layouts and environments affect employees' levels of comfort and job satisfaction, causing many of them to become disgruntled. This then impacts the timeliness, efficiency and courtesy of service delivery. Customers too may be directly affected by the office environment. Poor conditions in the space used to interact with clients, as well as spaces that are not equipped to accommodate the differently abled, compromise the comfort factor of clients. This, coupled with poor service, can cause these clients to be dissatisfied, and to become abusive to staff causing further discontent to staff.

All of these factors underscore the need for a policy on outfitting.



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3.0 PURPOSE

3.1 This policy aims to provide requirements and guidance on:

- planning for the outfitting process,
- designing your office layout,
- outfitting the office space,
- utilizing that space effectively and,
- managing the accommodation-change process.

3.2 The objective of this policy is to ensure the outfitting of GoRTT offices in a manner which:

- i. is safe, healthy and legislatively compliant;
- ii. caters to the differently-abled;
- iii. is functional, cost and space-effective;
- iv. is consistent, equitable and sustainable;
- v. is adaptable to new ways of working and technology;
- vi. supports organizational reconfiguration and;
- vii. reduces the occurrence of state funded additions to buildings becoming landlord fixtures.

3.3 This policy is complemented by Standards, both national and internationally based, which provide further outfitting guidance. Refer to Appendix II.

4.0 SCOPE

4.1 This policy applies to *office accommodation* which comprises:

- i. Workspaces in which the tasks or activities performed require standard height and sized desks and chairs;
- ii. Support spaces which include conference and meeting rooms, training rooms, lunch rooms, washrooms, document centres and generic reception areas.

The office accommodation in this policy does not include:

- i. Special purpose workplaces such as schools, hospitals, police stations, airports, bus stations, etc.;
- ii. Workspaces in which the tasks or activities performed require specialised furniture, such as laboratories, drawing offices, marriage rooms, etc.;
- iii. Customer service areas with teller styled counters and cashier counters;
- iv. Vaults and other storage rooms;
- v. Server and telecommunications rooms;
- vi. Other workspace support areas, e.g. child care centres and recreational areas
- vii. Car parks.

4.2 This policy applies to newly acquired office space that is in the process of being outfitted, and offices that are to be refurbished.

4.3 It applies to outfitting of GoRTT offices from one-room spaces to entire buildings.

4.4 It does not apply to offices that are already outfitted and are currently in use. In such cases, those offices must ensure that they are in compliance with the OSH Act.

4.5 The policy relates to office accommodation for Ministries of the Government of the Republic of Trinidad and Tobago, as well as, Departments not under Ministerial control. This includes:

- i. All Government Ministries (refer to Appendix III for current list),
- ii. The Service Commissions Department including Statutory Authorities Service Commission,
- iii. The Personnel Department,
- iv. The Auditor General's Department.

These Ministries and Departments are hereinafter referred to as agencies.



“Although office layout is not the sole factor which affects productivity in the work environment, it does play an important role.”





“Planning plays a fundamental role in the outfitting of office space. It is the process of assessing an agency’s structure, functions and mode of operation to determine the space and other organizational needs, and using this information to create a functional and pleasing work environment.”



4.6 This policy does not apply to the following:

- i. The Tobago House of Assembly (THA),
- ii. Wholly Owned, Majority Owned and Minority Owned State Enterprises,
- iii. Statutory Boards and other Bodies,

4.7 This policy is applicable to GoRTT Office Spaces located in Trinidad and Tobago.

4.8 The policy may be used as a guideline by agencies of the State which do not depend upon the Property and Real Estate Services Division for the procurement of their accommodation.

5.0 TERMS AND DEFINITIONS

Appendix I provides definitions for the technical terms used throughout this policy.

6.0 PLANNING POLICY REQUIREMENTS

Planning plays a fundamental role in the outfitting of office space. It is the process of assessing an agency’s structure, functions and mode of operation to determine the space and other organizational needs, and using this information to create a functional and pleasing work environment. The following sections outline the policy requirements to be followed by all agencies in planning the layout of office space for occupation.

6.1 IDENTIFY NEEDS

As a first requirement in the planning process, agencies must determine what types of space they need.

6.1.1 A User Brief with a listing of employees in the current structure of the agency must be prepared. This listing must include all permanent establishment and contract staff. Outfitting should ideally be undertaken post a recent organizational structural review. Refer to User Brief Template in Appendix II.

6.1.2 If the nature of some jobs includes extensive field work or facilitates work-from-home, then plan for shared hot desks which these employees will sit at on the occasions that they are in office. The ratio of hot desks to officers should be determined based upon the expected frequency of office visits by these members of staff.

- 6.1.3 In addition to catering for planned increases in complement, the space requirement should include an additional 15-20% for future growth.
- 6.1.4 A listing of all existing support spaces at the current office location must then be made. To this, any additional support space that may not have existed in their current location, but which is required for the agency to carry out their duties, must be incorporated into the listing.
- 6.1.5 Other requirements must be within the building's floor loading, plumbing electricity, cooling and cabling capacity.

6.2 ESTIMATE SPACE

Having determined the types of space required, the next requirement is determining the sizes of these spaces.

- 6.2.1 All agencies must use the Office Space Standards, (refer to Appendix II), to calculate the space required for personal offices as well as support spaces.
- 6.2.2 In cases where agencies have already identified the space they wish to occupy, they must then ensure that the space is adequate. If it is not, it may be necessary to adjust their needs to suit the size of the space (where possible).

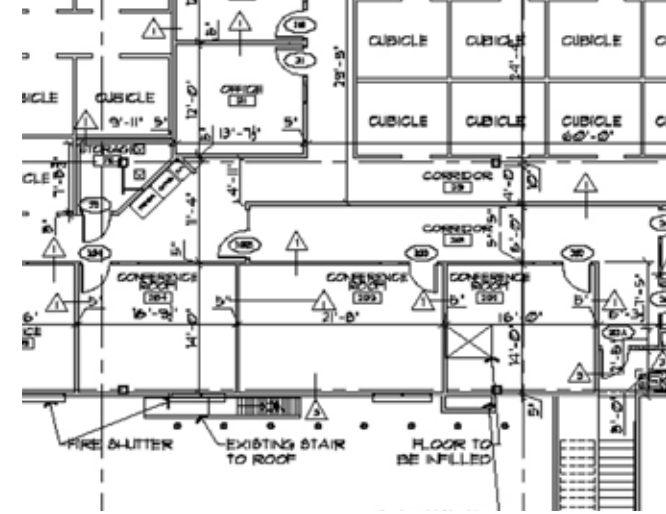
6.3 OTHER PLANNING

Develop other plans including but not limited to:

- 6.3.1 Change Management and Communication Plan- The plan which ensures that all stakeholders are effectively prepared for the change. Outfitting may occur as part of a holistic programme, bringing together initiatives in technology, documentation, working practices and culture change. Consider addressing records (document) management, clear desk policies, working environment protocols, security (entry and tracking) etc., in the Change Programme.
- 6.3.2 Project Management Plan- This plan ensures that the outfitting exercise is completed on time, within budget and to scope. Projects should use a Monitoring and Evaluation framework to ensure success at delivering intended benefits.

6.4 SECURE APPROVALS

Agencies are required to submit their User Brief and other plans to a relevant Accounting Officer and to PRES D for review and approval.



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“If the nature of some jobs includes extensive field work or facilitates work-from-home, then plan for shared hot desks which these employees will sit at on the occasions that they are in office.”



7.0 DESIGN POLICY REQUIREMENTS

The design phase of the outfitting process follows, having determined what types of spaces are required, and their dimensions. This involves the conceptualization of a layout, which satisfies the agency’s needs in the space to be outfitted. This layout must be in response to and coordinate with the building shell and acknowledge the physical location and social context of the agency or its division. The design phase includes the development of floor plans, furniture layouts, ceiling plans (including lighting and air conditioning), mechanical, electrical and plumbing plans. The design should adhere to code and regulatory requirements and encourage principles of environmental sustainability. This section applies simple design principles to provide the policy requirements which help create a functional work environment.

7.1 OPEN PLAN DESIGN

With the change in working practices within the last few decades, government agencies now require spaces that support the contemporary working environment. Open plan designs are quickly replacing the traditional cellular-space allocation linked to grade rather than function. Open plan design considerations include;

7.1.1 All agencies shall design their layout using the Open Plan concept. Open Plan Design, reduces the number of enclosed or private offices, and in so doing:

- fosters improved communication and teamwork,
- allows for greater economic return as the tenant can vacate the space with demountable workstations and partitions more readily, there being fewer permanent structures,
- allows for increased energy efficiency through the use of natural lighting, and
- facilitates flexibility in workspace configuration, as needs change.

