

# Workbook – Fleming College Student Services Relocation Plan

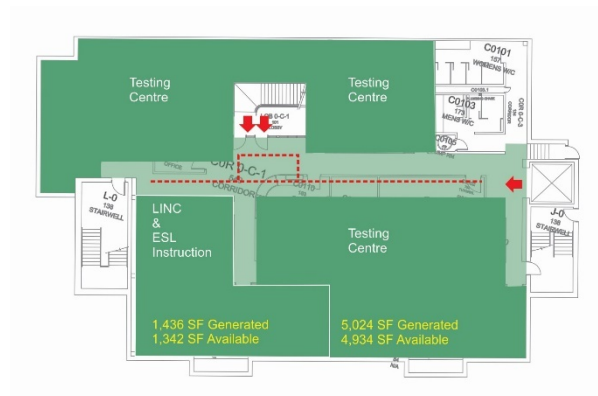


Educational Consulting Services Corp.  
February 16, 2018





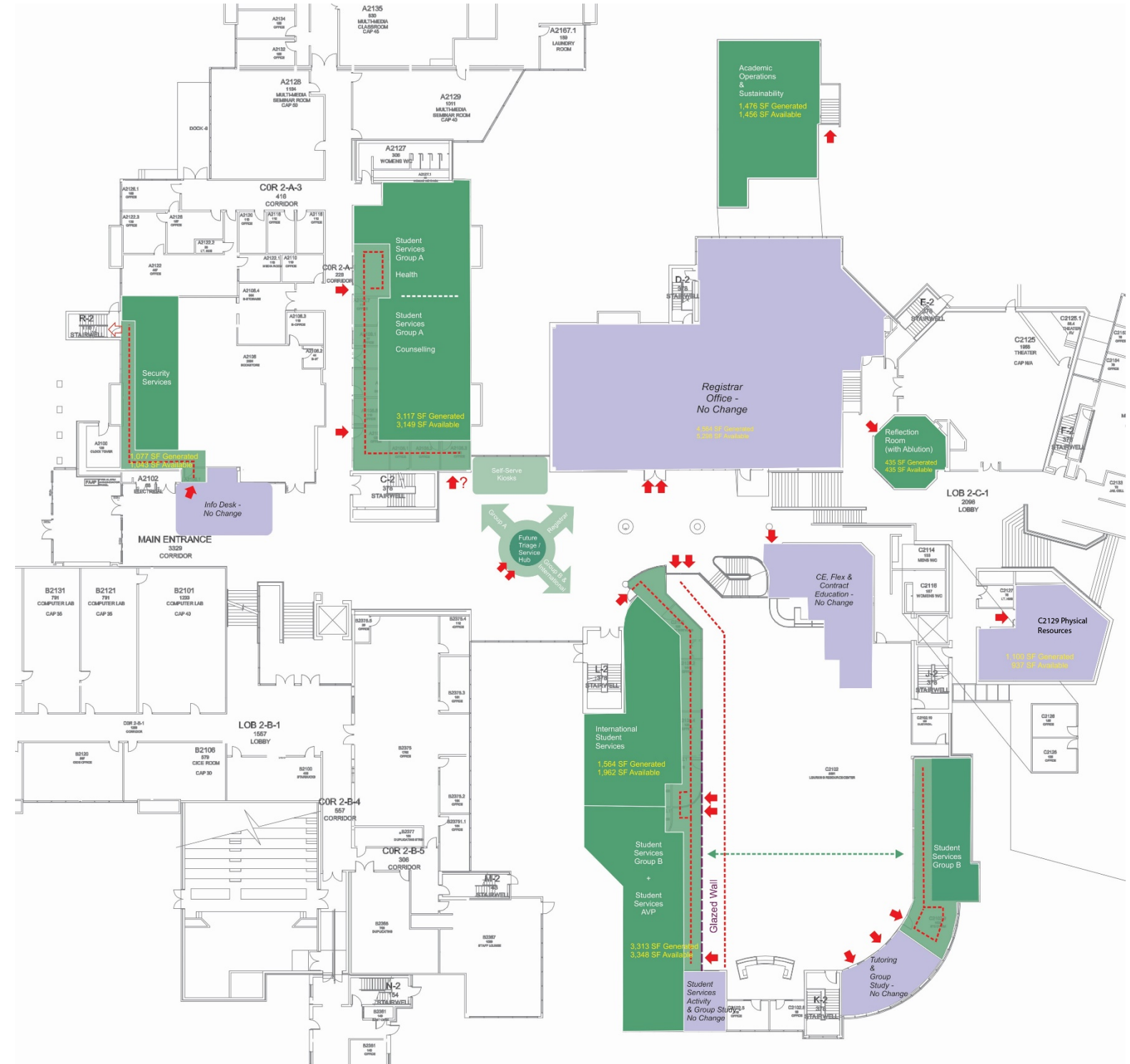
Planning Scenario Overview



Level 0



Level 1



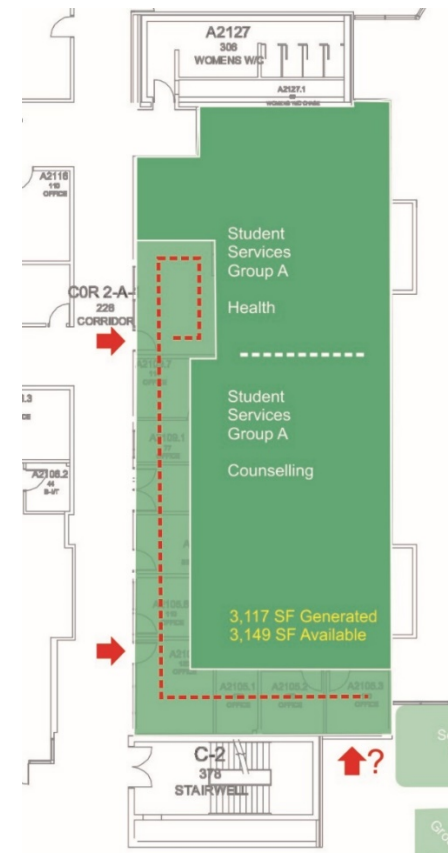
Level 2

## Student Services – Group A

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Counselling & Accessible Ed'n Services	Client Area	Counselling Receptionist	Jennifer Beauchamp (T) Ann Wilson (L)	Reception/Waiting	Office - Type G	72	1	72
				Reception/Waiting	Waiting and Resource Area - 12 Seats	15	12	180
	<b>Client Area Total</b>						<b>13</b>	<b>252</b>
	Office	Director	Red Keating	Office	Office - Type D	120	1	120
		Manager, Student Counselling & Wellness	Julie Middleton	Office	Office - Type D	120	1	120
		Counsellor	Audrey Healy	Office	Office - Type D	120	1	120
		Counsellor	Dale Bryan (T) / Anita Arnold (L)	Office	Office - Type D	120	1	120
		Counsellor	Hymers Wilson	Office	Office - Type D	120	1	120
		Counsellor	Nancy Verduyn	Office	Office - Type D	120	1	120
		Counsellor	Reta Wright	Office	Office - Type D	120	1	120
		Counsellor	Shannon Ireland	Office	Office - Type D	120	1	120
		Counsellor	Tim Piper	Office	Office - Type D	120	1	120
	<b>Office Total</b>						<b>9</b>	<b>1,080</b>
