

Staff Progress Report

Project New Administration Building for the Municipality of Argyle

Date 17th May 2019

Hello Team,

Here is a summary that describes the conversations we had this morning on our sketch layout.

1. Staff expressed that the floor plan seems confined. WSA explained that the appearance of many offices in a row along a hallway is an inevitable consequence of making a compact and efficient building, and that there is benefit in having a consistent run of offices to simplify M&E distribution. Staff said we should not let economy limit the expression of our design skills and WSA confirmed that the discussion right now is to establish the type and location of spaces and that more design will be done that may alleviate what currently appears basic.
2. It was agreed that the meeting room doors opening onto the corridor near staff office doors is not ideal. Noise can be controlled by assemblies (sound insulation in walls, seals and sweeps on doors) and staff offices also have doors that can be closed for increased privacy. There is also a sound masking system that the electrical engineer can include to further reduce the impact of noisy meetings. We don't think noise is going to be a problem, and it is physically impossible to avoid having a meeting room in the central spine area that would not also be near staff offices. The flow of people in and out of the room and the visual connection between meeting participants and staff at their workstation is an issue. The solution is for meeting rooms doors to be given more separation from staff offices by decreasing the vault/store and having a short hallway there, with meeting room doors facing each other.
3. The requirement for a Gym is hereby removed.
4. Removing the relocated house from the project is likely to be unpopular and we should expect that it will remain part of the project.
5. Alain will consult staff and decide if 21 offices are necessary or if 19 is acceptable, there is a huge benefit in having 19 since the building could be shorter in length and approximately \$200k saved. If we can reduce the offices to 19 total then we can reconfigure the meeting room area and add a shared workspace (probably 18ft x 10ft) which would be ideal for recreation temporary staff. This would put us in a good position for achieving the budget.
6. It was agreed that the route from office 11 to office 10 is either through the kitchen or through the resources room. It is not worth having a third corridor route that is worth approximately \$49k on the project.

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7. Reception area was discussed and WSA confirmed it is big enough for the three reception staff and traffic behind them. The reception desk is 18ft long.
8. Escape routes compliance was questioned, WSA will confirm if there is a problem and if so resolve it.
9. The possibility of multi level building was discussed and discarded as the M&E equipment cannot be hoisted to a higher level and having another level introduces more onerous requirements for fire rating, two escape stairs, elevator and sprinkler.
10. Recreation Store location was discussed, safety concern was raised about having pedestrian entrance next to an area where large equipment is being moved. Natalie confirmed there is no requirement for trucks to back up to the door, there is relatively little risk from any equipment stored there and the location of the store is acceptable.
11. Location of CAO's office is not ideal, Alain is not convinced that a larger office is necessary although other staff feel that it is. *There is a possibility of creating a slightly larger office for CAO at or near office 21 if the cleaner store is relocated. Alain please confirm which office should become yours.*
12. It was agreed that WSA will await instruction from MODA on whether 19 or 21 offices are necessary, and confirm if the general arrangement is acceptable, after which WSA will revise the sketch. WSA has asked for this by Tuesday to keep to the project schedule. All issues relating to the type and layout of spaces should be raised and resolved on Tuesday in order to keep to the project schedule.
13. Next Meeting Proposed: Tuesday 11am.

Have a good weekend!