7.1.2 Enclosed offices shall be provided only for:

- Government Ministers, Parliamentary Secretaries;
- Permanent Secretaries, Heads of Departments, Chief Executive Officers and equivalent;
- Deputy Permanent Secretaries, Deputy Heads of Department, Deputy Chief Executive Officers and equivalent;
- Executive Directors/Heads of Divisions, and equivalent; and
- Deputy Directors and equivalent.

7.1.3 Enclosed offices may also be provided (other than for those listed above) where there is need for:

- Frequent confidential client interviews and other confidential matters
- Frequent staff counselling
- Extensive high level representational activities.

7.2 LOCATION OF SPACES

The location of spaces within the office floor plan should be well thought out and based on function. A carefully planned layout can increase productivity, team interaction and provide a safe working environment. The following are requirements specific to the determination of the location/placement of the various office spaces.

- 7.2.1** The placement of offices for key office holders must take into consideration the relevant security requirements.
- 7.2.2** Spaces to be utilized by the public shall be located close to the main entrance or on floors closer to the street access and spaces that contain information or items of value further away to lessen the security risk, e.g., a vault or a Minister's office. (Doors may be used to segregate these areas as long as they do not interfere with the main circulation flow).
- 7.2.3** Spaces shall be located and grouped based on function; e.g., keep departments that are closely related, close to or alongside each other.
- 7.2.4** Sections or small areas that are dependent on a larger section shall be located close to that larger section; e.g. a vault should be kept close to or within the accounts department; a pantry should be located within or close to the kitchen area etc.
- 7.2.5** Enclosed offices, or any enclosed space, shall be located to the core of the building, and those with shorter enclosures towards the perimeter of the space. The building's perimeter zone shall be used for open plan areas to maximize natural light and outlook. (This allows natural light to enter as much as possible into the entire office space and keeps the view open for the users of the space).
- 7.2.6** Noisy areas shall be isolated from the work environment, so as not to provide a distraction to employees, e.g. lunch and recreation rooms.
- 7.2.7** Prime office space shall be maximized i.e. spaces with favourable views. Spaces like pantries, other storage areas or any other rooms that are not frequently used, shall not be located in these areas.
- 7.2.8** Registries containing frequently used filing shall be located where they can be accessed with minimum disruption to work areas.



“The location of spaces within the office floor plan should be well thought out and based on function. A carefully planned layout can increase productivity, team interaction and provide a safe working environment.”





“All government agencies should make optimal use of space and natural resources. Through shared spaces and allowances for natural illumination and ventilation, agencies can reduce their energy consumption as well as maximise the space provided to them.”



7.3 OPTIMIZATION OF SPACE AND NATURAL RESOURCES

All government agencies should make optimal use of space and natural resources. Through shared spaces and allowances for natural illumination and ventilation, agencies can reduce their energy consumption as well as maximise the space provided to them. The following requirements guide in the optimization of space and natural resources.

- 7.3.1** Maximize the use of natural light by placing ceiling height offices around the building’s core. 💡
- 7.3.2** Spaces and or rooms are to be shared whenever possible so as to support and/or adapt to multiple uses. Where possible, such rooms shall be sub divisible with operable walls to maximise flexibility, and be centrally maintained and booked. They may be fitted with glazed, regular or acoustic partitions depending on the privacy requirements.
- 7.3.3** Reception and waiting areas shall be compact, functional and shared whenever possible. (In cases where the agency occupies more than one floor, consider having a common reception and waiting area which caters for several floors rather than one on every floor. This may be on a lower floor for easier access via lifts or can be located on the ground floor).
- 7.3.4** Enclosed meeting rooms shall be provided to facilitate formal sessions, depending on the needs of the occupants and generic planning of the site. Such rooms shall be located away from the building’s perimeter, to leave natural light available for open work points, and shall have at least one glazed wall, which may be treated if privacy is required.
- 7.3.5** Conference rooms shall have a central location within the building so as to be generally available.
- 7.3.6** A single conference room shall be provided for use by a Minister/ Parliamentary Secretary and the Permanent Secretary and equivalent when possible.
- 7.3.7** In cases where there is a shortage of space a conference room for general use shall be located close to the Minister’s/Parliamentary Secretary’s office for use by the Minister/Parliamentary Secretary, the Permanent Secretary and equivalent and general staff.
- 7.3.8** Where possible, external training facilities should be considered instead of providing dedicated internal training spaces, except in cases where training is a core function of the agency.
- 7.3.9** Where internal training rooms are necessary they shall be used as multi-purpose conference/training facilities.

7.3.10 On site file storage should cater for only open and active or recently closed files, with archived files being stored at less expensive off site locations, in keeping with effective archival policy.

7.3.11 Storage space for office supplies shall cater to the immediate and short term needs of the agency with larger quantities of bulk supplies being stored at less expensive off site locations.

7.4 CIRCULATION SPACE

Circulation space is the path through workstations in an open plan, or the corridors between rooms in a closed plan. Circulation allows users to interact with and move through a building, and can be horizontal or vertical, consisting of primary and secondary circulation areas, and must meet the following requirements.

7.4.1 Circulation space shall occupy 14 - 21% of the entire floor area.

7.4.2 Circulation paths shall be clearly defined and free from obstruction in case of emergency, i.e. should be designed to cater to fire exits.

7.4.3 Main corridors shall, as far as possible, be straight/fluid lines that allow you to easily get to each main section or division in the building or office space.

7.4.4 Workstation openings shall be a minimum of 3ft.2in or 1m to allow wheelchair access.

7.4.5 Circulation space shall be consistent with fire safety legislation and the OSH Act, catering effectively to the differently abled.

7.4.6 Designed paths of travel for fire safety shall be maintained in the approved condition and configuration.

7.4.7 Any change to the office layout that affects the designated fire safety circulation must be resubmitted to the Chief Fire Officer for approval.

For more information refer to the Circulation Space Requirements in Appendix II.

7.5 DESIGNING TO PROMOTE COMMUNICATION AND SOCIAL INTERACTION

Government agencies should seek to promote interaction and increase communication amongst employees whenever possible. This can be accomplished through general office design, the location of support spaces and design elements which increase visibility within the office.

7.5.1 Support functions (such as storage, meeting areas, etc.) shall be planned as central connecting points within the space, to increase planning efficiency and encourage social interaction. Introduce informal seating to encourage informal interaction, networking, sharing and learning.



“Government agencies should seek to promote interaction and increase communication amongst employees whenever possible.”





“Fit-outs are to be designed within a building’s floor loading, plumbing, electrical, cooling and cabling capacity, and should ensure that air quality standards are maintained. Further, changes to a building’s structure can be costly so a proper cost-benefit analysis should be performed to ensure value for money..”



- 7.5.2 Lunchrooms shall cater for groups of four to eight at a table, with a few tables for two, for more private dining. They shall allow for more than one person to prepare their meal at a time.
- 7.5.3 A view panel around doors shall be used for enclosed spaces, e.g., managers’ offices. (This enables these team members to remain part of the work environment while providing acoustic isolation.)
- 7.5.4 Adherence to open plan design will allow for higher levels of visibility, promoting team work and social interaction among employees.
- 7.5.5 Utility bays shall be centralised on a given floor to allow the most equitable access and to avoid disruption to local work points. (Utility bays shall also provide seating and cupboards as required).
- 7.5.6 Team zones which are located outside of circulation zones shall have communications outlets available.

7.6 MINIMIZING IMPACT ON BUILDING’S STRUCTURE, FINISHES AND SERVICES

Fit-outs are to be designed within a building’s floor loading, plumbing, electrical, cooling and cabling capacity, and should ensure that air quality standards are maintained. Further, changes to a building’s structure can be costly so a proper cost-benefit analysis should be performed to ensure value for money.

- 7.6.1 Any facility or function that is inappropriate for office buildings (e.g. printeries, large scale binding operations, etc.) shall not be incorporated in the office layout.
- 7.6.2 Any functions or processes that affect a building’s approved use or compromise safety systems shall not be considered.
- 7.6.3 Built-in furniture and equipment that are fixed to floors, ceilings, core walls and external walls are to be kept to a minimum. Note that certain additions can become landlord fixtures.
- 7.6.4 Changes to the structure of the building shall **only** be allowed if deemed essential to the function of the agency and must be approved by a certified structural engineer, so as not to affect structural integrity.
- 7.6.5 Wet areas including additional toilet facilities, shall be designed around existing plumbing.
- 7.6.6 Existing walls shall be maintained whenever possible and the design shall be confined to the already established grid layout used within the space.

