

UNIVERSITY OF VICTORIA
New Student Residence Facility
Stage 1 Functional Program

UVic Project No. 16-02265 | P+W Project No. 411707

February 08, 2018

Submitted by:

P E R K I N S + W I L L



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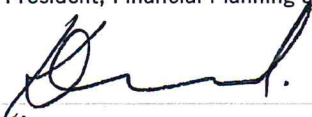
University of Victoria New Residence Facility

UVIC Project Number 16-02265

PROJECT PROGRAM COMMITTEE



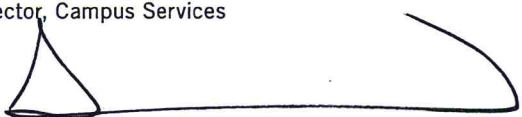
Kristi Simpson, Chair, Project Program Committee
Associate Vice-President, Financial Planning and Operations



Kathryn MacLeod
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Betsy Moyer
Manager, Project Planning, Facilities Management
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INTRODUCTION 1.0



University
of Victoria



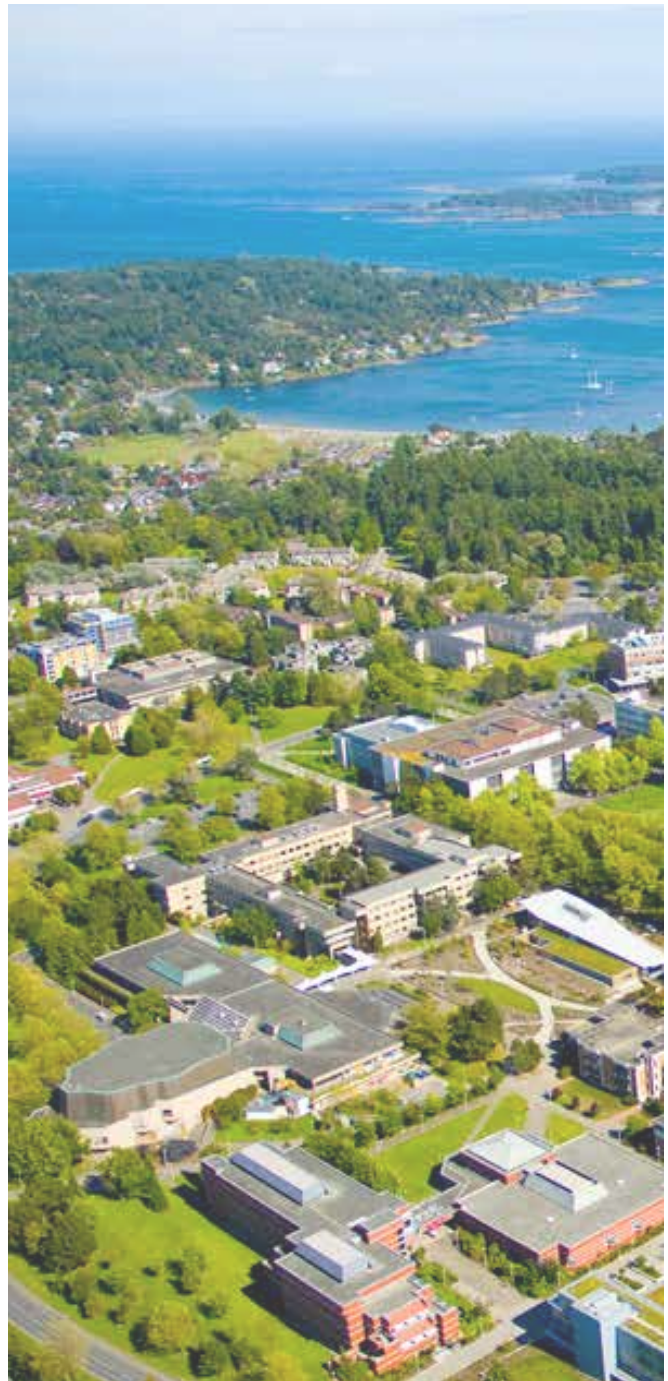
1.1 PROJECT BACKGROUND

Founded in 1963, the University of Victoria is one of Canada's leading research universities. Located in Victoria, British Columbia, the University draws students from across the province, country and around the world for the quality and breadth of programs. As a destination university with 75% of students from outside the immediate region, the University guarantees a place in residence for all first year students in need of on-campus housing.

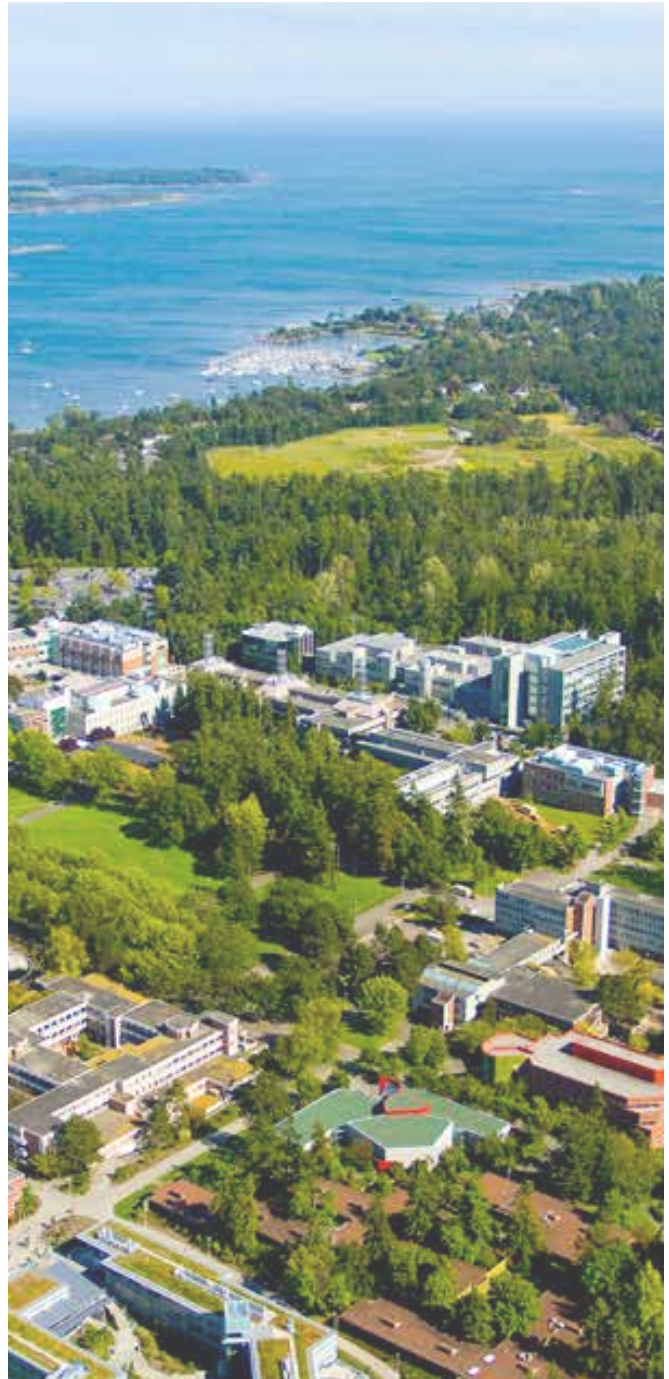
Among other benefits, living on campus assists students with their transition to university, provides academic and social programming and support, nurtures a strong sense of belonging in the UVic community and develops a multi-year relationship with parents and students. As the number one priority in the 2017/18 Five Year Capital Plan, the project is proposing a new 782 bed Student Residence Facility and a new 600 seat dining hall to replace Cadboro Commons, which would provide 620 net new beds on campus. The project will set a new standard for student housing, campus life, engagement with public realm and sustainability.

Guided by the University of Victoria Campus Plan, the student residence project is the first significant capital project since the Campus Plan was renewed in 2016. The project will build on the ideas generated through the Campus Plan and will help achieve the University's vision as not only an extraordinary academic environment, but also a vibrant and sustainable community that nurtures student experience and well-being.

The project is driven by the need for new residential capacity, changing expectations of students and families, and the ongoing development of a model of residential life that integrates living, social connection and student engagement as part of the academic experience.



In April 2017, the University engaged Perkins+Will Architects and their sub-consultant team to undertake programming, planning and design of the facility through an Integrated Design Process (IDP) in three stages. Stage 1 (Planning Phase) included site analysis to assist in site selection, functional programming to identify the spatial and qualitative requirements, and development of the cost model for the project. Stage 2 includes design and construction documents, and Stage 3 includes tender and construction.



1.2 REPORT ORGANIZATION

The programming report includes the following major sections:

1. **Introduction** - outlines the stage 1 process, project background and participants.
 2. **Executive Summary** - provides an overview of the project, drivers and planning parameters that were identified during the programming and planning process.
 3. **Student Housing and Support** - describes the detailed quantitative program requirements and supporting planning information for student housing.
 4. **Food Services** - describes the detailed quantitative program requirements and supporting planning information for food services.
 5. **Conferencing** - describes the detailed quantitative program requirements and supporting planning information for conferencing.
 6. **Academic Spaces** - quantitative summary of academic space by site.
- **Appendix A** - Room Data Sheets
 - **Appendix B** - Dining Seat Comparison to Cadboro Commons
 - **Appendix C** - References

1.3 PROCESS

Perkins+Will facilitated seven multi-day workshops from April to December 2017, meeting with user groups, the steering committee and the programming committee to develop the functional program for the New Residence Facility. This work involved massing studies, site test fits and program option comparisons.