	Counselling Services Support			Quiet / Multipurpose Room		120	1	120
	<b>Counselling Services Support Total</b>						<b>1</b>	<b>120</b>
	Internal Circulation Allowance @ 25%	Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	479	1	479
	<b>Internal Circulation Allowance @ 25% Total</b>						<b>1</b>	<b>479</b>
<b>Counselling &amp; Accessible Ed'n Services Total</b>							<b>24</b>	<b>1,931</b>
Health Services	Client Area	Health Assistant	Linda Leahy	Reception/Waiting	Office - Type G	72	1	72
				Reception/Waiting		15	12	180
	<b>Client Area Total</b>						<b>13</b>	<b>252</b>
	Office	Staff Nurse	Leslie Gifford	Office	Office - Type E1	100	1	100
		Visiting Doctor	4 MDs on Rotation	Office	Office - Type E1	100	1	100
	<b>Office Total</b>						<b>2</b>	<b>200</b>
	Clinic			AODA Washroom	Clinic	100	1	100
				Examination Room A	Clinic	100	1	100
				Examination Room B	Clinic	100	1	100
				Storage and Dispensary	Secured Storage	140	1	140
	<b>Clinic Total</b>						<b>4</b>	<b>440</b>
	Internal Circulation Allowance @ 25%	Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	294	1	294
	<b>Internal Circulation Allowance @ 25% Total</b>						<b>1</b>	<b>294</b>
<b>Health Services Total</b>							<b>20</b>	<b>1,186</b>
<b>Grand Total</b>							<b>44</b>	<b>3,117</b>