7.7 DESIGNING FOR STANDARDIZATION AND FLEXIBILITY

With change being a constant factor affecting the structure and functions of government agencies, more standardized and flexible layouts will allow agencies to quickly adapt to new working models.

- 7.7.1** All agencies shall incorporate generic planning in their designs i.e. modular space standards and standard mobile furniture and components that are transferrable from workstation to workstation shall be used.
- 7.7.2** Offices shall be furnished using workstation furniture to match open workstations.
- 7.7.3** Workstations shall be furnished with mobile furniture and those that are built specifically for right or left-handed use shall be avoided.
- 7.7.4** Fit-out elements are to be designed as separate layers that interconnect and can be disconnected and replaced/upgraded; e.g., technology and communications systems should be separable from furniture systems, visual and acoustic screening should be separable from furniture and technology systems.
- 7.7.5** Workstations should be equipped with powered panels and cable management systems.
- 7.7.6** Shared hot desks allow for a many-to-one relationship between employee and work station where officers spend less time in the office.
- 7.7.7** Storage and filing cabinets shall be modular in both width and height, and fit the chosen workstation system.
- 7.7.8** **Raised floors or access flooring** shall be utilized in designs when possible and practicable. Raised floors are utilized in order to:
- reduce the appearance of unsightly cables,
 - allow for flexibility in the configuration of the office layout; as the services come up through the floor, allowing furniture to be placed away from walls, and,
 - provide a more cost-effective solution in the long-term; as they provide longer-term flexibility, in the face of the ever changing office needs.

Note: Raised flooring is not actually a finish but can be seen as part of the structure in a building. It is a feature that should be given thought to during the initial designing and construction phases of a building.



“All agencies shall incorporate generic planning in their designs i.e. modular space standards and standard mobile furniture and components that are transferrable from workstation to workstation shall be used..”





“Office layouts must be designed to meet best practice, legislative obligations and government policies such as workplace health and safety and accessibility.”



7.7.9 Customer service areas shall be designed to incorporate and/or adapt to new ways of service delivery and new technology.

7.8 DESIGNING FOR COMPLIANCE

Office layouts must be designed to meet best practice, legislative obligations and government policies such as workplace health and safety and accessibility (Refer to section 10).

Utilise the *EVENTS PLANNING: Guidelines for the Inclusion of Persons with Disabilities (2010)*, or *Guidelines for an Accessible Working Environment (2010)*, published by the Disability Affairs Unit of the Ministry of Social Development for further detailed guidance in designing.

7.8.1 Agencies must aim to avoid Architectural Barriers in the design of their office space, by providing the following:


- Ramps at all major entrances to buildings occupied by any government agency shall have a recommended slope of (5 to 8.3 percent) and must be made of non-skid material.
- At least one (1) bathroom which permits wheelchair access, and
- At least one (1) cubicle designed to accommodate persons with wheelchairs in offices where there is a high level of customer interface.


7.8.2 Office layouts should be designed to meet fire and other safety requirements per OSHA.

7.8.3 Office layouts must comply with the terms and conditions stated in lease/ rental agreement.


7.9 DESIGNING FOR SUSTAINABILITY


Agencies must aim for designs that are organizationally and ecologically sustainable, in keeping with international best practice. This includes energy, material and water.

7.9.1 Where possible cost effective energy saving options, especially in the areas of lighting, water and air conditioning shall be utilized. Equipment and new technologies shall be selected to optimize resource consumption. 

7.9.2 Designs shall promote organizational sustainability, which is an organization’s capacity to minimize its carbon footprint and to promote cost effectiveness and organizational values. 

7.9.3 Agencies must ensure that designs comply with legislation related to Environmental Management. 

7.9.4 Agencies shall use ecologically sustainable products, materials and finishes where possible in fit-outs and maximize the efficient use of raw materials by considering standards, sizes and components. 

7.9.5 Ecologically sustainable practices shall be incorporated and formalized for fit-out maintenance and fit-out in use (e.g. energy management, waste management, sustainable cleaning products and procedures and sustainable maintenance practices.) 

7.10 SPECIFIC SPACE REQUIREMENTS

This section provides guidelines for the design of those additional spaces not covered under the previous sections or that may have specific space requirements that require special mention.

7.10.1 New en-suites (bathroom and/or toilets) shall not be provided except for Ministers/Parliamentary Secretaries and Permanent Secretaries.

7.10.2 Kitchenettes involving wet points (water supply and drainage) are restricted to lunchrooms and the offices of:

- Ministers/Parliamentary Secretaries
- Permanent Secretaries, Directors of Personnel Administration and Chief Personnel Officers.

7.10.3 Moveable kitchenettes i.e. non permanent fixtures shall be utilized, as building owners may require that all new en-suites and kitchenettes be removed when the tenancy is vacated.

7.10.4 Lunch rooms may differ in size according to the number of users. An estimate of 9-12ft² or 1-1.2m² shall be allotted to each user.

7.10.5 Lunchrooms shall be equipped with basic amenities, e.g.:

- A sink with drain board and running water;
- Cupboards and drawers for storage of foodstuff, cutlery and wares;
- Tables and chairs suitable for dining and,
- A refrigerator and microwave/ toaster oven.

Consider fire and other Health and Safety Requirements if including appliances with open flame



“Ecologically sustainable practices shall be incorporated and formalized for fit-out maintenance and fit-out in use (e.g. energy management, waste management, sustainable cleaning products and procedures and sustainable maintenance practices.”





“As a final requirement, agencies must also submit their outfitting budgets for approval by Cabinet. These must fall within existing benchmark targets specified by Cabinet.”



7.10.6 Registries shall be equipped with workstations for staff to sort documents and their own storage area for filing. (Where there is a need for a large storage area, mobile filing units are recommended. They provide safe and easy storage and can increase filing capacity by 75% when compared to bulky filing cabinets. They may be installed as long as the structural floor permits).

7.10.7 All bathrooms shall be equipped with ventilation; natural or artificial or both. There shall be allowances for vents/ducts to evacuate air.

7.10.8 All agencies shall provide at least one (1) sick bay per floor depending on the number of employees in the agency. (See OSH Act 1. 2004 as amended (2006)).

7.11 APPROVALS

Once government agencies have completed the proposed designs for their respective office spaces, the necessary approvals should be obtained to allow the outfitting works to proceed, ensuring compliance with statutory requirements.

7.11.1 At the end of the design phase, approvals of all plans/designs must be obtained from the relevant authorities, and where necessary, from landlords with respect to privately owned accommodation being leased or rented by a GoRTT agency. Plans/designs are also to be reviewed by the PRES D for compliance with this policy and for consistency across GoRTT.

7.11.2 As a final requirement, agencies must also submit their outfitting budgets for approval by Cabinet. These must fall within existing benchmark targets specified by Cabinet.

8.0 FIT-OUT POLICY REQUIREMENTS

Upon completion of the Design Phase, the next step is the fit-out of the space according to the designs. A critical aspect of this Fit-Out Phase is the selection of the finishes, fittings and fixtures. The materials chosen must be functional, enhance the quality of work, be aesthetically attractive, safe and environmentally-friendly and where possible, fire retardant. Office fit-out materials must be appropriate for government office accommodation and take into account life cycle cost factors, including capital cost, operating and maintenance costs, cost of making changes, as well as ecological sustainability and community expectations. The following sub-sections provide the requirements for the selection and use of materials used to fit out office space.

8.1 FLOORING

Given the existing wide range of options, agencies must ensure that the flooring materials selected for use are suitable for the type of activity that takes place in the office space. The following requirements should be met when selecting flooring.

- 8.1.1 Flooring materials should be selected based on their durability and ease of maintenance, to minimize wear and tear over time. Consideration should be given to the activities which will take place in the relevant spaces, for example, the use of tiles in wet areas.
- 8.1.2 When selecting tiles for government offices, tiles with reflective surfaces or glazed finishes shall not be used as these can pose a slip hazard.
- 8.1.3 Carpet shall be selected in keeping with the specifications provided in Appendix II. Carpet tiles are recommended over broadloom for flexibility and ease of treating with stains.

8.2 WALLS AND PARTITIONS

Floor space is subdivided using walls and partitions to create the necessary work and support spaces. Partition height depends on the level of privacy required in an office. Generally the type of work done by an employee is the deciding factor in the height of the partition for their workspace. Workstation partitions can start as low as 2.5ft or 762mm and go up to 7.5ft or 2286mm.