The goal was to determine the program needs through an evaluation of the existing facilities and residence program, as well as researching student demand, trends in student housing, and visiting peer institutions.

- **Stakeholder Workshops** - Stakeholder workshops were held throughout the process, and included programming, siting, engagement, sustainability and transportation planning criteria development.
- **User Group Meetings** - Perkins+Will met with student staff, housekeeping staff and facilities staff to gain an understanding of existing operations and future needs / aspirations.
- **Campus Community Engagement** - Campus engagement events were held on October 2 and 3 at the SUB and Cadboro Commons, and again on November 24 and 27 at Cadboro Commons. These sessions consulted students, staff and faculty on programming, food and outdoor opportunities for the project.
- **Peer Institution Tours** - Project committee members visited UBC and the University of Washington to tour new residential facilities early in the programming process.



1.4 PARTICIPANTS

This document was prepared with the provision of information and reviews of the following individuals who dedicated their time and expertise:

UNIVERSITY OF VICTORIA

Project Program Committee

Kristi Simpson, Associate Vice President, Financial Planning and Operations

Kathryn MacLeod, Director, Residence Services

Jim Forbes, Director, Campus Services

Patrick Seward, Manager, Parking and Transportation, Campus Security Services

Chad Dalrymple, Associate Director, Residence Facilities, Residence Services

Chelsey Evans, Associate Director, Residence Life and Education, Residence Services

Rose-Marie Roxburgh, Associate Director, Business Operations, Residence Services

Betsy Moyer, Manager, Project Planning, Facilities Management

University Food Services

Tony Heesterman, Associate Director and Executive Chef

Residence Life and Education Team

Residence Facilities Team

Residence Administrative Services

Campus Security Services

University Systems

Facilities Management

CONSULTANTS TO UNIVERSITY OF VICTORIA

Programming Consultants

Perkins+Will Architects (PW)

Jana Foit, Project Team Leader

David Damon, Project Programming and Planning Leader

Sub-consultants to PW

Kaizen Foodservice Planning and Design Inc.

David Teixeira, Food Services Programming Leader

Paul Cumpstey

Bunt Engineering

Jason Potter, Transportation Planner

WSP Engineering

Bob Fulton, Civil

Andrew Crosson, Communications

Jad MacDonald, Electrical



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EXECUTIVE SUMMARY 2.0



University
of Victoria



2.1 PROJECT DRIVERS

Prior to the start of programming, the University identified the following drivers for the project:

- **A Destination University.** Around 75% of UVic's current student population comes from off island, and as a destination university, provision of housing to meet student needs is an institutional priority.
- **Improved Portfolio.** Students today and in the future expect campus housing to be available, of good quality, and with comfortable amenities. UVic currently does not have enough campus housing to meet demand.
- **Recruitment and Retention.** Quality student housing supports recruitment to the University, and the retention and persistence of students.
- **The Campus Experience.** The University has a desire to create a vibrant, active campus that supports the student experience inside and outside the classroom. New student residences will expand the quality and diversity of the University's co-curricular experience by increasing the population, services and activities of the on-campus community.

The university's residence portfolio for undergraduate students includes a mix of traditional dormitory singles and doubles, 4 bedroom apartments and townhouses, and a small number of apartments. The newest residence was completed six years ago, but many buildings are nearing thirty to fifty years old.

The New Residence Facility is intended to add to and enhance the current residences at UVic by providing new and different housing options and amenities. The program for this project intentionally aligns the student experience with the physical living and learning spaces.

2.2 PROJECT OVERVIEW

The University of Victoria is committed to delivering an outstanding student experience inside and outside the classroom. As a vital contributor to the campus community and campus life, student housing is an essential part of UVic's fabric. In support of this commitment and to address growing demand, the University is proposing to build 782 beds, which would provide 620 net new beds on campus. The project will also include campus meeting space, 600 new dining seats and commercial kitchen. The new facility will provide much needed student housing for both domestic and international students, enhancing the overall experience by providing a modern residence that supports a more vibrant, compact and walkable campus.

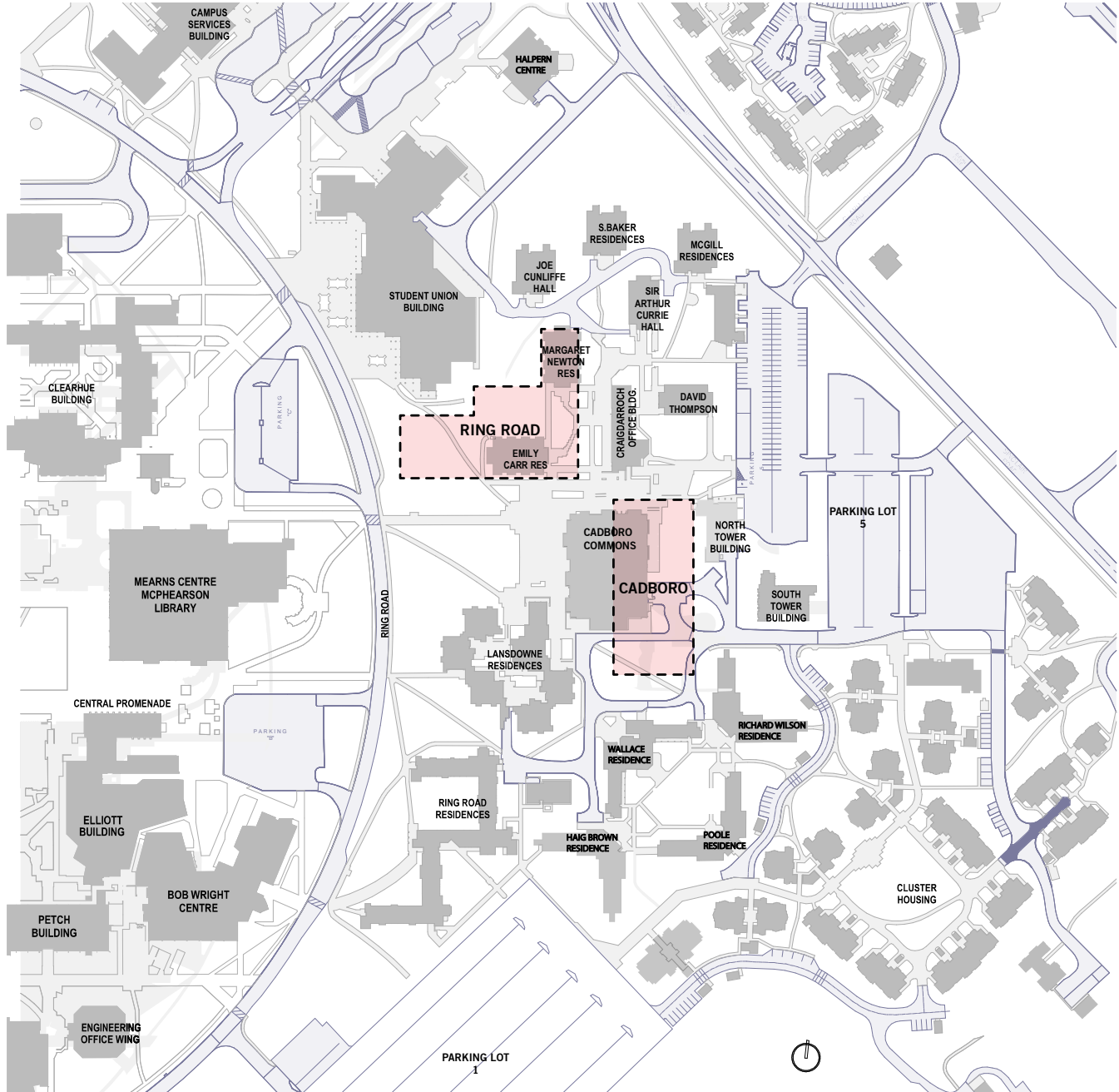
The New Residence Facility is the first project of significant size that the University has undertaken since the adoption of the Campus Plan, providing an opportunity to build on several key policies and set a new benchmark for the physical development of the campus. In support of the University's commitments to environmental stewardship and sustainability, the project will be designed to LEED Gold certification. As well, the project will examine opportunities to potentially go beyond LEED.

As part of the design and process, the project will explore opportunities to recognize and preserve the spirit of place inherited from the past, and connect students to Indigenous communities and the history of the traditional territories where UVic resides. Building on UVic's Indigenous Plan, the project design process will look into opportunities to include design elements that can educate the campus community about Indigenous history and culture. Any such design elements shall acknowledge and respect the Lkwungen-speaking peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSANEC peoples whose historical relationships with the land continue to this day.



2.3 PROJECT PARAMETERS

I. SITING



Site plan showing the building sites.

Located south of the Student Union Building and west of Tower Residence, the site is close to the campus core. The site supports the Campus Plan Principles for increased density and compact development, as well as improving vibrancy and animation on Ring Road.

The site also affords the opportunity to extend the Grand Promenade into the residence precinct, strengthening the east-west connection across campus, encouraging pedestrian and bicycle movement and creating desirable outdoor spaces that encourage broader campus and public use.

The construction of the proposed facility will require deconstruction of the Margaret Newton Hall and Emily Carr Residences, each with 81 beds, as well as Cadboro Commons, which contains the current residence dining hall and conference meeting rooms. The Craigdarroch office building, which is adjacent to both sites and houses Residence Services offices and front desk, will remain as the Residence administrative centre.

Since this is a high traffic area for pedestrians, safe and continuous access to buildings around these sites will need to be maintained during construction. Phasing will be necessary so that Cadboro Commons dining hall remains operational until the new dining hall on the Ring Road site is complete.