### Proposed Location – Building A – Level 2, Suites A2113, A2109, A2105

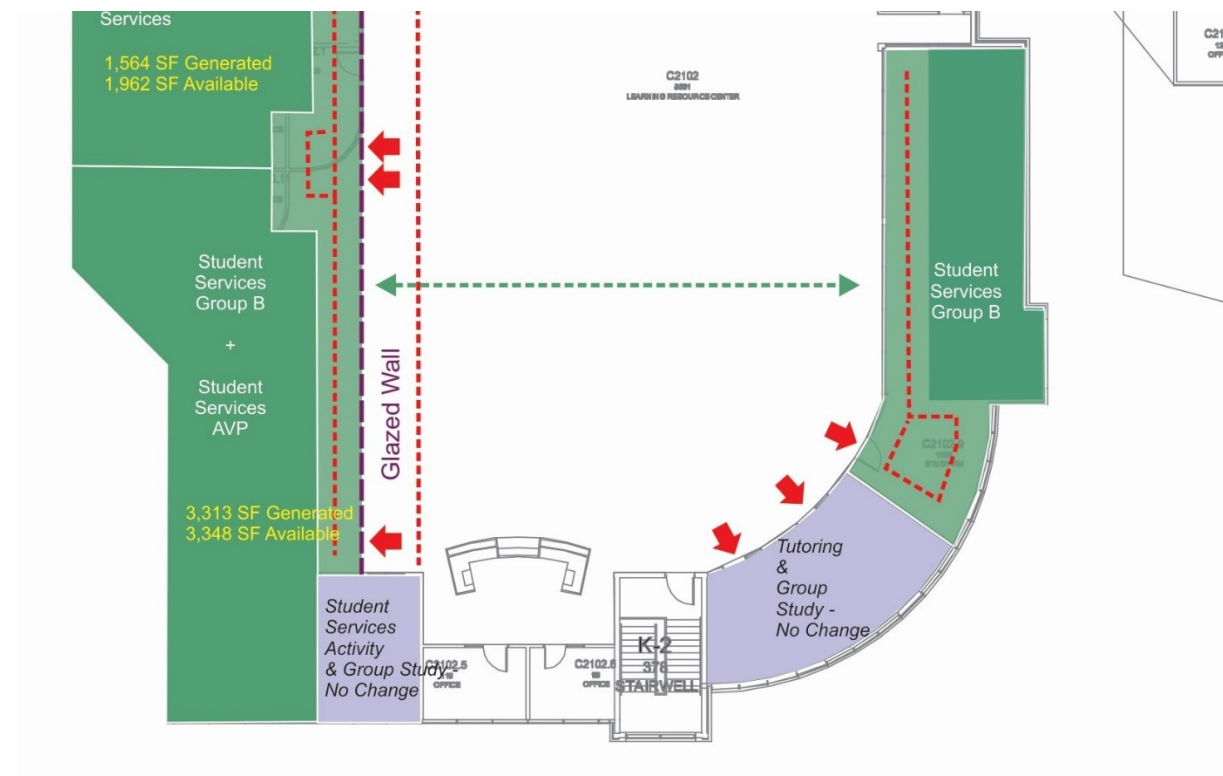


## Student Services – Group B

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Accessible Education & Testing Offices	Accessible Education Services	Assistive Technologist	Joanne Mastrella	Office	Office - Type G	72	1	72
		Assistive Technologist	Kim Gunn	Office	Office - Type G	72	1	72
		Educational Assistant	Claire Cruickshank	Office	Office - Type G	72	1	72
		Learning Strategist	Laura Gibson	Office	Office - Type G	72	1	72
		Learning Strategy Assistant	Vacant (2015 + 2017)	Office	Office - Type G	72	1	72
		Unknown	Marta Reyes-Delgado	Office	Office - Type G	72	1	72
<b>Accessible Education Services Total</b>							<b>6</b>	<b>432</b>
	Assistive Technology / Special Needs			Student Workroom - Large	Computer Stations / Assistive Devices	45	12	540
				Student Workroom - Small	Computer Stations / Assistive Devices	60	2	120
				Equipment Storage	Secured Storage	120	1	120
<b>Assistive Technology / Special Needs Total</b>							<b>15</b>	<b>780</b>
<b>Accessible Education &amp; Testing Offices Total</b>							<b>21</b>	<b>1,212</b>
Student Life	Student Life	Manager, Residence & Off-Campus Housing	Greg Jefford	Office	Office - Type E1	100	1	100
		Coordinator, Student Life	Leona Folz	Office	Office - Type G	72	1	72
		Student Services Assistant	Jennifer Hodgkinson	Office	Office - Type G	72	1	72
<b>Student Life Total</b>							<b>3</b>	<b>244</b>
<b>Student Life Total</b>							<b>3</b>	<b>244</b>
Career Services	Career Services	Career Educator	Joanne Duffy	Office	Office - Type G	72	1	72
		Career Educator	Lou Anne Hanes	Office	Office - Type G	72	1	72
<b>Career Services Total</b>							<b>2</b>	<b>144</b>
<b>Career Services Total</b>							<b>2</b>	<b>144</b>
Student Services - AVP Office	Student Services - AVP Office	Associate Vice President	Kristi Kerford	Office	Office Type C	180	1	180
		Operations Officer	Cindy English	Office	Office Type G	72	1	72
<b>Student Services - AVP Office Total</b>							<b>2</b>	<b>252</b>
<b>Student Services - AVP Office Total</b>							<b>2</b>	<b>252</b>
Office Support and Circulation Allowances	Office Support and Circulation Allowances	Office Support Allowance @ 30%		Office Support Allowance @ 30%	Office Support Allowance	777	1	777
		Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	684	1	684
<b>Office Support and Circulation Allowances Total</b>							<b>2</b>	<b>1,461</b>
<b>Office Support and Circulation Allowances Total</b>							<b>2</b>	<b>1,461</b>
<b>Grand Total</b>							<b>30</b>	<b>3,313</b>