- 8.2.1 When located close to perimeter walls, particularly windows, workstation partition heights shall be limited to approximately 4 feet 5 inches or 1350mm.
- 8.2.2 Due to the significant direct and indirect costs involved, acoustically treated partitions should be limited to rooms where there is a functional necessity, e.g., rooms in which highly confidential interactions occur or where there is a need to provide acoustic isolation. If acoustic treatment is required, then this may be achieved with additional layers of plasterboard, acoustic infill or other specialist construction.




“Office fit-out materials must be appropriate for government office accommodation and take into account life cycle cost factors, including capital cost, operating and maintenance costs, cost of making changes, as well as ecological sustainability and community expectations.”





“Glass or other transparent partitions shall be considered for rooms that require light transmission, visual awareness or have a supervisory function.”



- 8.2.3 When partitioning enclosed spaces to provide acoustic privacy, there must be space around the door which would allow small amounts of sound to travel from and into the room. Complete sound blocking may pose a security hazard. Where complete acoustic isolation is required, other mechanisms should be implemented to ensure safety and security compliance.
- 8.2.4 Complex partition detailing shall be avoided unless functionally necessary. Complex partition detailing includes drop ceiling bulkheads, display recesses and special finishes.
- 8.2.5 Glass or other transparent partitions shall be considered for rooms that require light transmission, visual awareness or have a supervisory function. Examples include individual offices adjacent to the building core, reception areas and some conference rooms.
- 8.2.6 Laminated glass shall be used for installations within the office space. This allows the glass to hold together when shattered and in the event of breaking it prevents the glass from breaking up into large sharp pieces.
- 8.2.7 In spaces that are already equipped with partitions, new partitions shall be compatible with the existing system.
- 8.2.8 Modular partitioning with powered panels and cable management shall be used. (These partitions can be re-used and will reduce the cost in the long-run).
- 8.2.9 Enclosed spaces being utilized as offices, conference rooms, etc., should contain at least a 12” wide glass or other transparent panelling on either side of the door for safety and security purposes.
- 8.2.10 Partition and wall finishes must be durable, easy to maintain and meet health and safety standards.
- 8.2.11 All paints and wall finishes selected shall be low solvent, or solvent-free products, or products with low volatile organic compound (VOC) emissions, such as water based paints, varnishes and glues. 

8.3 FURNITURE

Furniture refers to any movable item used within the office space. This includes chairs, desks and cabinets etc. Careful consideration must be given to ensure the appropriate and cost-effective selection of furniture for use by government agencies.

- 8.3.1** Selected furniture shall be ergonomically suitable for the task and the person performing the task. Substantial degrees of adjustability will generally be required in order to suit the widest range of users, e.g., workers should be able to adjust the height of office chairs. The requirements of persons with special needs must be met and this might require furniture customization and/or acquisition of special equipment.
- 8.3.2** Furniture shall be chosen from a standard commercial range, of durable quality and standard dimensions.
- 8.3.3** Custom-designed furniture shall be provided only when functionally necessary or when better economy can be achieved. Custom furniture for Directors, Permanent Secretaries and Government Ministers can be sourced from the Furniture Branch of the Ministry of Works and Transport or from executive style models from a standard commercial range.
- 8.3.4** Ancillary furniture, such as coffee tables, chairs, sofas etc. used in meeting and conference rooms, shall be free standing to allow economical relocation and reuse.
- 8.3.5** Built-in furniture and joinery items shall only be used where they are functionally necessary or more cost-effective or there are no existing stand-alone furniture items readily available in the market place.
- 8.3.6** Built-in furniture that is fixed to floors, ceilings, core walls and external walls is to be kept to a minimum. Note: certain additions can become landlord fixtures.
- 8.3.7** Mobile furniture items shall be considered to allow simple office reconfiguration and personalized layout.
- 8.3.8** Existing furniture shall be reused where possible, except when it is at the end of its economic life, is functionally unsafe or obsolete or is uneconomical to refurbish or adapt to new purposes.
- 8.3.9** Materials and products should be selected based on economy, durability and sustainability criteria.
- 8.3.10** Workstation furniture which allows for cable management shall be utilized, with grommets to channel wires.

8.4 CEILINGS

Ceilings should be finished to safely conceal and provide termination points for mechanical, electrical and plumbing services.

- 8.4.1** The minimum finished ceiling height shall be 8.5ft or 2591mm.





“Selected furniture shall be ergonomically suitable for the task and the person performing the task.”





“Any good lighting design must meet functional, health and safety and ergonomic requirements while taking cost-effectiveness into account.”



- 8.4.2 White or any other light coloured ceilings should be used to allow for reflection of light, especially in spaces with low ceiling heights.
- 8.4.3 Bulkheads above the ceiling shall be avoided unless absolutely necessary, because of their high initial cost, the cost of removal when the tenancy is vacated and the high cost of modifying air conditioning services to suit.
- 8.4.4 Ceiling materials shall be selected for their acoustic and light transferring qualities. Hard surfaces increase the reflection of noise.
- 8.4.5 Asbestos free materials shall be used for ceiling applications. 
- 8.4.6 All paints and ceiling finishes selected shall be low solvent or solvent-free products, or products with low volatile organic compound (VOC) emissions, such as water based paints, varnishes and glues. 

8.5 LIGHTING

Lighting in buildings includes the use of both artificial and natural illumination. Artificial lighting represents a major component of energy consumption. Proper lighting can enhance task performance or aesthetics, while there can be energy wastage and adverse health effects of poorly designed lighting. Any good lighting design must meet functional, health and safety and ergonomic requirements while taking cost-effectiveness into account.

Buildings or office spaces identified for use by government may not have been outfitted with lighting, so a suitable design must be done.

- 8.5.1 Lighting shall be selected according to its function, e.g., task lighting to illuminate a work surface versus general lighting in open common areas.
- 8.5.2 Selected lighting fixtures shall be able to tolerate excess heat and be in keeping with safety codes.
- 8.5.3 Lighting shall be positioned so as to avoid the projection of shadows and glare.
- 8.5.4 Energy saving lamps shall be utilized as they use less energy and generate less heat. They should be selected in warm white or neutral white ranges. Warm white lighting allows for relaxation and can be used in lunch rooms etc., while the neutral light allows for better concentration and can be used above workstations. Poor lighting causes eyestrain, low productivity, a reduction in mental alertness and other health problems.

8.5.5 Lighting solutions which reduce energy consumption shall be utilized. These solutions include:

- Individual lighting controls,
- Motion sensors which turn off lights if there is no motion detected and,
- Or other systems which detect the degree of natural light present in the room and adjust the degree of artificial lighting to compensate. 💡

8.6 OTHER FINISHES

Finishes selected should meet health and safety requirements, be energy efficient as well as cost-effective.

8.6.1 Window treatments shall be incorporated in all office spaces exposed to glare or direct sunlight. This reduces the amount of external light which may penetrate the office space thereby:

- Lessening the heat intake of the building and reducing energy consumption; 💡
- Reducing the effect of harmful glare reflected off of monitors and other surfaces within the office space.

The choice of window treatments must have a uniform appearance both from the interior as well as the exterior views of the building.