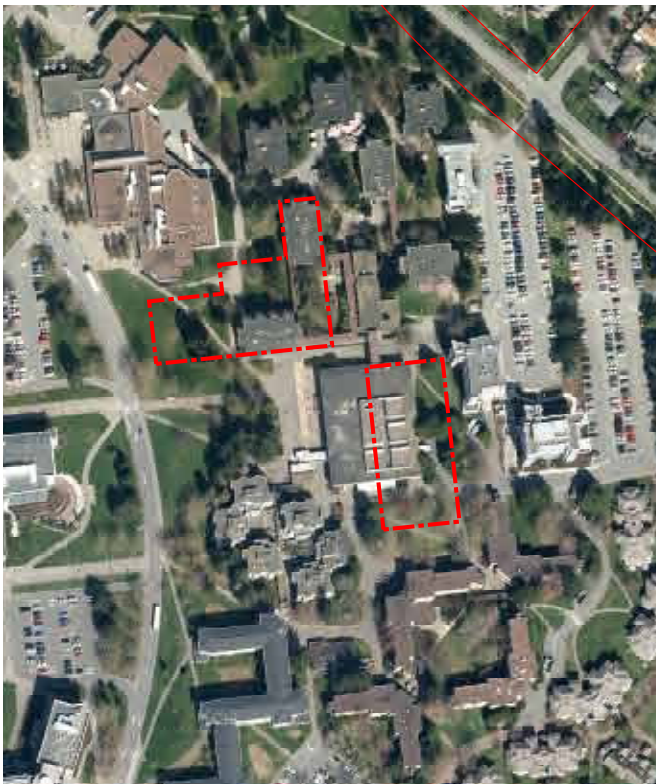
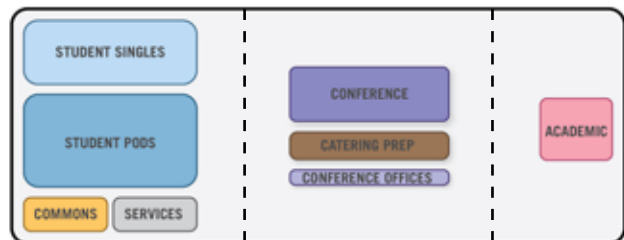
This site is desirable for a new food services location due to its relationship to the residence precinct and Ring Road. The dining component, along with 418 beds, will be located on the Ring Road site, and the Conferencing and Academic components, along with 364 beds, will be located on the Cadboro Site.

The phases are as follows:

Phase 1 – Ring Road



Phase 2 - Cadboro



Aerial photo of Ring Road / Cadboro site option.





View looking west towards Ring Road site.



View looking east from McPherson Library towards Ring Road and Cadboro sites.



View looking east towards Ring Road site.



Courtyard between Craigdarroch and Emily Carr Hall.

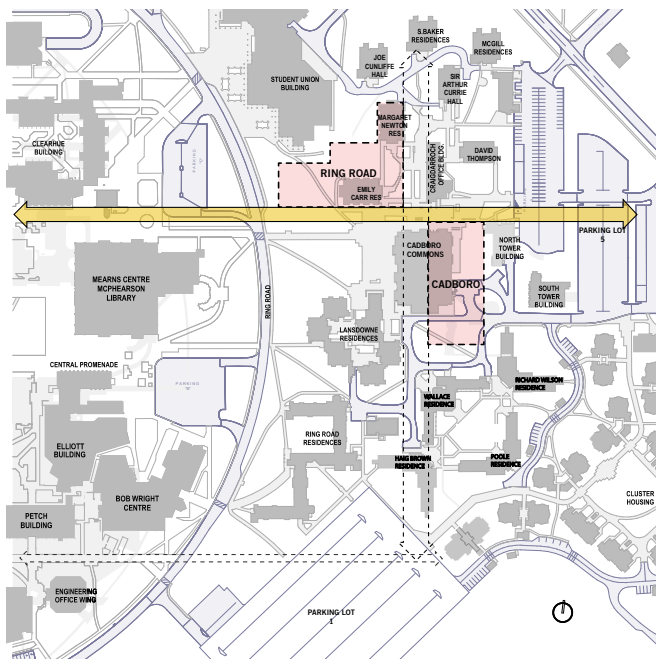
II. PROMENADES

Over the last 50-60 years, student residences at UVic have been developed incrementally and are characterized by low-rise buildings connected by winding pedestrian paths. As a result, the precinct lacks clear organization and cohesion, making wayfinding difficult. The new facility will enhance existing and new circulation patterns through careful siting and a focus on public realm improvements.

GRAND PROMENADE

The Ring Road | Cadboro sites present an opportunity to extend the Grand Promenade across Ring Road and into the residence precinct. The promenade is designated as 12m wide to align with the Grand Promenade within the campus core.

The character and intent of the Grand Promenade will be:



Partial Campus Plan showing future Grand Promenade extension into the residence precinct.

A Connector-

- Pedestrian and cyclist oriented, with space for both modes of travel.
- As the primary east-west axis, provides organization and wayfinding for pedestrians and cyclists.
- Links the east and west parts of the campus physically and visually.
- Links open spaces across the campus.

A Destination-

- Active and visually interesting provision of formal and informal seating areas as a place to linger and socialize.
- Primary frontage to buildings and open spaces.



Grand Promenade as a connector.



Grand Promenade as a destination.



NORTH - SOUTH PROMENADE

Analysis of the residence precinct demonstrated that organization and wayfinding could be improved by providing a north-south pedestrian and cyclist oriented walkway or promenade. This promenade would provide a central spine for organizing the new development, promote walkability, compact growth and place-making, and greatly enhance wayfinding in the precinct. This concept builds on the principles of walkability, compact growth and creating centres of animation.

Character and intent can be summarized as:

A Connector –

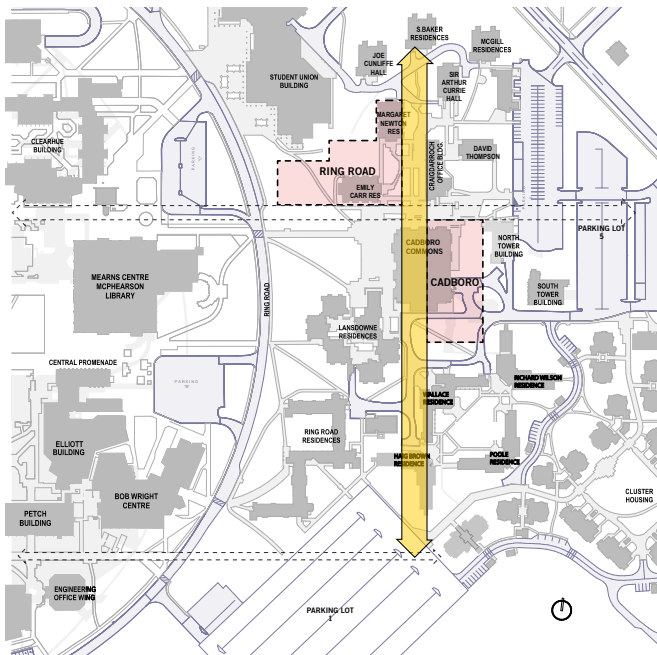
- Pedestrian and cyclist oriented, with space for both modes of travel. Limited vehicular access may be permitted for emergency use.
- Primary north-south axis through the residence precinct.
- Links north and south portions of residence precinct visually and physically.

Wayfinding -

- Organizes the residential precinct along a central spine and connects outdoor spaces.
- Building and open spaces should have their primary frontages along the promenade.
- Establishes an axis for future building organization.

A Destination -

- Residential “Main Street” - place of informal and social gathering
- Residential nature.
- Width varies along length to accommodate a variety of activities, travel modes and separation between parallel building facades, with a preferred width of 18m.



Partial Campus Plan showing future N-S Promenade within the residence precinct.



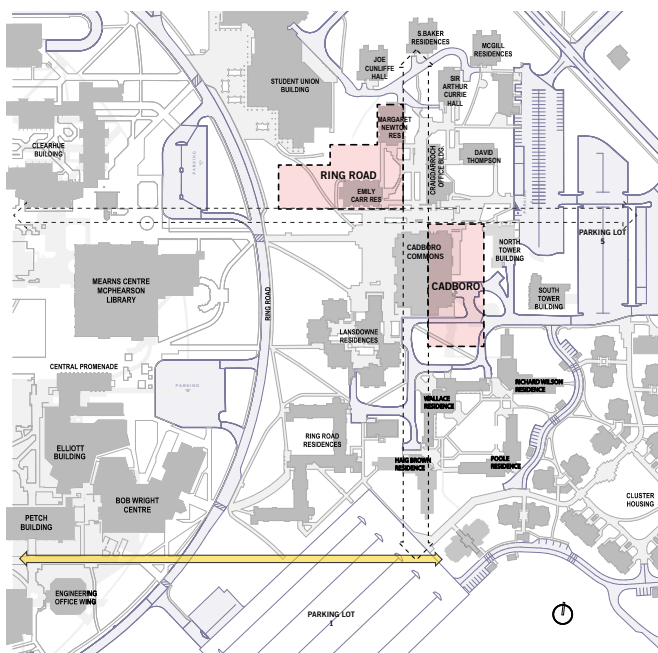
N-S Promenade as a destination and organizational axis.

SOUTH PROMENADE - for future consideration

The Campus Plan outlines a renewed commitment to walkability with an expansion of the pedestrian network to reinforce connections across campus. Extending the existing engineering promenade across Ring Road and into the residence precinct to create a new South Promenade supports this commitment. This extension visually and physically connects the campus in the east – west direction, and creates a physical connection from the campus core to Mystic Vale.