### Proposed Location – Building C – Level 2, Suite 2100 and 2102

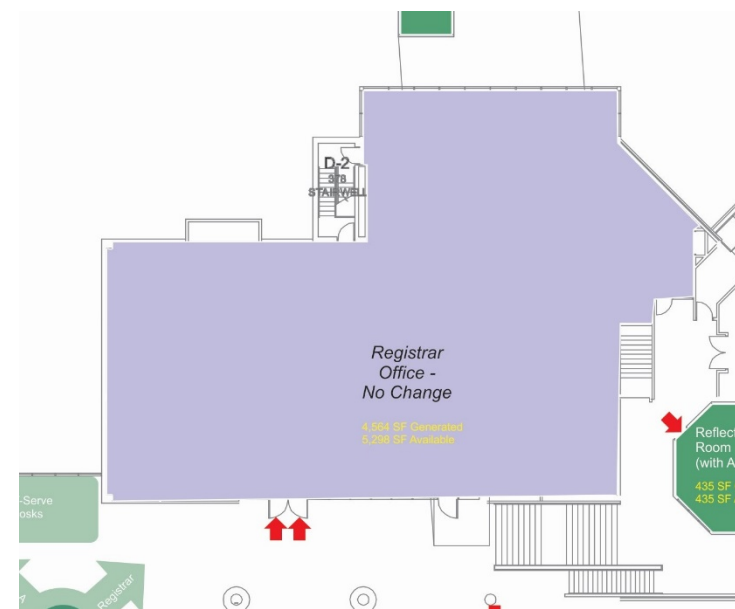


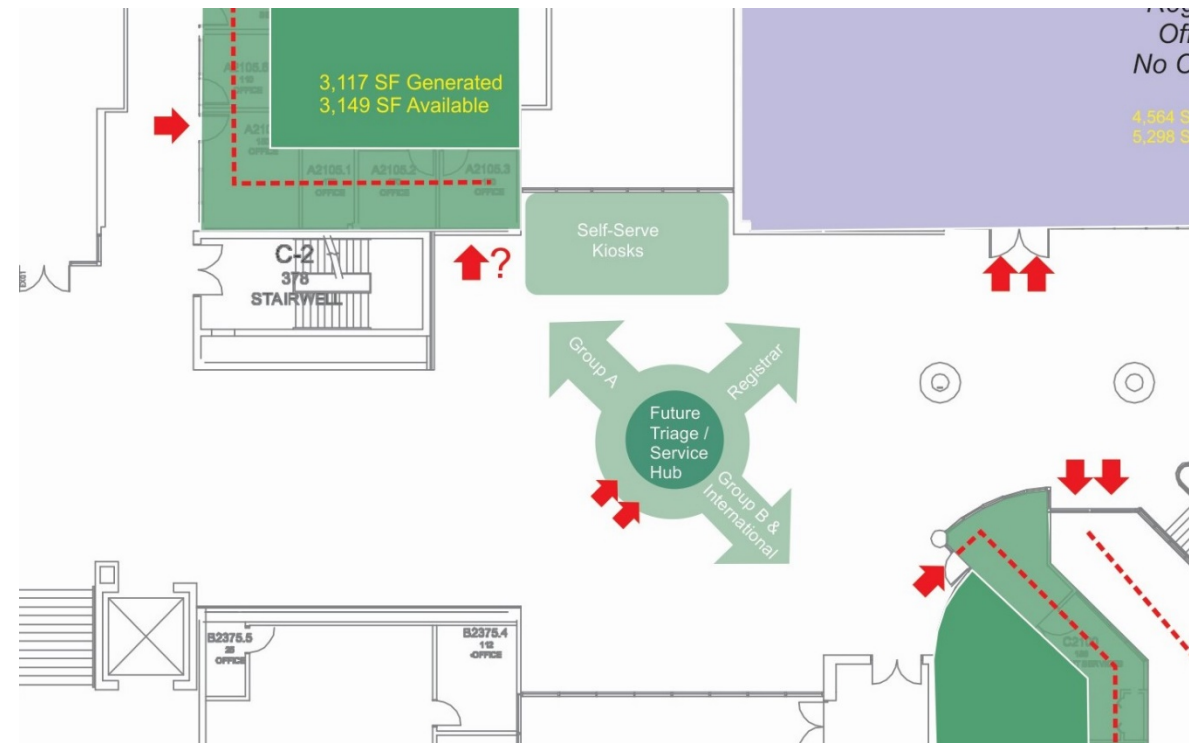
## Registrar Office

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Registrar	Registrar	Registrar		Office	Office - Type C	180	1	180
<b>Registrar Total</b>							<b>1</b>	<b>180</b>
<b>Admissions</b>								
Admissions	Admissions	Admissions Officer	Lorinda Frudd	Office	Office - Type G	72	1	72
		Admissions Officer	Stacie Goheen	Office	Office - Type G	72	1	72
		Admissions Officer	Nancy Barrett	Office	Office - Type G	72	1	72
		Admissions Officer - International	Katrina Cruikshank	Office	Office - Type G	72	1	72
		Manager	Darryl Papke	Office	Office - Type E1	100	1	100
		Records Specialist - Academic Upgrading	Kathy Dawson (T) Jessica Biggar (sec)	Office	Office - Type G	72	1	72
		Second Career Admissions Officer/ Admin Asst	Rachel Talmadge	Office	Office - Type G	72	1	72
<b>Admissions Total</b>							<b>7</b>	<b>532</b>
<b>Records</b>								
Records	Records	Manager, Records & Registration	Shelley Rowan	Office	Office - Type E1	100	1	100
		Customer Service Advisor	Lisa Leffley	Office	Office - Type G	72	1	72
		Records Assistant	Rita Dillio	Office	Office - Type G	72	1	72
		Records Specialist	Paula Freeburn	Office	Office - Type G	72	1	72
		Records Specialist	Serena Sharpe (T) Allison Ludgate (sec)	Office	Office - Type G	72	1	72
		Records Specialist	Sheila McGrath	Office	Office - Type G	72	1	72
		Records Specialist - JABS & Trades	Paul Freeburn	Office	Office - Type G	72	1	72
		Records Specialist & Convocation Coordinator	Marg McGee	Office	Office - Type G	72	1	72
		Transfer Credit Coordinator (Temp Position)	Deanna Mokedanz (T) (Allison Ludgate (L)	Office	Office - Type G	72	1	72
<b>Records Total</b>							<b>9</b>	<b>676</b>
<b>Systems &amp; Financial Aid</b>								
Systems & Financial Aid	Systems & Financial Aid	Associate Registrar	Kim van Bruinessen	Office	Office - Type D	120	1	120
		Con Ed Systems Specialist	Cathy James	Office	Office - Type G	72	1	72
		Financial Aid Advisor	Claudia Barton	Office	Office - Type G	72	1	72
		Financial Aid Advisor	Donna Hayes	Office	Office - Type G	72	1	72
		Financial Aid Advisor	Janet Bradley	Office	Office - Type G	72	1	72
		Financial Assistance Officer	Linda Reeds	Office	Office - Type G	72	1	72
		Other	(blank)	Cashier's Office	Office - Type E1	100	1	100
		Receivables Customer Service Representative	Debbie Heffernan	Office	Office - Type G	72	1	72
		Receivables Customer Service Representative	Lori Clark	Office	Office - Type G	72	1	72
		Student Account Specialist	Lindsey Landry	Office	Office - Type G	72	1	72
		Technical Business Analyst (II) Student Admin Systems	Kathy Hokum	Office	Office - Type G	72	1	72
		Technical Business Analyst (II) Student Fin Systems	Edward Stebbins	Office	Office - Type G	72	1	72
<b>Systems &amp; Financial Aid Total</b>							<b>12</b>	<b>940</b>
<b>Other</b>								
Other	Ontario Learn	Ontario Learn Assistant	Chris Reher	Office	Office - Type G	72	1	72
<b>Other Total</b>							<b>1</b>	<b>72</b>
<b>Office Support and Circulation Allowances</b>								
	Office of the Registrar	Office Support Allowance @ 30%		Office Support Allowance @ 30%	Office Support Allowance	1032	1	1,032
		Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	1132	1	1,132
<b>Office Support and Circulation Allowances Total</b>							<b>2</b>	<b>2,164</b>
<b>Grand Total</b>							<b>32</b>	<b>4,564</b>