8.6.2 Faucets and fixtures utilized must be of the water saving type, such as hands free faucets or self closing. 💡



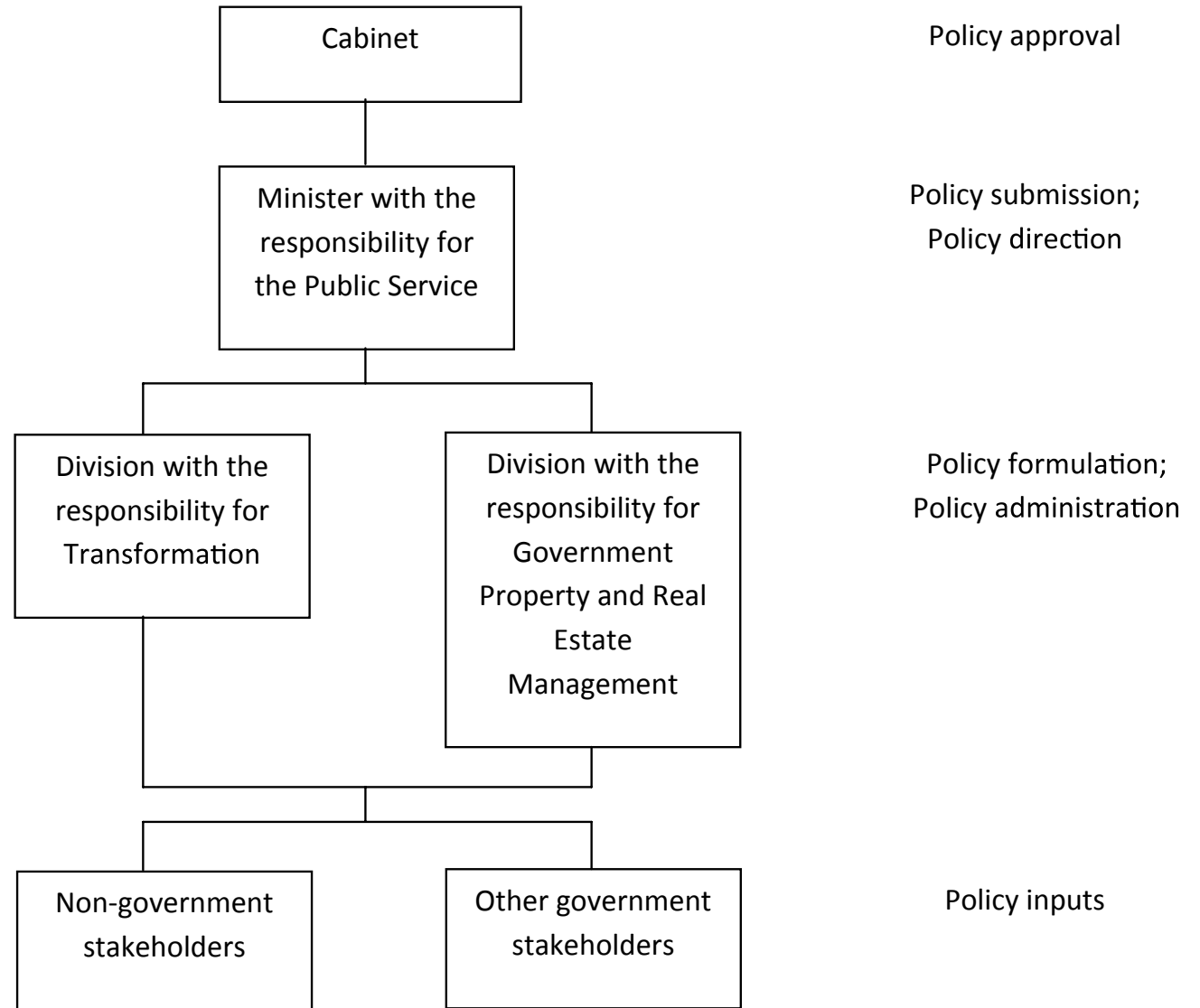
“Finishes selected should meet health and safety requirements, be energy efficient as well as cost-effective”



9.0 GOVERNANCE

9.1 GOVERNANCE STRUCTURE

The following diagram outlines the governance structure relating to this Policy:



9.2 ADMINISTRATION

The role of the Division of Government responsible for the Property and Real Estate Management function shall be twofold as follows:

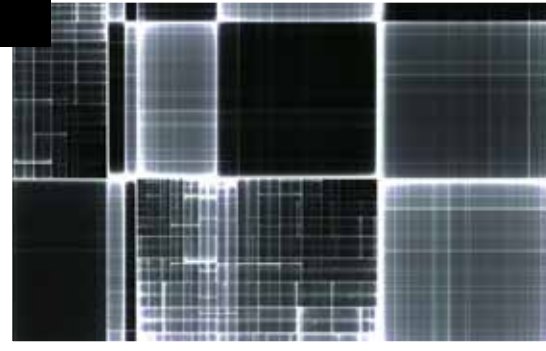
- **Consultative** – Provide any government agency with the necessary guidance and advice during all phases.
- **Approving** – Provide the necessary approvals for outfitting of offices.

While the Ministry with the responsibility for transformation will have oversight role of the outfitting function. It will set-up and manage mechanisms to ensure compliance audits or impact evaluation is undertaken.

The following table outlines the specific responsibilities involved in outfitting of government offices:

No.	Activity	Agency Responsibility	Responsibility of the Property and Real Estate Management function
1	Space and other planning:	<ul style="list-style-type: none"> • Preparation of User Brief and other planning documents. • Approval of other plans by Permanent Secretary. 	<ul style="list-style-type: none"> • Consultation during the planning process • Review of User Briefs.
2	Design	<ul style="list-style-type: none"> • Development of professional designs/ plans and/or procurement of design services. • Approval from Agency's OSH committee. • Ensure compliance with lease terms and conditions. • Approval from landlord for design elements which impact the structure. • Obtain Cabinet approval for the funding for the outfitting for expenditure over the limit of the Accounting Officer. 	<ul style="list-style-type: none"> • Consultation during the design process • Review and approval of design/plans.





No.	Activity	Agency Responsibility	Responsibility of the Property and Real Estate Management function
3	Fit-out	<ul style="list-style-type: none"> • Execution of fit-out and/ or procurement of fit-out services. • Approval from landlord for works which impact the structure or other tenants. 	<ul style="list-style-type: none"> • Consultation during the Fit-out process. • Monitoring of Fit-out. • Compliance/ breach reporting for Cabinet. • Reporting excellence in outfitting.
4	Compliance	<ul style="list-style-type: none"> • Ensure ongoing compliance with the policy throughout the occupancy of the space. 	<ul style="list-style-type: none"> • Performance of annual audits supervised by a team comprising the Ministry of Public Administration, OSHA and other relevant stakeholders. • Compliance / breach reporting for Cabinet.



9.3 EFFECTIVE DATE

This policy is effective January, 12, 2012

9.4 FEEDBACK

For additional information or to provide comments or feedback on this policy, please contact the Permanent Secretary of the Ministry responsible for the public service.

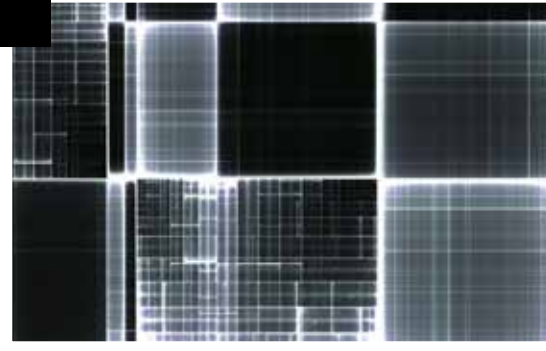
9.5 REVISION DATE

This policy will be revised at a minimum, every five (5) years, with the next revision due by January 12, 2017. The Standards as contained in the Appendices to the policy may be revised and published at shorter intervals. The revisions will be produced by the Ministry responsible for the public service in collaboration with the Ministry responsible for the Property and Real Estate Management function.

9.6 AMENDMENTS AND PUBLICATION

Any amendments to this policy will be published via the website of the Ministry with the responsibility for the public service and the Ministry with responsibility for Government Property and Real Estate Management.





10.0 REFERENCE DOCUMENTS

10.1 REFERENCE DOCUMENTS

- **Office Accommodation, Workspace and Fit out Standards, Office Accommodation Management Framework.** New Zealand Policy, Implementation Approval date: 19 November, 2004.
- **Working without walls: An Insight into the Transforming Government Workplace,** 2004, Tim Allen, Adryan Bell, Richard Graham, Bridget Hardy, Felicity Swaffer.
- **QUT Open Plan Office Design Policy Guidelines, Version 1.5,** Queensland University of Technology, September 2005.
- **Energy Efficiency – Developing the “EE” in the MEEA: Phase 1, Changing the Work Environment.** Energy Efficiency & Conservation Committee, Ministry of Energy & Energy Affairs, Republic of Trinidad and Tobago, 2011.
- **Green Office Policy:** The Ministry of Planning, Housing and the Environment, Republic of Trinidad and Tobago, 2010.

10.2 RELATED POLICIES, LAWS OR REGULATIONS

- **National Policy on Ageing for Trinidad and Tobago, 2006,** Ministry of Social Development
- **National Policy On Persons With Disability, 2010,** Ministry of the People and Social Development
- **The Occupational Safety and Health Act 1, 2004** as amended (2006), The Occupational Health and Safety Authority and Agency
- **NFPA Codes and Standards,** National Fire Protection Association, (International)



APPENDIX I

1.0 TERMS AND DEFINITIONS

The following table provides the definitions that apply to the terms used in this document:-

Term	Definition
Acoustic privacy	Acoustic Privacy is the ability to conduct confidential conversations and not be able to overhear the conversations of others. There are different degrees of acoustic privacy, ranging from none to complete.
Architectural Barriers	Any architectural feature of a home or public building that limits the access or mobility of disabled persons.
Base building/Building shell	This refers to the architecture of the existing building, including the framework, the perimeter / exterior walls, the building core and columns, and structural, load bearing elements of the building prior to interior fit out.
Broadloom	Carpet by the roll, as opposed to carpet tiles.
Bulkheads	A low structure on a ceiling, used as an architectural detail or to cover a shaft or protruding service equipment.
Carbon Footprint	The total amount of greenhouse gas emissions caused by any organization event, product or person.
Customer Service Areas	Areas used to provide service to an agency's clients or members of the public seeking assistance, where the nature of the service provided is transactional. The space is usually characterised by large seating / waiting areas and counters or small cubicles in which a Customer Service Representative deals with the client one-on-one.
Ergonomics	The interaction between people and their working environment, particularly the design of machinery and work stations, to suit the body and to permit work with minimum fatigue.