Currently, there is an existing crosswalk at Ring Road slightly north of the promenade, and a landscaped berm and bus stop. In order to extend the promenade across Ring Road, future phases will necessitate modification of the berm, relocation of the crosswalk and bus stop.

The character and intent of the South Promenade will be:



Partial Campus Plan showing future South Promenade extension into the residence precinct.

A Connector –

- Pedestrian and cyclist oriented, with space for both modes of travel.
- A secondary east-west axis providing organization and wayfinding within the residence precinct.
- Links the campus core to the campus perimeter physically and visually.

A Buffer -

- Provides a buffer between residence buildings and Parking Lot 1.

A Destination -

- With a south facing exposure, provides opportunities for informal social interaction.
- Building programs facing the promenade should be active and engage with outdoor spaces. To achieve this, blank solid walls should be avoided.
- The promenade should be a minimum of 6m wide.



South Promenade as a connector and buffer.



III. SITE PRINCIPLES

Site principles related to massing, height and orientation build on the campus plan policies. In order to respect the existing context of UVic, the following siting principles have been developed for each site:

RING ROAD:

a. Massing:

- A pedestrian scale, 2 storey podium should be provided to frame the Grand Promenade and Ring Road.
- Building faces should be located so as to avoid building projections into the Grand and N-S Promenade widths.

b. Height:

- The building height should increase from west to east (taller massing is acceptable away from Ring Road).

c. Setbacks:

- Podium: The west facade of the podium should align with the adjacent face of the Student Union Building to accommodate seating and landscape improvements along Ring Road. This face acts as a massing transition to the SUB.
- Upper Storeys: The building massing above the podium should be set back from the podium face a minimum of 3m to minimize height impact and clarify reading of the podium. The upper storey massing should be utilized to frame the residence precinct outdoor commons.
- Orientation: Primary building frontages with active programming should be located on Ring Road, the Grand Promenade and the N-S Promenade.

CADBORO:

a. Massing:

- A 2 storey podium is preferred to create visual continuity in building massing from the Ring Road site.
- Building face along the Grand Promenade and N-S Promenade should be located to avoid projecting any building elements into the Grand Promenade or N-S Promenade.
- Use building massing to frame the Grand Promenade to the north and N-S promenade to the west.
- Upper storey massing should be located near the western edge of site.

b. Height:

- Higher residential massing on top of podium (relative to Ring Road site) is preferred given the larger setback from Ring Road.

c. Setbacks:

- Upper Storeys: The building massing above the podium is to be set back from the podium face a minimum of 3m to minimize the impact and clarify reading of the podium. The upper storey massing should be utilized to frame the Residence Precinct outdoor commons.
- Minimal pedestrian setback at grade.

d. Orientation:

- Primary building frontages with active programming should be located on the Grand Promenade and the N-S Promenade.

IV. FUNCTIONAL COMPONENTS AND AREA SUMMARY TABLES

The program has been organized around the following functional components:

- **Student Housing and Support** – includes all student residence units, as well as support spaces including bike storage, laundry, cooking facilities, lounges, and study space.
- **Food Services** – includes dining and a commercial kitchen that supports student housing and catering spaces that support campus food venues and conferencing areas.
- **Conferencing** – all conferencing and support spaces, including prep kitchen and storage.
- **Academic Space** – this is unprogrammed space within the building footprint that is prioritized for academic use. The program will be considered and finalized as part of Stage 2.

The following tables summarize the building program for each functional component by site.

DEFINITIONS:

BGSM / BGSF = Building Gross Square Metres / Building Gross Square Feet. Gross Area is “the sum of the areas of the floors of the building, including basements, mezzanine and intermediate-floored tiers and penthouses of headroom height, measured from the exterior faces of exterior walls or from the centerline of walls separating buildings.” (BC Universities Space Manual definition)

CGSF / CGSM = Component Gross Square Feet / Component Gross Square Metres. Total gross area of component including walls, structure, etc.

NSM / NSF = Net Square Metres / Net Square Feet. Net Area is “measured from the inside faces of surfaces that form the boundaries of the designated areas [and is] measured at the floor plane, to the surface of the walls.” (BC Universities Space Manual definition)

CGSF / Bed; CGSM / Bed = Component Gross Square Feet / Component Gross Square Metres per bed. Ratio showing the sum of the total gross component area to number of beds. This number does not include food services, conferencing or academic space.

Efficiency Factor: The estimated amount of space required for non-NSM areas including but not limited to mechanical and utility support spaces, structure, interior and exterior partitions, and circulation. Efficiency factors can differ between program and building types.

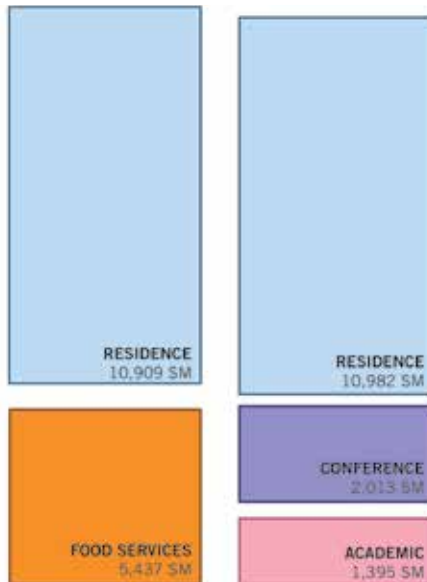


Gross Building Area - Program Summary Table

PROGRAM SUMMARY	Ring Road Site		Cadboro Site	
	CGSF	CGSM	CGSF	CGSM
COMPONENT GROSS RESIDENCE	117,428	10,909	118,855	10,982
COMPONENT GROSS FOOD SERVICES	58,662	5,437		
COMPONENT GROSS CONFERENCING			21,337	2,013
COMPONENT GROSS ACADEMIC			15,016	1,395
BUILDING GROSS AREA (BGSF / BGSM)	176,090	16,346	155,208	14,390
Total Beds	418		364	

Ring Road

Cadboro



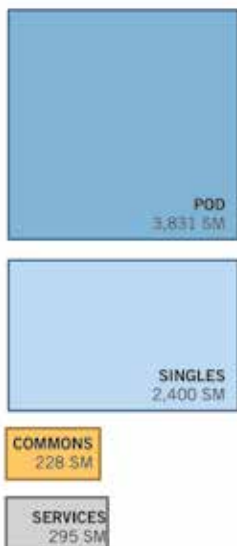
Component Area Summary Table - Student Housing and Support Program

	Ring Road Site			Cadboro Site		
	NSF	NSM	Beds	NSF	NSM	Beds
1.00 STUDENT POD RESIDENCES	0	0	0	41,240	3,831	200
2.00 STUDENT SINGLES RESIDENCES	66,776	6,204	418	25,836	2,400	164
3.00 STUDENT COMMON SPACES	2,450	228		2,450	228	
4.00 SERVICES	4,754	442		3,570	295	
PROGRAM SUMMARY	Ring Road Site			Cadboro Site		
TOTAL NET AREA (NSF / NSM)	73,980	6,873		73,096	6,754	
Efficiency Factor	63.0%			61.5%		
COMPONENT GROSS AREA (CGSF / CGSM)	117,428	10,909		118,855	10,982	
	Total Beds 418			Total Beds 364		
CGSF / CGSM per Bed	281	26		327	30	

Ring Road

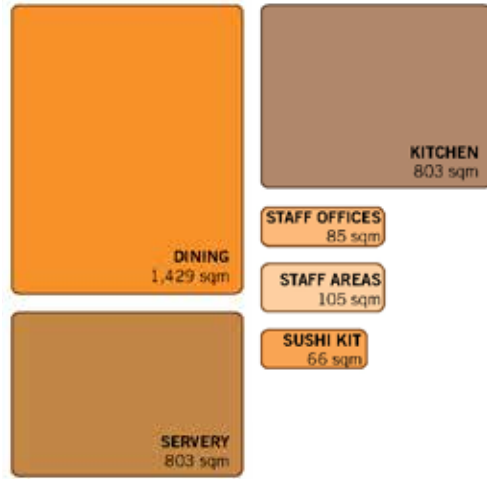


Cadboro



Component Area Summary Table - Food Services Program

	Ring Road Site		
	NSF	NSM	Seats
5.00 DINING	15,377	1,429	600
6.00 SERVERY	8,650	803	
7.00 KITCHEN AND BACK-OF-HOUSE	12,272	1,137	
8.00 STAFF OFFICES	912	85	
9.00 STAFF AREAS	1,126	105	
10.00 SUSHI KITCHEN	770	66	
PROGRAM SUMMARY			
TOTAL NET AREA (NSF / NSM)	39,108	3,624	
Efficiency Factor			50%
COMPONENT GROSS AREA (CGSF / CGSM)	58,662	5,437	
CGSF / CGSM per Seat	97.77	9.06	



Component Area Summary Table - Conferencing Program

	Cadboro Site	
	NSF	NSM
11.00 CONFERENCE	11,067	1,028
12.00 CONFERENCE CATERING KITCHEN	1,968	183
13.00 CONFERENCE OFFICES	834	98
PROGRAM SUMMARY		
TOTAL NET AREA (NSF / NSM)	13,869	1,309
Efficiency Factor		65.0%
COMPONENT GROSS AREA (CGSF / CGSM)	21,337	2,013