### Building C – Level 2, Suite C2101, C2109





## Testing Centre

### Functional Space Program

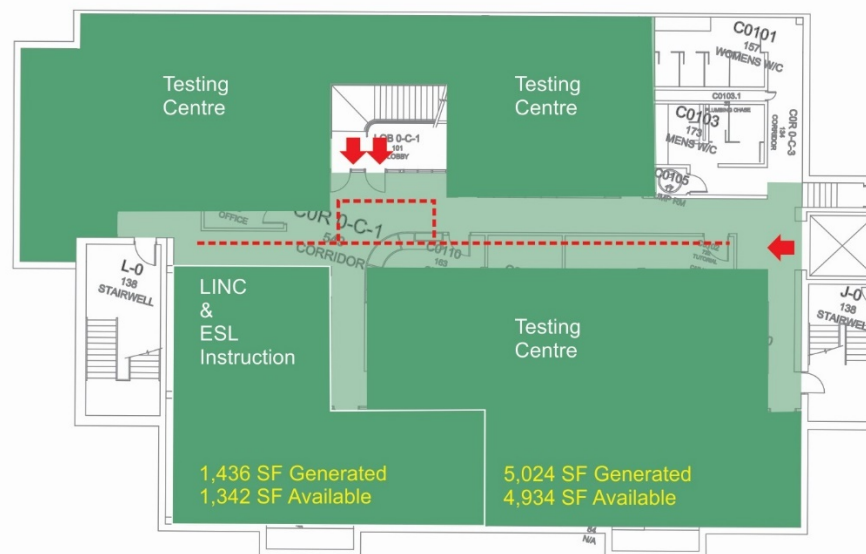
Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Reception	Office - Reception/Waiting	Receptionist		Reception	Office - Type G	72	2	144
				Waiting Area / Resource Display	Common Area	30	8	240
<b>Office - Reception/Waiting Total</b>							<b>10</b>	<b>384</b>
<b>Reception Total</b>							<b>10</b>	<b>384</b>
Testing Centre	Testing Facilities			Testing Room Part A	Testing Room	30	30	900
				Testing Room Part B	Testing Room	30	30	900
				Envigilation	Workstations or Room (Glazed)	90	1	90
<b>Testing Facilities Total</b>							<b>61</b>	<b>1,890</b>
	Testing Support			Test Storage / Marking Room	Secured Room	180	1	180
				Private WC	Private 2-pc Washroom	40	1	40
<b>Testing Support Total</b>							<b>2</b>	<b>220</b>
<b>Testing Centre Total</b>							<b>63</b>	<b>2,110</b>
Accessible Education & Testing Offices	Accommodated Testing / Tutoring Rooms			Testing / Tutoring Room - 1 Station	Enclosed Room - Soundproof & Glazed	30	6	180
				Testing / Tutoring Room - 2 Stations	Enclosed Room - Soundproof & Glazed	60	6	360
				Seminar / Training Room	Seminar Room	25	24	600
<b>Accommodated Testing / Tutoring Rooms Total</b>							<b>36</b>	<b>1,140</b>
	Testing	Coordinator, Assessment & Testing Centre	Sherri Crump	Office	Office - Type G	72	1	72
		Facilitator, AES	Kristi McKay (T)/ Vacant	Office	Office - Type G	72	1	72
<b>Testing Total</b>							<b>2</b>	<b>144</b>
<b>Accessible Education &amp; Testing Offices Total</b>							<b>38</b>	<b>1,284</b>
Office Support and Circulation Allowances	Support Allowance	Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	1246	1	1,246
<b>Office Support and Circulation Allowances Total</b>							<b>1</b>	<b>1,246</b>
<b>Office Support and Circulation Allowances Total</b>							<b>1</b>	<b>1,246</b>
<b>Grand Total</b>							<b>112</b>	<b>5,024</b>

## LINC & ESL Instruction

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
ESL & LINC Instructional Spaces	ESL & LINC Instructional Spaces	Other	(blank)	ESL Classroom	Classroom - 12 Stations	360	1	360
		Other		LINC Classroom	Classroom - 24 Stations	720	1	720
<b>ESL &amp; LINC Instructional Spaces Total</b>							<b>2</b>	<b>1,080</b>
	Support Allowance	Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	356	1	356
<b>Support Allowance Total</b>							<b>1</b>	<b>356</b>
<b>ESL &amp; LINC Instructional Spaces Total</b>							<b>3</b>	<b>1,436</b>
<b>Grand Total</b>							<b>3</b>	<b>1,436</b>