Term	Definition
Finishes	<ul style="list-style-type: none"> The texture or appearance of a surface.
Fit-out	The design and completion of shell space (i.e. raw floor space bounded by walls but not specifically adapted to the requirements of its occupants) with the specific interior partitioning, floor, ceiling, mechanical, electrical and environmental requirements of its occupants included.
Fittings	Items that are fixed in a building but which can be removed when the tenant moves, such as white boards, shelves and A/V equipment.
Fixture	<ul style="list-style-type: none"> Articles attached to a building, which normally remain in place after the tenant moves. An electrical device, such as a luminaire or an outlet, attached to a wall or ceiling.
Flexible working	A term used to describe a wide range of work styles which vary from the standard 8 hour day spent at a desk in the workplace.
Hot desks	A permanent work surface furnished with the relevant IT and communication services that is available to more transient employees who need to “plug in” for a couple of hours, on a few days a week, when they happen to be in the office. A Hot Desk is not a dedicated workspace for any one employee.
Illuminance	Illuminance refers to the amount of light falling on a surface. The most common, and often only, specification for lighting is the illuminance level, which is measured in either footcandles or lux. Lux is the international unit.
Office Accommodation	Any space, room or building in which business, clerical or professional activities are conducted and people work at desks/workstations.

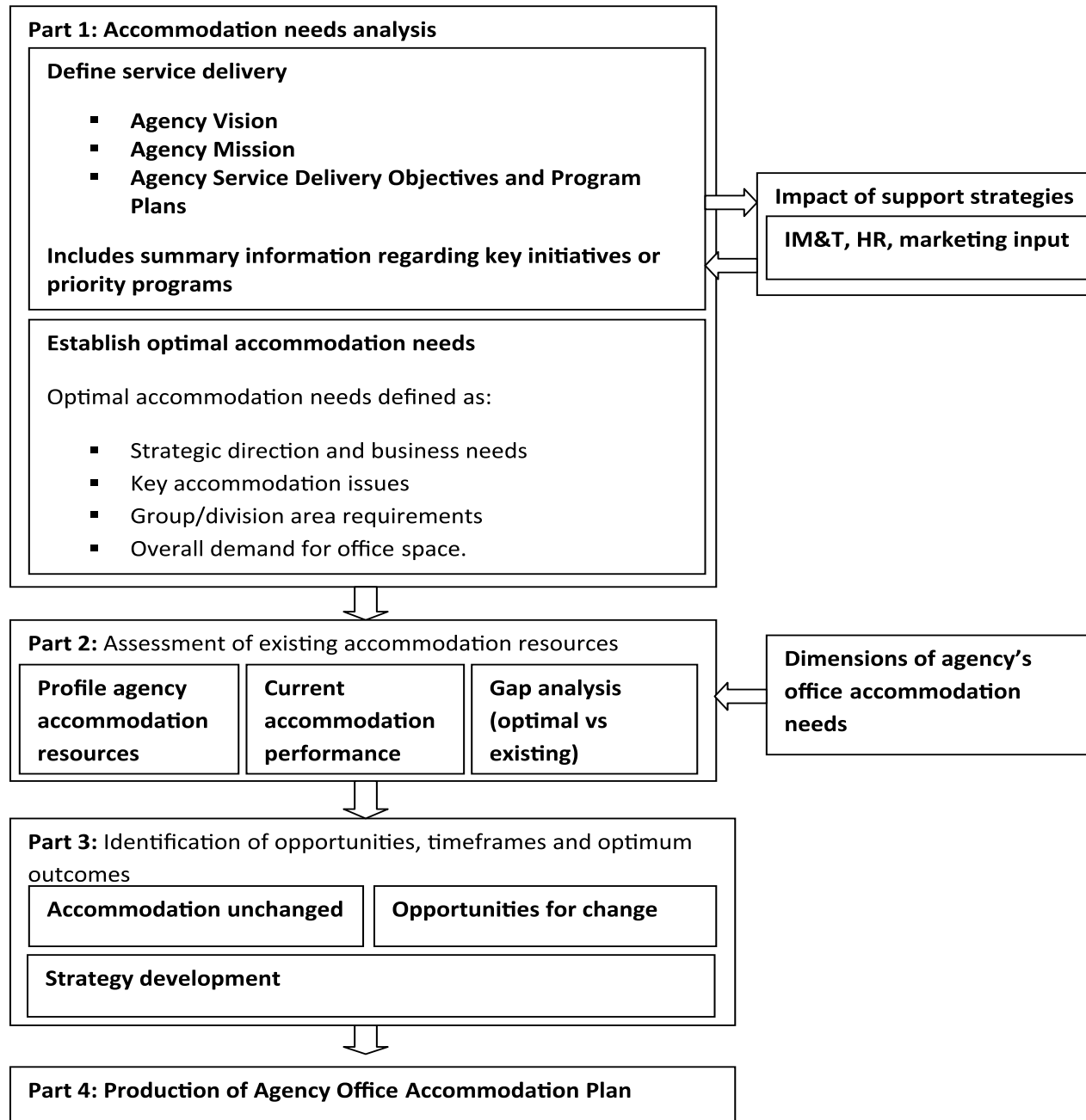
Term	Definition
Open plan	A building plan that has relatively few interior walls or partitions to subdivide areas for different uses. It is generally populated with workstations, i.e. systems furniture.
Partitions	A dividing wall within a building, usually non-load-bearing or the vertical element or upright used in systems furniture.
Raised Floors	These provide an elevated structural floor above a solid substrate (often a concrete slab) to create a hidden void for the passage of mechanical and electrical services and where necessary, services are brought up above floor level through termination points in the raised floor.
Reception Areas	The interface between a building's occupier and the public. This is usually the first place that a visitor to a building or office space encounters upon entering it and where the visitor identifies him / herself and the purpose of the visit, and is redirected appropriately, or at which correspondence and other deliveries are left. These spaces usually have a reception desk where information can be provided and a small seating area.
Sick buildings	Any building deemed unfit for occupation, by the relevant authorities, (OSH Authority) due to its unsanitary and/or unsafe conditions.
Space Planning	This refers to the analysis and design of spatial and occupancy requirements, including, but not limited to, space layouts and final planning.
Sustainability	Also referred to in the policy as 'Sustainable Design', means the use of resources in such a way that they are not depleted; a method of practice or use of materials that is capable of being continued with minimal long-term effect on the environment.

Term	Definition
Team zones	<p>These can be established as open areas partly separated from other work points by elements of the office, such as filing units. Ideally located outside of circulation zones, team zones should be furnished with casual seating and have communications outlets available.</p> <p>Team zones may be used for:</p> <ul style="list-style-type: none">▪ Relaxation▪ Informal meetings or team sessions▪ Alternate ad hoc work points
User Brief	<p>A guide that sets down the purpose of the space, the parameters for space requirements, occupation standards and technical innovation. It aims to permit the design of a building or office space to equip it for use in a manner which is sufficiently flexible to allow for change over time to meet the requirements of the agency occupying the space.</p>
Utility Bay	<p>An area within an office space in which an agency's copying, printing and faxing services is concentrated.</p>

Appendix II

1.0 USER BRIEF TEMPLATE

Agency office accommodation planning process



Part 1: Organizational details

Tenancy Requirements or description

- 1) Formal Name of the government division in the office.
- 2) Name and telephone number of the agency contact.
- 3) What is the role of the division or unit?
- 4) In the next 3-5 years what changes may affect accommodation, if any?
 - a) Agency strategic direction

Critical questions that can determine the agency's accommodation needs are:

- Can service delivery be made less asset and accommodation dependant?
 - What are the ways that accommodation can contribute to optimal service delivery outcomes?
 - When, where and how much accommodation is required?
 - Is there scope for the inter-agency or community benefits to be realized through sharing facilities or collocating accommodation?
- b) In what ways can office accommodation contribute or align with the corporate plans for IM&T, HR, Finance or Marketing?