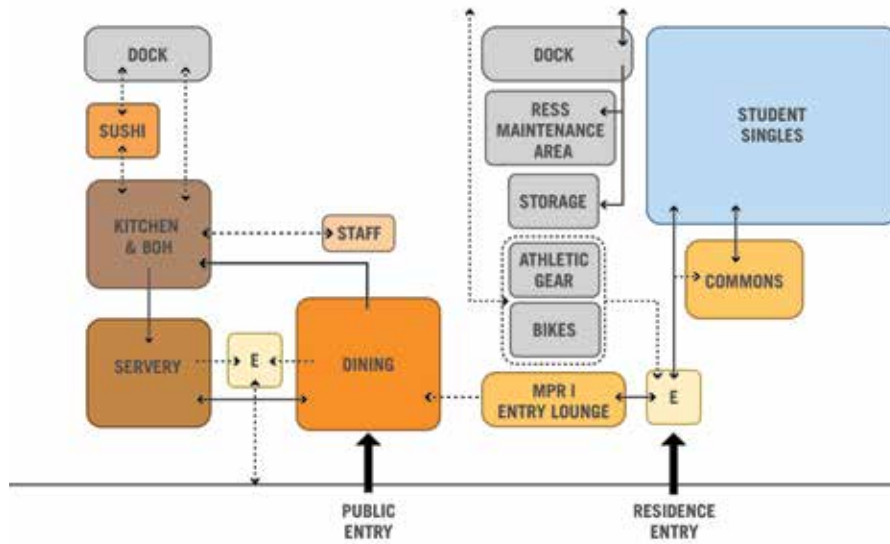


Component Area Summary Table - Academic Program

	Cadboro Site	
	NSF	NSM
14.00 ACADEMIC	9,009	837
PROGRAM SUMMARY		
TOTAL NET AREA (NSF / NSM)	9,009	837
Efficiency Factor		60.0%
COMPONENT GROSS AREA (CGSF / CGSM)	15,016	1,395

V. BUILDING ORGANIZATION + ADJACENCIES

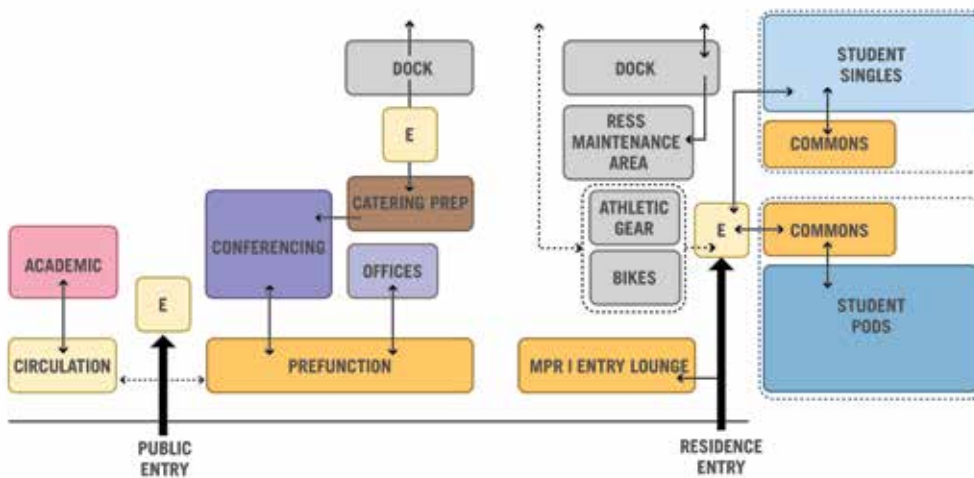
RING ROAD



LEGEND

- MAIN ACCESS
- DIRECT RELATIONSHIP
- ENCLOSED SPACE
- PRIMARY ADJACENCY
- SECONDARY ADJACENCY
- ELEVATOR

CADBORO



VI. PROJECT PLANNING CRITERIA

Primary Entrances and Arrival

There should be a distinct and separate primary entrance for residence uses from food services, conferencing and academic uses. Where appropriate, conferencing and academic uses may use the same entrance.

- The primary entrance for student residences should be located on the Grand Promenade or N-S Promenade.
- The primary public entrance for the Ring Road site should be located on the Grand Promenade.
- The primary public entrance for the Cadboro and Lot 1 sites should be located on the N-S Promenade.

Vehicle Access

Currently, move-in day for up to 2000 residents takes place over one day prior to the start of the school year (fall term). With the addition of 600 new beds, physical building placement, building design and operational logistics must be carefully considered during the Stage 2 design process to ensure this important function continues to be a positive experience for students and families.

It is assumed that day to day vehicular access will be limited, and regular building users and visitors will use alternative modes of transportation or park in a designated parking lot nearby. Immediate vehicular access will continue to be provided on Ring Road and through Parking Lot 5.

Service access to back-of-house areas will be required for delivery vehicles, UNFS catering, facilities, waste management and University maintenance vehicles.

As much as possible, there should be separate designated loading areas for food services, conferencing and residence. All service access areas should be located away from public entrances and promenades.

- **University Food Services:** The commercial kitchen requires a minimum of 3 loading docks for food delivery, catering trucks and waste collection.
- **Conferencing:** Locate loading area at grade, sized to accommodate catering box trucks.
- **Residence Facilities:** Locate service areas at grade, sized to accommodate maintenance vehicles (trucks, gators or vans). Short term parking should be provided.
- **FMGT:** Waste management and maintenance vehicles are permitted to use any loading dock; short term parking should be provided for maintenance vehicles (can be shared with Residence Facilities).

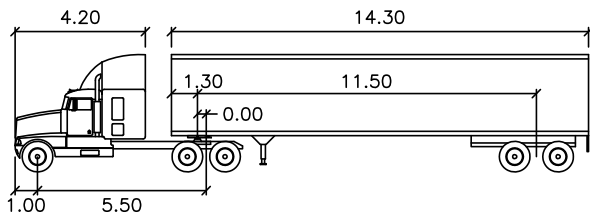
Considerations for site planning are as follows:

RING ROAD

An existing service road to the north (approximately 5.5m wide) connects the site to Sinclair Road. This service road provides loading access to the SUB, but is not currently wide enough to accommodate UNFS vendor delivery vehicles. Upgrades to the service road will be necessary, including widening at the junction to Sinclair Road and at each 90 degree turn. Alternative delivery access to the SUB and Halpern Centre will be considered during the road upgrades.

The project will include a raised loading dock with an exterior covered area to minimize noise and visibility from the residences above.

The UNFS has confirmed that food service providers use WB-17 trucks for delivery vehicles.

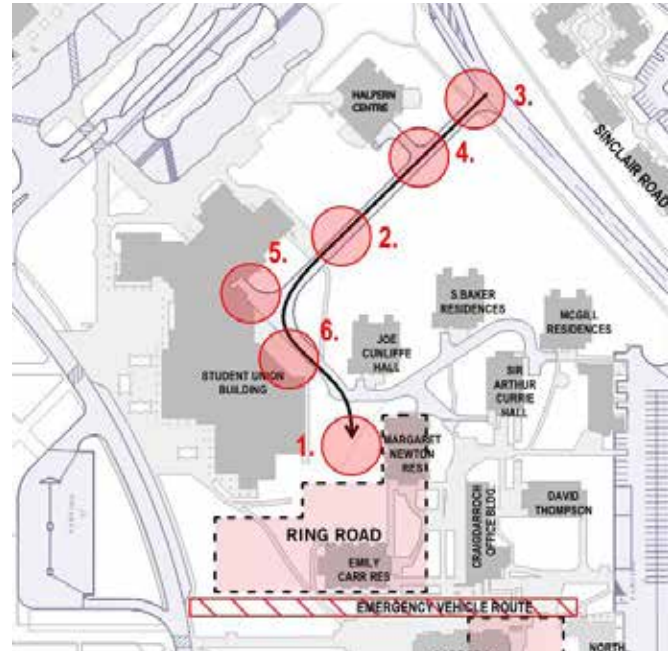


WB17 meters

Tractor Width	: 2.60	Lock to Lock Time	: 6.00
Trailer Width	: 2.60	Steering Angle	: 24.2
Tractor Track	: 2.60	Articulating Angle	: 70.0
Trailer Track	: 2.60		

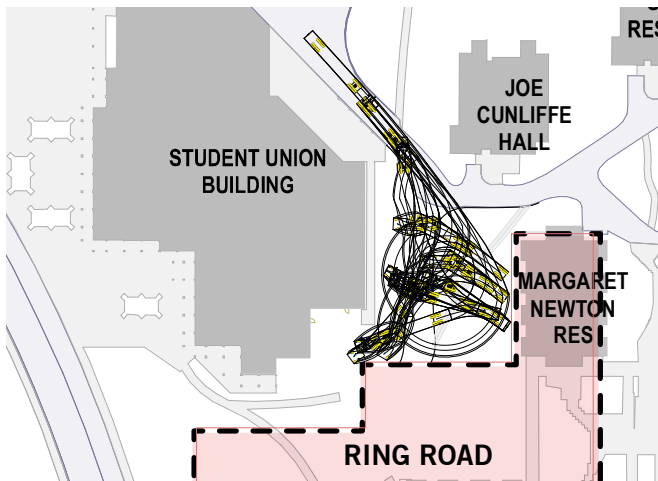
Standard Truck Sizes

Truck Designation	Overall Length		Trailer length		Loading Space Class
	m	ft	m	ft	
SU9	9.1	29.9	n/a	n/a	B
HSU	11.5	37.7	n/a	n/a	C
WB12	15.2	49.9	10.6	34.8	C
WB15	16.7	54.8	11.6	38.1	C
WB17	19.5	64	14.3	46.9	C
WB20	22.7	74.5	17	55.8	C



Ring Road Service Access diagram

1. Ring Road site loading dock location.
2. Re-configuration of service road (5.5m wide) from Sinclair to RR site.
3. Potential construction access for Ring Road site.
4. Halpern Centre loading dock. Service vehicles / deliveries to SUB should avoid disruption during reconfiguration of road.
5. SUB loading dock. Service vehicles / deliveries to SUB should avoid disruption during reconfiguration of road.
6. SUB emergency generator.