### Proposed Location – Building C, Level 0



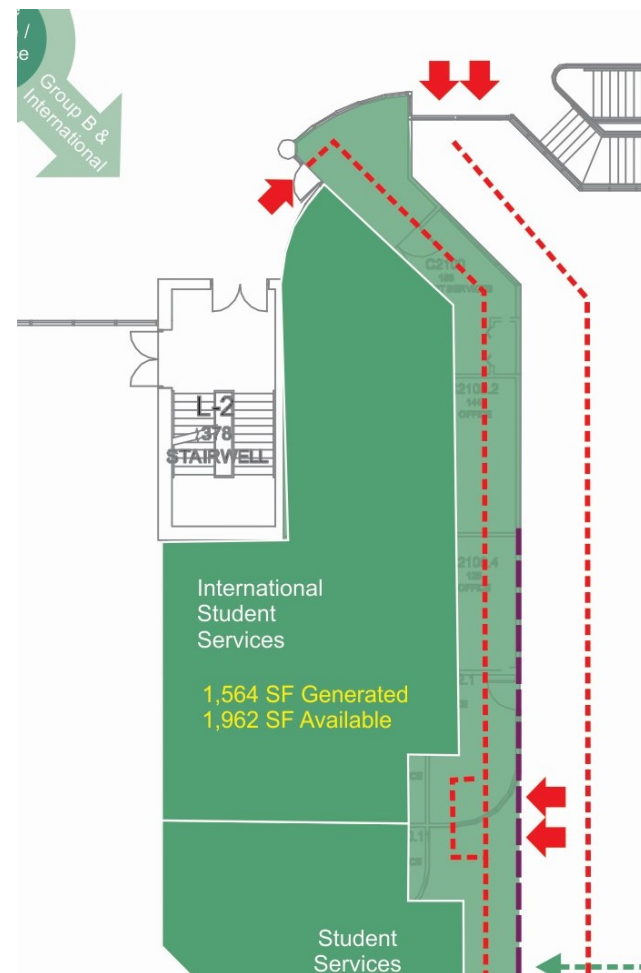


## International Student Services

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
International Student Services	International Student Services	Executive Director	Brenda Pander-Scott	Office	Office - Type C	180	1	180
		Manager, English Programs & International Student Services	Tracey McConery	Office	Office - Type E1	100	1	100
		Hotelling workstations for Recruiters, Student work placements, volunteer	Suggested position	Office	Office - Type F	35	2	70
		Coordinator, Diversity, Accessibility and International	Debbie Harrison	Office	Office - Type G	72	1	72
		Coordinator, International Student Services	Amanda Gray	Office	Office - Type G	72	1	72
		Receptionist	Suggested position	Office	Office - Type G	72	1	72
		Recruitment Officer	Suggested position	Office	Office - Type G	72	1	72
		Support staff	Suggested position	Office	Office - Type G	72	3	216
<b>International Student Services Total</b>							<b>11</b>	<b>854</b>
International Student Services Total							11	854
Office Support and Circulation Allowances	International Student Services	Office Support Allowance @ 30%		Office Support Allowance @ 30%	Office Support Allowance	367	1	367
		Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	343	1	343
<b>International Student Services Total</b>							<b>2</b>	<b>710</b>
Office Support and Circulation Allowances Total							2	710
<b>Grand Total</b>							<b>13</b>	<b>1,564</b>

### Proposed Location – Building C Level 2



## Tutoring & Academic Skills

### Functional Space Program

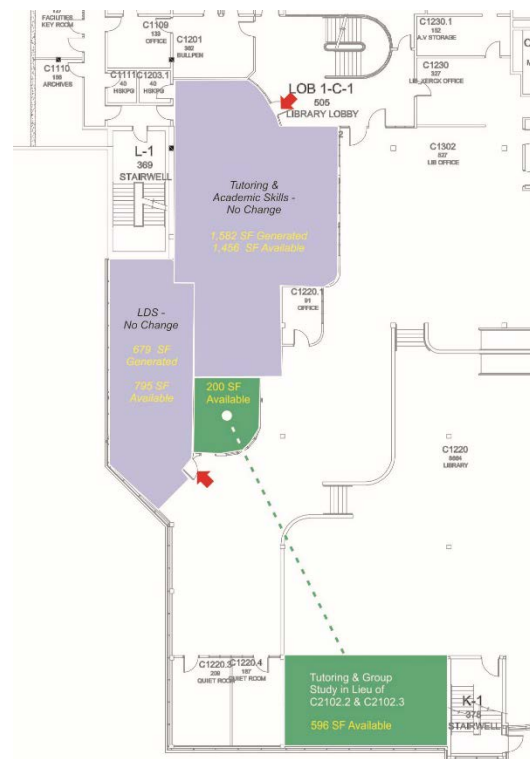
Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Tutoring & Academic Skills	Tutoring & Academic Skills	Learning Facilitator	Angie Premate	Office	Office - Type E2	100	1	100
		LSS Technologist	Michael Fleming	Office	Office - Type E2	100	1	100
		Other		Learning Café		360	1	360
		Other		Meeting Room		150	1	150
		Other		Tutor Room A		240	1	240
		Other		Tutor Room B		240	1	240
<b>Tutoring &amp; Academic Skills Total</b>							<b>6</b>	<b>1,190</b>
<b>Tutoring &amp; Academic Skills Total</b>							<b>6</b>	<b>1,190</b>
Office Support and Circulation Allowances	Office Support and Circulation Allowances	Office Support Allowance @ 30%		Office Support Allowance @ 30%	Office Support Allowance	86	1	86
		Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	421	1	421
<b>Office Support and Circulation Allowances Total</b>							<b>2</b>	<b>507</b>
<b>Office Support and Circulation Allowances Total</b>							<b>2</b>	<b>507</b>
<b>Grand Total</b>							<b>8</b>	<b>1,697</b>