Part 2: Quantity of space

Explanation	Tenancy requirement of description						
	In locations of more than 10 staff	Current no. of staff	Projected (1year)	Projected (3years)	Current area (ft ²)	Required area (ft ²) P&RES D	
Staffing Indicate the current, and where possible, the forecast of staff numbers to be accommodated for the next three years.	Permanent Establishment						
	Employee 1						
	Employee 2						
	Employee 3						
	Employee 4						
	Employee 5						
	Contract						
	Employee 1						
	Employee 2						
	Employee 3						
	Employee 4						
	Employee 5						
	TOTAL						
	Public access and special use space required. These are needs, additional to normal office space and not specified in GoRTT Outfitting Policy Guidelines, e.g. large public enquiry/transactional counters, display/exhibition areas, non-noxious laboratories, therapy/consulting rooms, tribunal hearing rooms, basement storage and car parking	Special use spaces required				Current area (ft²)	Required area (ft²) P&RES D
		Public areas (describe)					
Public areas (describe)							
Special uses (describe)							
Storage (Basement)							
Parking bays for SES/Pool official vehicles				Current no. of bays	Projected no. of bays		
Parking bays for field official vehicles							

Part 3: Quality of space

- 1) How would the accommodation be designed to more fully support the operations of the unit or organization?
- 2) Does your unit have any special security needs?
- 3) What works well in the current accommodation?
- 4) What are the worst aspects of the current accommodation?

Part 4: Whole-of-Government opportunities

- 1) Please provide details if your unit or agency has any facilities that may be under-utilized and potentially suitable for adapting to Government office accommodation?
- 2) Are there any opportunities for either sharing office accommodation facilities or collocating with other agencies to improve/agency/government delivery of services?
- 3) Which other agencies would your organization prefer to be located nearby?
- 4) Other comments not covered above?

2.0 OFFICE SIZE STANDARDS

Position / Function	Type of Office	Required Area (m ² ,ft ²)	Recommended Partition/Wall Height
Minister and Parliamentary Ministers (includes bathroom with shower and kitchen area equipped with sink)	Enclosed office	Minimum 56 m ² (7x8)m 600 ft ² (22'9"x26'2") Maximum 64 m ² (8x8)m 686ft ² -(26'2"x26'2") Conference room (12 persons)260ft ² /24m ² (4x6)m/13'x20'	Ceiling height walls
Permanent Secretary, Director of Personnel Administration, Chief Personnel Officer. (includes bathroom with shower and kitchen area equipped with sink)	Enclosed office	Minimum 35 m ² (5x7)m 376 ft ² (16'4"x22'9") Maximum 40m ² (5x8)m 430 ft ² (16'4"x26'2")	Ceiling height walls
Deputy Permanent Secretary	Enclosed office	Minimum 28 m ² (4x7)m 230 ft ² (13'1"x22'9") Maximum 35 m ² (5x7)m 376 ft ² (16'4" x22'9")	Ceiling height walls
Directors/ Heads of Divisions	Enclosed office	Minimum 20 m ² (4x5)m 215 ft ² (13'1"x16'4") Maximum 24 m ² (4x6)m 257 ft ² (13'1"x19'6")	Ceiling height walls
Deputy Director/ Executive Director	Enclosed office	Standard 16m ² (4x4)m 172 ft ² (13'1"x13'1")	Ceiling height walls
Department Manager/Advisors to Ministers, Lawyers	Open workstation	Standard 12 m ² (3x4)m 128 ft ² (9'8"x13'1") 65 ft ² (6'6"x9'8")	78" / 2m

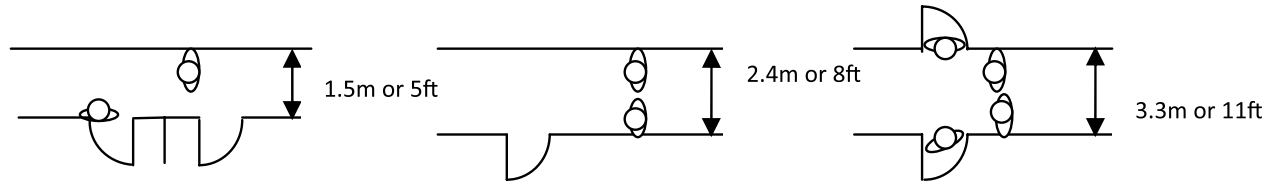
Position / Function	Type of Office	Required Area (m ² ,ft ²)	Recommended Partition/Wall Height
Professional Staff/ Supervisors, which includes drafting Technicians	Open workstation	Standard 9m ² (3x3)m 96 ft ² (9'8"x9'8")	66" / 1.70m
Minister's personal secretary/Minister's personal assistant/Executive Secretary	Open workstation	Standard 5m ² (2.5x2)m 54 ft ² (8'2"x6'6")	54"-66" / 1.40m – 1.70m
Junior staff/ Clerical/ Secretarial	Open workstation	Standard 4m ² (2x2)m 44 ft ² (6'6")x6'6")	42" / 1m
Driver/Messenger	Open workstation	Standard 2.25 m ² (1.5x1.5)m 24 ft ² (4'9"x4'9")	42" / 1m
Security Officer	Open workstation	Standard 2.25 m ² (1.5x1.5)m 24 ft ² (4'9"x4'9")	42" / 1m
Conference Room (6 persons)	Screened area/Glazed or treated	Standard 12 m ² (3x4)m 128 ft ² (9'8"x13'1")	
Conference Room (12 persons)	Screened area/ Glazed or treated	Standard 24 m ² (4x6)m 257 ft ² (13'1"x19'6")	
Conference Room (18 persons)	Multi-use Area Screened area/Glazed or treated	Standard 36 m ² (4x9)m 386 ft ² (13'1"x29'5")	
Kitchen		128ft ² / 12m ²	
Lunch room		12-19ft ² /1m ² - 1.8m ² (per person)	
Sick Bay		Minimum 12 m ² (3x4)m 128 ft ² (9'8"x13'1")	

3.0 WASHROOM SANITARY FIXTURE PROVISIONING STANDARD

No. Of men	No. Of Water Closets	No. Of Urinals	No. of women	No. of water closets	No. of women or men	Wash basins
1 – 9	2	1	1 – 15	3	1 – 20	3
10 – 15	4	2	16 – 35	6	21 – 40	6
16 – 40	6	3	36 – 55	9	41 – 60	9
41 – 55	8	4	56 – 80	12	61 – 80	12
56 – 80	10	5	81 – 110	15	81 – 100	15
81 – 100	12	5	110 – 150	18	101 – 125	18
101 – 150	14	7	151 – 190	21	126 – 150	21
151 – 160	16	8	111 – 240	24	151 – 175	24
161 – 190	18	9	241 – 270	27	176 – 200	27
191 - 220	20	10	271 - 300	30	201- 225	30

4.0 CIRCULATION SPACE REQUIREMENTS

Example 1: Doors open towards the inside of rooms

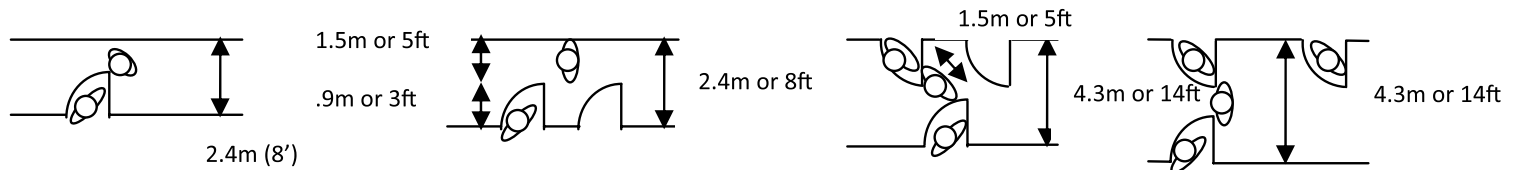


With doors on one side and little use.

With doors on one side and frequent use.

With doors on both sides and frequent use the min.

Example 2: Doors open towards the outside into corridor



With doors on one side and little use.

With doors on one side and frequent use.

With doors on both sides and frequent use

With doors on both sides directly facing each other

5.0 RECOMMENDED CARPET SPECIFICATIONS

- **Construction**

Tufted loop, cut carpets or combinations of the two should be used. Loop piles of low, dense construction tend to retain their appearance and resiliency. Cut pile or cut loop are very good choices for administrative areas, individual offices and conference rooms.