Ring Road loading area truck turning radius study.



CADBORO

Currently, delivery vehicles use Parking Lot 5 (PL5) to access Cadboro Commons from Sinclair Road. This creates conflict between pedestrians, vehicles and delivery trucks. However, with the relocation of the commercial kitchen to Ring Road, food service delivery trucks will no longer require access to Cadboro. With less frequent deliveries, catering trucks will continue to use Sinclair Road and PL 5 to access the site. Loading should be at grade.

Bicycle Parking

Secure, indoor bicycle parking for residents is identified in the Residence Housing and Support Program. In addition to this requirement, provision of bicycle parking for visitors and non-residents should be provided near the building.

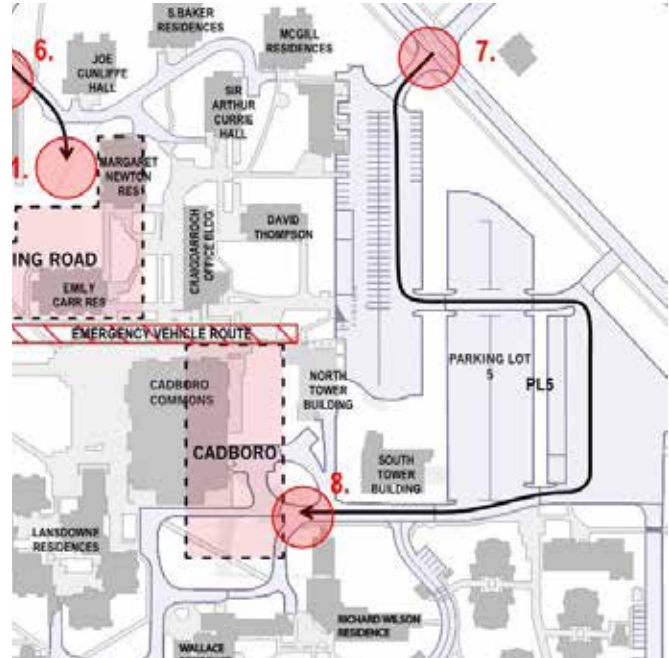
Emergency Vehicles

Emergency access is required to the front entrance of all buildings per BC Building Code and the Promenade design should accommodate emergency vehicle access. Specific requirements should be coordinated with the City of Saanich Fire Department.

Security

The design should balance ease of access for residents with high security from unauthorized non-residents. In particular, access to any non-resident spaces must not in any way compromise the privacy and security of residential areas.

Dedicated elevators for residence should be provided to prevent public access to residence only floors. A dedicated, secure entrance for the residents in the building should be provided, with a separate circulation system for resident areas.



Cadboro Service Access diagram

7. Entrance to Parking Lot 5 from Sinclair Road.

8. Cadboro Site loading dock.

Universal Access

The facility should be designed with universal access for all users of all abilities and genders. All building users should be able to access and use any part of the building. Accessibility requirements at UVic include a turning diameter of 2250mm in all public areas.

Building Systems and Services

Design of building systems and services is to be coordinated with FMGT early in the design process and meet all appropriate standards and guidelines, including UVic's Design Guidelines. Access routes and dimensions, including all turning angles and door clearances, are to be designed to facilitate any maintenance work and future replacement of equipment and parts. Mechanical space requirements should be determined early to ensure that adequate and safe access to all equipment is possible.

STUDENT HOUSING AND SUPPORT 3.0



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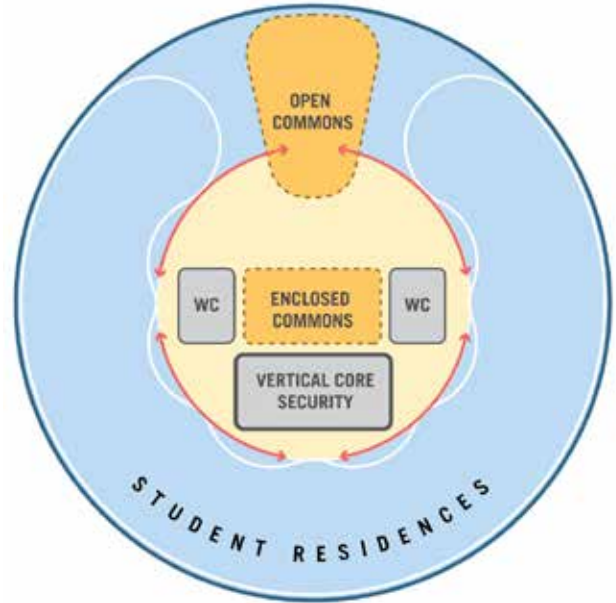
3.1 COMMUNITY CONCEPT

Community development is the foundation of effective Student Housing. Strong communities are developed through the careful design of size, space and the quality of programs and services that are offered to community members.

In student residences, well designed physical space, in combination with an appropriate student staff / resident ratio, is an essential element in building smaller communities within the large one.

At UVic, each community will have common features:

- A strong identity created through people and place
- Consistent ratio of Community Leaders : Students
 - 1:38 to 1:40 for student singles
 - 1:40 for student pods
- Consistent ratio of Washrooms : Students
 - 1:3.8 to 1:4 for student singles
 - 1:3.3 for student pods
- Provision of 7.5% accessible student bedrooms and washrooms
- Provision of shared common space(s)



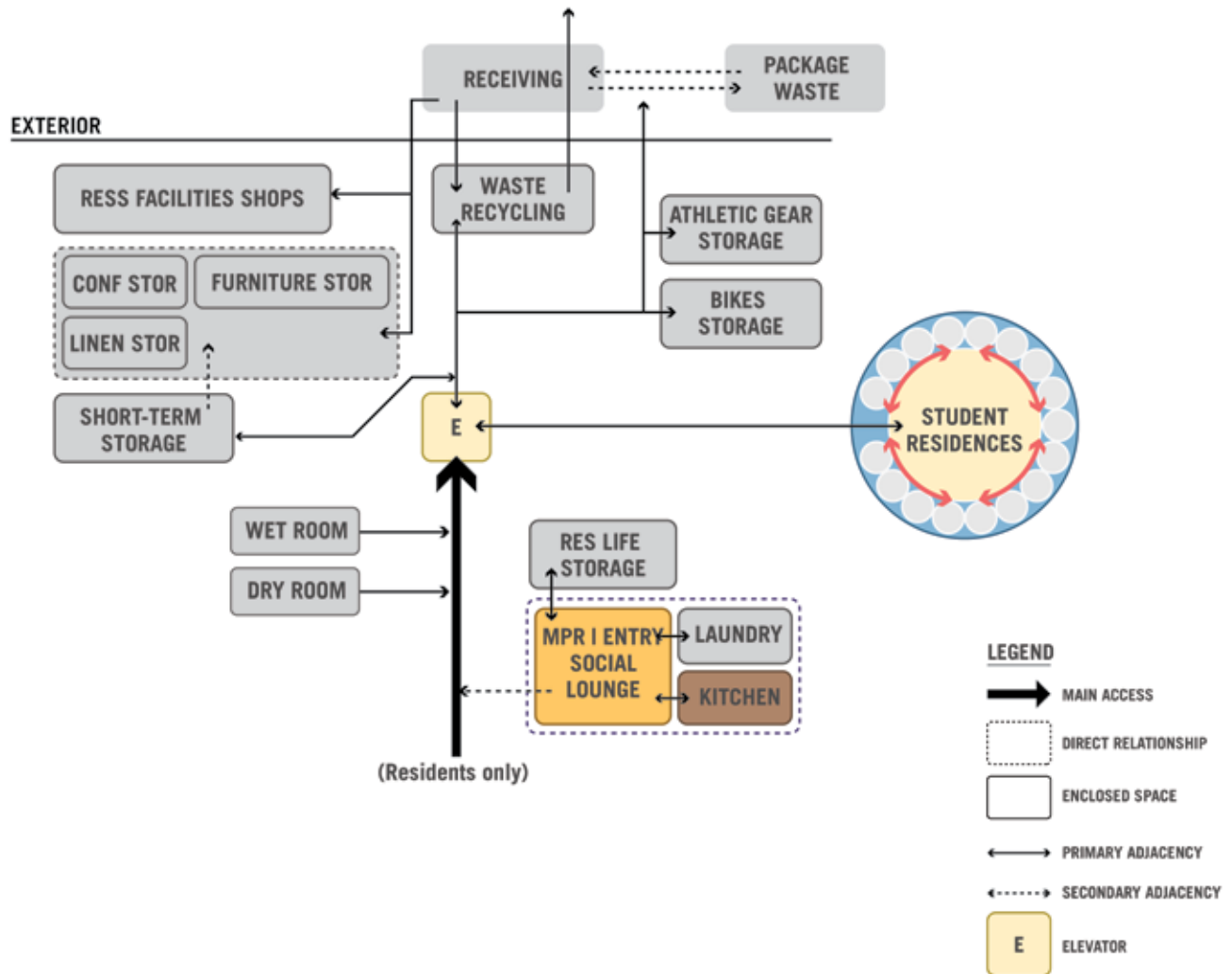
Community Concept Diagram



3.2 ADJACENCIES

The relationship between student housing and support functions is the same on both the Ring Road and Cadboro sites.