## Learning Design & Support

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Learning Design & Support	Learning Design & Support	T&L Specialist	Alana Callan	Office	Office - Type G	72	1	72
		T&L Specialist	Jodie Black	Office	Office - Type G	72	1	72
		T&L Specialist	Mary Overholt	Office	Office - Type G	72	1	72
		T&L Specialist	Steve Higgs	Office	Office - Type G	72	1	72
		T&L Specialist	Wendy Morgan	Office	Office - Type G	72	1	72
<b>Learning Design &amp; Support Total</b>							<b>5</b>	<b>360</b>
<b>Learning Design &amp; Support Total</b>							<b>5</b>	<b>360</b>
Office Support and Circulation Allowances	Office Support and Circulation Allowances	Office Support Allowance @ 30%		Office Support Allowance @ 30%	Office Support Allowance	151	1	151
		Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Internal Circulation Allowance	168	1	168
<b>Office Support and Circulation Allowances Total</b>							<b>2</b>	<b>319</b>
<b>Office Support and Circulation Allowances Total</b>							<b>2</b>	<b>319</b>
<b>Grand Total</b>							<b>7</b>	<b>679</b>

### Proposed Location – Building C – Level 2, Suite 1203

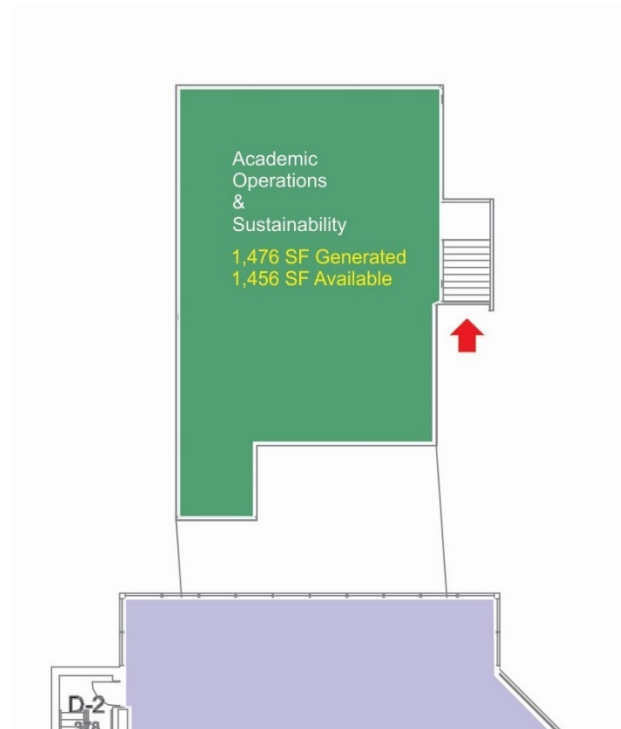


## Academic Operations & Sustainability

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Academic Operations	Academic Operations	Director	TBD	Office	Office - Type D	120	1	120
		AO Workload & Admin Officer (RPT)	Gwyneth Huggins	Office	Office - Type G	72	1	72
		Business Analyst - Academic	David Baker	Office	Office - Type G	72	1	72
		Curriculum Data Specialist	Erica Jackson	Office	Office - Type G	72	1	72
		Timetabling Officer	Sally Ellis	Office	Office - Type G	72	1	72
		Workload & Scheduling Officer	Ashlea Jefford	Office	Office - Type G	72	1	72
		Workload Officer	Barb Flowers	Office	Office - Type G	72	1	72
		Workload Officer	Robin Broomfield	Office	Office - Type G	72	1	72
	<b>Academic Operations Total</b>						<b>8</b>	<b>624</b>
	College Quality Assurance Accreditation	Manager	Molly Westland	Office	Office - Type E1	100	1	100
	<b>College Quality Assurance Accreditation Total</b>						<b>1</b>	<b>100</b>
	Dual Credit & Academic Workloading	Manager	Wendy Howe	Office	Office - Type E1	100	1	100
	Dual Credit Operations Liaison	Dual Credit Operations Liaison	Laura Wilkes	Office	Office - Type G	72	1	72
	<b>Dual Credit &amp; Academic Workloading Total</b>						<b>2</b>	<b>172</b>
<b>Academic Operations Total</b>							<b>11</b>	<b>896</b>
Sustainability	Sustainability	Lead, Office of Sustainability	Trish O'Connor	Office	Office - Type G	72	1	72
		Office of Sustainability	At least 1 person	Office	Office - Type G	72	1	72
	<b>Sustainability Total</b>						<b>2</b>	<b>144</b>
<b>Sustainability Total</b>							<b>2</b>	<b>144</b>
Office Support and Circulation Allowances	Office Support and Circulation Allowances	Office Support Allowance @ 30%		Office Support Allowance @ 30%		436	1	436
	<b>Office Support and Circulation Allowances Total</b>						<b>1</b>	<b>436</b>
<b>Office Support and Circulation Allowances Total</b>							<b>1</b>	<b>436</b>
<b>Grand Total</b>							<b>14</b>	<b>1,476</b>

### Proposed Location – Building C – Level 2, Suite C2117



## Aboriginal Centre

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Aboriginal Centre	Aboriginal Centre	Coordinator	Kylie Fox	Office	Office - Type E3	150	1	150
			Mark Gray	Office	Office - Type E3	150	1	150
				Ceremonial / Sacred Object Storage	Secured Storage	50	1	50
				Common Area - 20 Stations @ 30 NASF	Common Area	30	20	600
				Food Prep / Serving Area (Basic)	Galley Kitchen	150	1	150
<b>Aboriginal Centre Total</b>							<b>24</b>	<b>1,100</b>
<b>Aboriginal Centre Total</b>							<b>24</b>	<b>1,100</b>
<b>Grand Total</b>							<b>24</b>	<b>1,100</b>