- **Face Fibre**

One hundred percent (100%) nylon is recommended. It is the most prevalent fibre used in commercial carpets. It is excellent in wearability, abrasion resistance and resiliency. It is also easily cleaned and can be stain resistant. Nylon fibres withstand the weight and movement of furniture and are generally good for all traffic areas. Alternatively polyester is naturally stain and fade resistant and offers exceptional softness and colour clarity and if a polyester carpet is denser than the nylon it will outwear a less dense nylon.

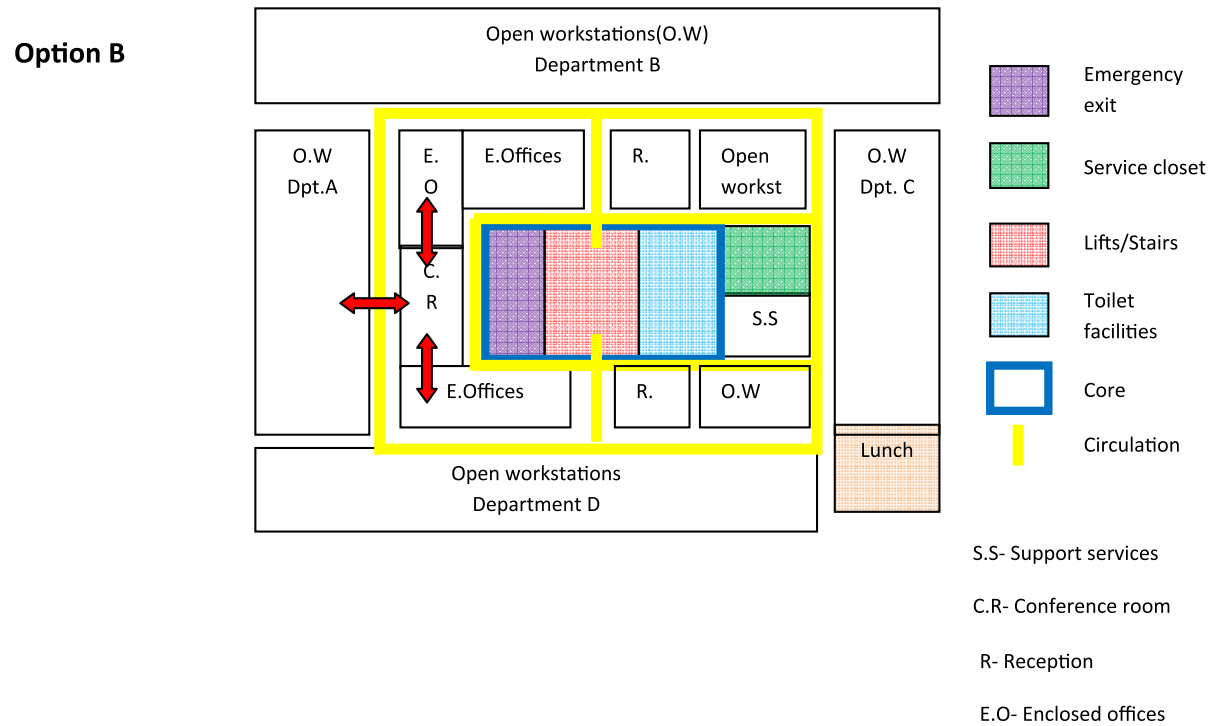
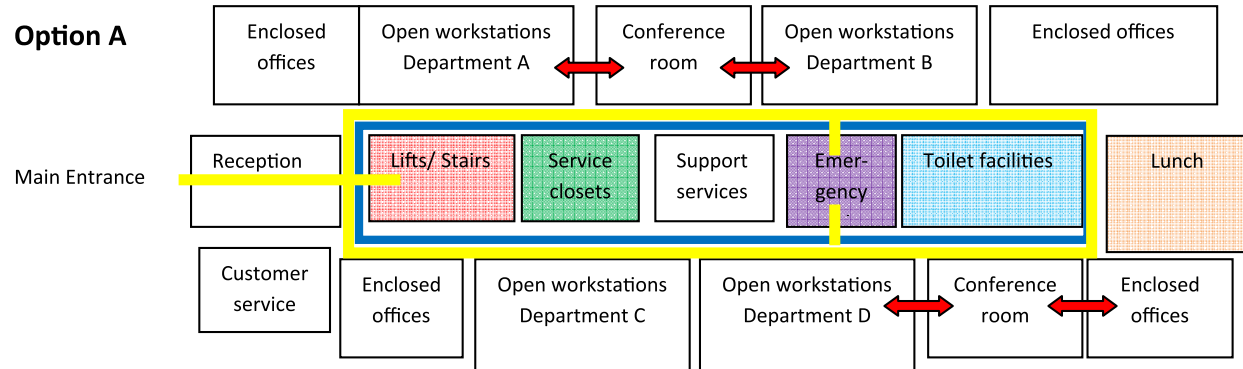
- **Stain Repel/ Stain Resist/ Soil Release-** Carpeting must have all of the above characteristics.
- **Antimicrobial-**All carpeting should be treated with an antimicrobial finish with built in protection. This process inhibits the growth of microbes or potentially harmful bacteria.
- **Dye Method-** Injection (For longer lasting colour)
- **Finished Face Weight-** 20 oz. /sq. yd. (678.1 g. /m²) the higher the ounces per square yard the better the carpet.
- **Gauge-** 1/8 (31.5/10 cm.)
- **Rows-** 8.0/in. (31.3/10cm)
- **Tufts-** 64.0/sq.in. (992.3/100 sq.cm.)
- **Finished Pile Height-** 0.09 in. (992.3/100 sq.cm.)Pile height does not add to carpet wear or crush less unless the pile has high density. It will add to the softness of the carpet. A carpet with a high pile height and low density will crush and mat more than a shorter but denser carpet.
- **Density Factor-** Density indicates how tightly the fibres are stitched together into the carpet backing. A high density factor will give you the assurance of many years of lasting comfort and beauty. The recommended density factor is 483,507.
- **Average Density-** 8,000

- **Standard Backing-** PVC- Free cushion with pre-applied adhesive
- **Recycled Content by Total Product Weight-** 25% Pre-Consumer, 3% Post-Consumer
- **Nominal Total Thickness-** 0.35 in. (8.9mm)
- **Tile Size-** 1m x 1m (39.4 x 39.4 in)
- **Nominal Total Weight-** 104.8 oz./yd².(3,553.5 g./m²)
- **Flammability (Radiant Panel ASTM-E-648)-** ≥ 0.45 (Class I)
- **Smoke Density (NFPA-258-T or ASTM-E-662)-** ≤ 450
- **Methenamine Pill Test (CPSC FF-1-70 or ASTM D 2859)-** Self-Extinguishing
- **Light fastness (AATCC 16E) -** ≥ 4.0 at 80 hrs.
- **Crocking (AATCC 165)-** ≥ 4.0 wet or dry
- **Static Electricity (AATCC-134) 20% R.H.,70°F -** ≤ 3.5 KV, Permanent Conductive Fiber
- **Dimensional Stability- Aachen Test (DIN Std 54318)-** ≤ 0.2%

6.0 LIGHTING LEVEL REQUIREMENTS

Space	Requirements in Lux
Offices with workstations near windows	300
offices	500
Open-plan offices	
-high reflection	750
-moderate reflection	1000
Technical drawing	750
Conference rooms	300
Reception rooms	100
Rooms for public use	200
Data processing	500
Circulation zones/ staircases	50/100


7.0 OFFICE SPACE CONFIGURATION GUIDE



Appendix III

1.0 LIST OF GOVERNMENT MINISTRIES AS AT JUNE 2012

Ministry of Communications
Ministry of Community Development
Ministry of Education
Ministry of Energy & Energy Affairs
Ministry of Finance & the Economy
Ministry of Food Production
Ministry of Foreign Affairs
Ministry of Gender, Youth and Child Development
Ministry of Health
Ministry of Housing, Land & Marine Affairs
Ministry of Justice
Ministry of Labour, Small & Micro Enterprise Development
Ministry of Legal Affairs
Ministry of Local Government
Ministry of National Diversity & Social Integration
Ministry of National Security
Ministry of Planning and Sustainable Development
Ministry of Public Administration
Ministry of Public Utilities
Ministry of Science & Technology
Ministry of Sport
Ministry of Tertiary Education & Skills Training
Ministry of the Arts & Multiculturalism
Ministry of the Attorney General
Ministry of the Environment & Water Resources
Ministry of the People and Social Development
Ministry of Tobago Development
Ministry of Tourism
Ministry of Trade, Industry & Investment
Ministry of Transport
Ministry of Works and Infrastructure
Office of the Prime Minister



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