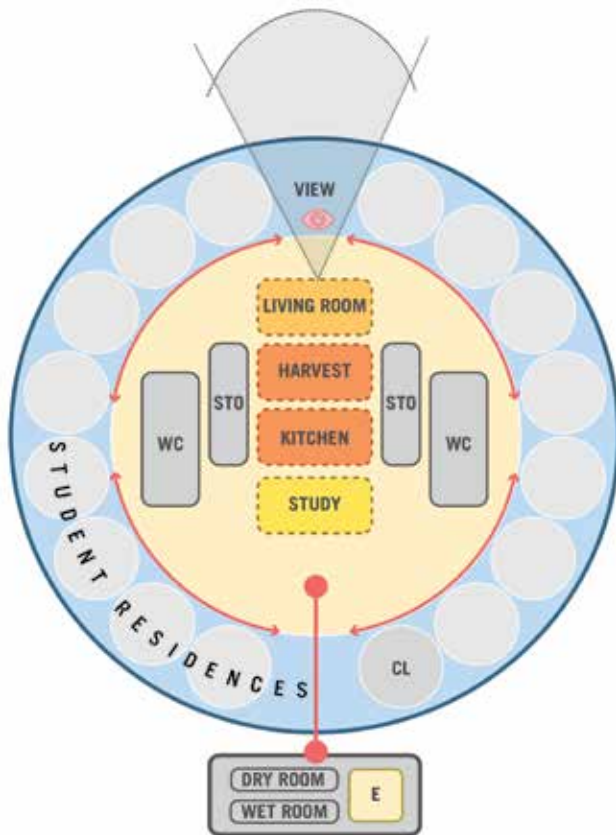
Student residences should be located above ground level to provide an adequate and appropriate space location for shared common uses at the entry, services and support needs, and other programs. Residences located above ground level will help foster a sense of safety and security through increased privacy and controlled entrances.



3.3 PROGRAM COMPONENTS

I.00 STUDENT POD RESIDENCES

	Base Program			Ring Road Site			Cadboro Site			
	Qty	Unit NSF	NSF	NSM	Qty	NSF	NSM	Qty	NSF	NSM
1.00 STUDENT POD RESIDENCES					0	0	0	41,240	3,831	200
1.10 40-Bed Pods	1		8,248	766.3	0	0	0.00	0	5	41,240 3,831.32 200
1.11 Single Bedrooms	36	100	3,600	334.5						
1.11a Accessible Bedroom	4	135	540	50.2						
1.12 Living Room	1	720	720	66.9						
1.13 Dining	1	754	754	70.0						
1.14 Kitchen	1	474	474	44.0						
1.15 Storage Cupboards	1	301	301	28.0						
1.16 Study Rooms	4	150	600	55.7						
1.17 Washroom ratio at 1:3.3	1	1,259	1,259	117.0						



POD Community Concept Diagram



Student Pod Residences are self contained community units with shared kitchen, washroom, living and dining and individual private bedrooms.

- Each pod is a complete community, with the CL living within the pod.
- Semi-private shared spaces will be centrally located within the unit to maximize social interaction and separate noisy and quiet areas.
- The kitchen, dining, and living areas will be designed as open concept, with clear sight lines and flow from one space to the next. Kitchens should maximize counter space, and cooking areas that support socialization.
- Students will provide their own dishes, cooking utensils, pots, pans and cutlery.
- As much as possible, bedrooms will be physically separated from the shared spaces for acoustic privacy, yet still remain visually connected to the main social space. Locating glazed doors between the bedroom areas and the social space is desirable.
- All bedrooms will be single occupancy.
- The washroom ratio is 1:3.3 with separate shower rooms and toilet / sink rooms, except for accessible washrooms, which should be fully integrated.
- A transition zone in the form of an elevator lobby should be provided at the entrance to the unit for security between public (elevator) and private space (pod).



- Legend:**
- | | |
|----------------------|-----------------------|
| 1. Elevator Lobby | 5. Dining |
| 2. Elevator | 6. Living Room |
| 3. Kitchen | 7. Study Room |
| 4. Storage Cupboards | 8. Bedroom |
| | 9. Accessible Bedroom |

POD Community Concept Plan

Living Room

Large open space with flexible furniture located adjacent to the front door and the elevators to each Pod Community. The Living Room should also have adjacency to the Harvest Tables and the Kitchen.

Dining

Large open space with modular furniture (harvest tables) that can adapt to differing group sizes. The dining area should be adjacent to the House Kitchen and Storage Cupboards, with proximity to the Living Room.

Kitchen

Open space near the entry, located either on the ground level or off the elevator on an upper level, depending on the site. The House Kitchen should be adjacent to the Harvest Tables and Storage Cupboards, with proximity to the Living Room. The House Kitchen should provide ease of access to equipment and storage millwork.

Storage Cupboards

Provide secure, lockable half height storage cupboards (millwork or lockers, 18"deep x 24"wide) for each resident, in near proximity to the kitchen. If possible integrate lockable storage cupboards into the kitchen upper and lower cabinets. A counter should be provided for students to temporarily set supplies that are in transit within this space.

Study Rooms

Enclosed and focused room for up to 5 students at a table with a whiteboard, Study Rooms should be located along internal circulation passages in the Singles Community. Furniture should be flexible.



Example of "great room" open plan with flow from kitchen to dining. Cornish Seattle College.



Harvest Tables in dining area used for studying, socializing and eating. Holyrood Residence, University of Edinburgh.

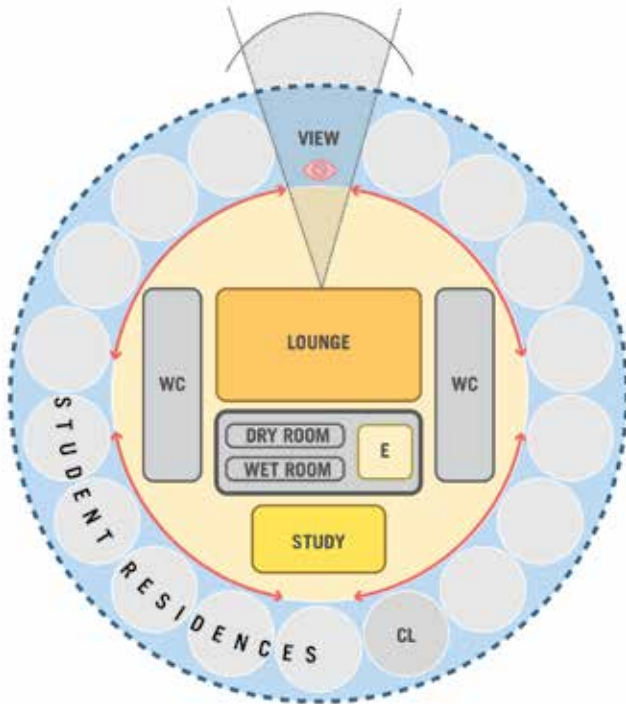


Example of study room. Bentley Student Centre.



2.00 STUDENT SINGLES RESIDENCES

	Base Program				Ring Road Site				Cadboro Site			
	Qty	Unit NSF	NSF	NSM	Qty	NSF	NSM		Qty	NSF	NSM	
					Beds				Beds			
2.00 STUDENT SINGLES RESIDENCES					66,776	6,204	418		25,836	2,400	164	
2.10 Single Bedrooms	1	100	100	9.3	374	37,400	3,474.57	374	148	14,800	1,374.96	148
2.20 Single Bedrooms (Accessible)	1	135	135	12.5	33	4,455	413.88	33	12	1,620	150.50	12
2.30 1-Bed Apartments	1		347	32.2	7	2,429	225.66	7	0	0	0.00	0
2.31 Single Bedrooms	1	102	102	9.5								
2.32 Living Room	1	73	73	6.8								
2.33 Kitchen / Dining	1	80	80	7.4								
2.34 Washroom	1	50	50	4.6								
2.35 Corridor	1	42	42	3.9								
2.40 1-Bed Apartments (Accessible)	1		486	45.2	4	1,944	180.60	4	4	1,944	180.60	4
2.41 Accessible Bedroom	1	135	135	12.5								
2.42 Living Room	1	110	110	10.2								
2.43 Kitchen / Dining	1	110	110	10.2								
2.44 Washroom	1	86	86	8.0								
2.45 Corridor	1	45	45	4.2								
2.50 Floor Commons	1		1,868	173.5	11	20,548	1,908.97		4	7,472	694.17	
2.51 Lounge	1	431	431	40.0								
2.52 Study Room	2	194	388	36.0								
2.53 Washroom ratio at 1:3.8	10	105	1,049	97.5								



Singles Community Concept Diagram

Student Singles Residences are first year communities. Each community is comprised of approximately 40 private bedrooms, with shared bath and lounge. Students who live in these communities are on a meal plan. The following room types make up the singles community:

- Single student bedrooms are secure private bedrooms that are grouped in communities of approximately 40 students. Bedrooms require close proximity to washrooms and near adjacency to the floor common spaces.
 - Each community has access to a dedicated floor lounge.
 - The washroom ratio is 1:3.3 with individual shower rooms and toilet / sink rooms, except for accessible washrooms, which should be fully integrated.
- 1 Bedroom Apartments are secure private apartments that are located within each community. The open plan Living/Kitchen area should provide the entry to the apartment. Accessible one bedroom apartments are provided for students with special needs.
 - Accessible units should be distributed evenly among the singles communities.
 - Locate bedroom units away from noisy areas.
 - The washroom ratio is 1:1.
- The washroom program component should be directly adjacent to the Student Bedrooms. The program should be organized to have toilets and sinks in the same room, separate from individual rooms for showers. This approach to isolating plumbing fixtures is intended to provide improved access and flexibility during peak hours of demand.