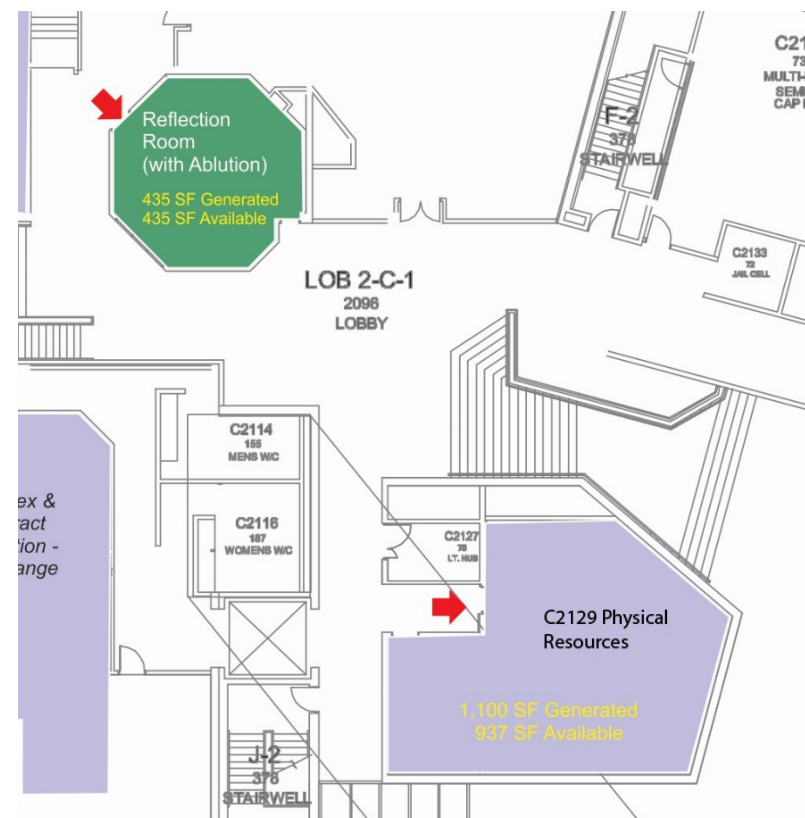
## Reflection Room

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Reflection Room	Reflection Room			Quiet - Prayer Space (24 Capacity Islamic Rituals)	Quiet - Sound Proof Carpeted	12	24	288
				Other Functions TBA		135	1	135
<b>Reflection Room Total</b>							<b>25</b>	<b>423</b>
<b>Reflection Room Total</b>							<b>25</b>	<b>423</b>
<b>Grand Total</b>							<b>25</b>	<b>423</b>

Aboriginal Centre Proposed Location – Building C – Level 2, Suite C2129

Reflection Room Proposed Location – Building C – Level 2, Suite 2121



## Security Services & Information Desk

### Functional Space Program

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Security Services	Security Services	Manager, Security	John Gallen	Office	Office - Type E1	100	1	100
		Coordinator, Security Emergency Planning (PT)	Robert Williams	Office	Office - Type G	72	1	72
		Manager, Contract Security	Contractor	Office	Office - Type G	72	1	72
		Contract Security Guards	Workstations	Office	Office - Type J	35	2	70
	<b>Security Services Total</b>						<b>5</b>	<b>314</b>
	Security Services Support			Cash Room (Parking & Other)	Enclosed Room	60	1	60
				Storage / Lost & Found	Enclosed Room	60	1	60
	<b>Security Services Support Total</b>						<b>2</b>	<b>120</b>
							<b>7</b>	<b>434</b>
Security Services Total								
Student Rights and Responsibilities	Student Rights and Responsibilities	Student Rights and Responsibilities		Office	Office - Type E1	100	1	100
	<b>Student Rights and Responsibilities Total</b>						<b>1</b>	<b>100</b>
Student Rights and Responsibilities Total							<b>1</b>	<b>100</b>
Shared Support	Shared Support			First Aid Room / Quiet Room	Treatment Room	80	1	80
				Interview Room - 4 Stations	Office - Support	80	1	80
	<b>Shared Support Total</b>						<b>2</b>	<b>160</b>
							<b>2</b>	<b>160</b>
Shared Support Total								
Office Support and Circulation Allowances	Office Support Allowance @ 15%	Office Support Allowance @ 15%		Office Support Allowance @ 15%	Office Support Allowance	125	1	125
	Internal Circulation Allowance @ 25%	Internal Circulation Allowance @ 25%		Internal Circulation Allowance @ 25%	Office Support Allowance	258	1	258
	<b>Total</b>						<b>2</b>	<b>383</b>
Office Support and Circulation Allowances Total							<b>2</b>	<b>383</b>
<b>Grand Total</b>							<b>12</b>	<b>1,077</b>

Functional Sub-Group 1	Functional Sub-Group 2	Position Title	Name	Function Description	FSP - Space Type	FSP - Space Allocation NASF per Position or Unit	FSP - Number of Positions or Units	FSP - Space Allocation NASF
Information Desk	Information Desk	Information Desk Specialist	2 Workstations	Information Desk	Office - Type G	72	2	144
		Information Desk Support and Secured Storage		Information Desk	Technical Support / Secured Storage	72	1	72
	<b>Information Desk Total</b>						<b>3</b>	<b>216</b>
Information Desk Total							<b>3</b>	<b>216</b>
<b>Grand Total</b>							<b>3</b>	<b>216</b>

### Proposed Location – Building A – Level 2, Suite 2106 (Bookstore)