- Legend:**
- | | |
|-----------------|-----------------------|
| 1. Floor Lounge | 4. Accessible Bedroom |
| 2. Study Room | 5. Studio |
| 3. Bedroom | 6. Elevator |
| | 7. Elevator Lobby |



Lounges

A lounge should be located within each Singles Community. Lounges are semi-public shared social spaces with flexible furniture, and they serve as the prime location to hold informal community meetings, social gatherings or for students to socialize outside their bedrooms.

- The primary purpose is for informal use, but may be used for study and residence life programming.
- Locate within each singles community in a visible and easy to access area from the elevator lobby; walls into the corridor should be glazed to maximize transparency.
- Floor lounges should be day-lit, welcoming and comfortable.
- Floor lounges will each contain an alcove for vacuum cleaner storage for student use.



Floor lounge ©Michael Elkan

Study Rooms

Enclosed and focused room for up to 5 students at a table with a whiteboard, Study Rooms should be located along internal circulation passages in the Singles Community. Furniture should be flexible.



Example of study room with flexible furniture. University of Albany Business School. ©Anton Grassl

3.00 STUDENT COMMON SPACES

	Base Program				Ring Road Site			Cadboro Site		
	Qty	Unit NSF	NSF	NSM	Qty	NSF	NSM	Qty	NSF	NSM
3.00 STUDENT COMMON SPACES					2,450	228		2,450	228	
3.10 Entry / Ground Level Commons										
3.11 Multipurpose Room / Entry Social Lounge	1	1,650	1,650	153.3	1	1,650	153.29	1	1,650	153.29
3.12 Res Life Storage	1	400	400	37.2	1	400	37.16	1	400	37.16
3.13 House Kitchen	1	400	400	37.2	1	400	37.16	1	400	37.16

The Student Common Spaces are organized into identities that are ideally located on the Ground Level locations and those spaces that require direct adjacency to the Residential Levels.

Multi-Purpose Room | Entry Social Lounge

Located adjacent to the ground floor main entry to the residences, the MPR | Entry Social Lounge should be flexible for different uses.

- Bookable room used for study, meeting and social activities for residents.
- Provide transparency between the elevator lobby and the MPR | Entry Social Lounge, and maximize daylighting.
- The final configuration and distribution of space will be finalized during Stage 2.
- A dividing partition may be desirable to provide flexibility in room use and will be finalized during Stage 2 .



Transparency at Multi-purpose room | Entry Social Lounge connecting the indoor and the outdoor. ©Anton Grassl

RES Life Storage

An enclosed and secure room located near the building entry for storage of items needed or used by Residence Life.



House Kitchen

Located near the Multipurpose room either on the ground level near the main entry or off the elevator on an upper level.

- The House Kitchen should be adjacent to the Multipurpose Room, and may be close to the entry social lounge, depending on building organization.
- Provide ease of access to equipment and storage millwork. A bar with adequate length for 4 to 6 people should be provided.
- The kitchen is maintained by residence facilities.
- Room may be lockable, to be confirmed during design.



Natural light and seating choice provide flexibility in the Multipurpose room / Entry social lounge. ©Kevin Smith



Open kitchen with ample space for cooking and socializing. ©Anton Grassl

4.00 SERVICES

	Base Program			Ring Road Site			Cadboro Site			
	Qty	Unit NSF	NSF	NSM	Qty	NSF	NSM	Qty	NSF	NSM
4.00 SERVICES					4,754	442		3,570	295	
4.10 Laundry			24	2.2	16	386	35.85	14	336	31.22
4.20 Bike Storage			20	1.9	21	418	38.83	18	364	33.82
4.30 Building Support Storage										
4.31 Conference Season Storage		400	400	37.2	0.55	220	20.44	0.45	180	16.72
4.32 Linen Laundry Storage		600	600	55.7	0.55	330	30.66	0.45	270	25.08
4.33 Appliance Storage		400	400	37.2	0	0	0.00	1	400	37.16
4.34 Furniture Storage		1,000	1,000	92.9	0.45	450	41.81	0.55	550	51.10
4.35 Short-term Emergency Preparedness Storage		400	400	37.2	1.00	400	37.16	0	0	0.00
4.36 Athletic Gear Room		150	150	13.9	1.00	150	13.94	1	150	13.94
4.40 Handy Person RESS Facilities Room		1,000	1,000	92.9	1.00	1,000	92.90	0	0	0.00
4.50 Housekeeping Rooms										
4.51 Wet Room		30	30	2.8	12	360	33.45	11	330	30.66
4.52 Dry Room		40	40	3.7	12	480	44.59	11	440	40.88
4.60 Floor Support Spaces										
4.61 Equipment Storage		150	150	13.9	1	150	13.94	1	150	13.94
4.62 Student Vacuum Closet		1	10	0.93	1	10	0.93	0	0	0.00
4.70 Loading and Service										
4.71 Central Waste / Recycling		400	400	37.2	1	400	37.16	1	400	0.00
4.72 Receiving (exterior)		400	400	37.2	1	0	0.00	0	0	0.00
4.73 Package Waste (exterior)		0	0	0.0	1	0	0.00	1	0	0.00

The Services program components required for Student Housing can be primarily located at a Ground Level. Program components that require direct adjacency to the Residential Levels include the Housekeeping Shacks, and the Floor Support spaces. Laundry is most appropriately located on the Ground Level.

Laundry

An open space adjacent to the Multipurpose Space or House Kitchen, depending on the site. Ideally this program remains an open space to encourage a social environment, but with adequate separation for acoustics where needed.

- Cleaning or minimizing dust / debris behind and around machines needs to be considered in the layout.



Residential laundry facilities.



Bike Storage

An enclosed and secure room on the ground level adjacent to the exterior. Preferred organization is to provide an access door to Bike Storage from the exterior, and an internal door from the Bike Storage room to the elevator lobby.

- Provide high density, wall mounted bicycle racks, with provision for conventional bike racks that suit heavier bicycles and electric bicycles.
- Fume extraction is necessary to exhaust smells from gear.
- RESS target for secured, interior bike storage is 5% of building occupants. However, to meet LEED requirements, long term bicycle storage must be provided for a minimum of 30% of residents. Long term bicycle storage is defined as secure, covered storage within 100m of the building entry. This area may need to be found in the gross up.



*Secure Bike storage with visibility into residence corridor.
©Anton Grassl*

Athletic Gear Storage

Enclosed room with a wall of lockers to store resident athletic equipment (ie. hockey, football, etc). Lockers to be approximately 3 ft tall by 2 feet wide by 3 feet deep.

This room should be available to residents who live outside the building as well as residents who live inside the building.

Building Storage

The individual storage components to support the building should be adjacent to each other on the ground level near the receiving and dock area.

- Conference Season Storage – An enclosed and secure room on the ground level adjacent to other storage and service programs. Storage items include pots, pans, and dish sets to support the building when it hosts conferences.
- Linen Laundry Storage – An enclosed and secure room on the ground level adjacent to other storage and service programs. Storage items include conference linens and shower curtains. In addition to storage items, the room will include staff laundry machines.
- Appliance Storage – An enclosed and secure room on the ground level adjacent to other storage and service programs. Stored appliances are the 2% replacement inventory for student residence communities that have kitchens.
- Furniture Storage – An enclosed and secure room on the ground level adjacent to other storage and service programs. Stored furniture is the replacement inventory for student residences.

Handy Person Facilities Room

An enclosed and secure room on the ground level adjacent to other storage and service programs. The Facilities Shops are located within the Singles Communities.

- The shop is to be used as a storage room for maintenance materials such as hand tools, small power tools, paint, and extra building materials (flooring, ceiling tiles).
- Light carpentry work or repairs may also take place in this room.
- This room is only accessible to staff.

Housekeeping Rooms

The rooms to support housekeeping staff in the building will be collocated on each floor level for operational efficiency.

- Wet Room – An enclosed and secure room on each floor level adjacent to the Dry Room and the elevators. The Wet Room provides a service sink and supplies for Housekeeping staff.
- Dry Room – An enclosed and secure room on each floor level adjacent to the Wet Room and the elevators. The Dry Room provides inventory supplies for Housekeeping staff.

Floor Support Spaces

These program components are required to provide support for maintaining and servicing the floor common spaces.

- Equipment Storage – An enclosed and secure room on one of the upper floor levels adjacent to the elevators.
- Student Vacuum Closet – An open alcove within the Floor Lounges in the Single Communities.

Loading Dock and Service

These program components are required to provide access for incoming and outgoing inventory, waste, and recycling.

- Central Waste / Recycling – An enclosed and secure room on the ground level adjacent to the loading dock and exterior.
- Receiving (exterior) – An exterior dock area for receiving inventory for the building through a secure access point into the building.
- Package Waste (exterior) – An exterior area for the storage of package waste, adjacent to the Receiving dock.



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FOOD SERVICES 4.0



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4.1 OVERVIEW

The food services component, which includes a new 600 seat dining hall, commercial kitchen and commissary is intended to replace Cadboro Commons as the residence dining hall. The servery will substantially increase the food offerings from the current Cadboro dining hall, with healthy, ethnic and include a teaching cooking area.

Located at the intersection of Ring Road and the Grand Promenade, the program will bring activity and vibrancy, welcoming the campus into the residence precinct. Primarily serving residents on a meal plan, the dining hall will be open to the campus community, supporting a variety of food offerings on campus.



Open Kitchen at Orchard Commons © Lisa Logan



4.2 ADJACENCIES

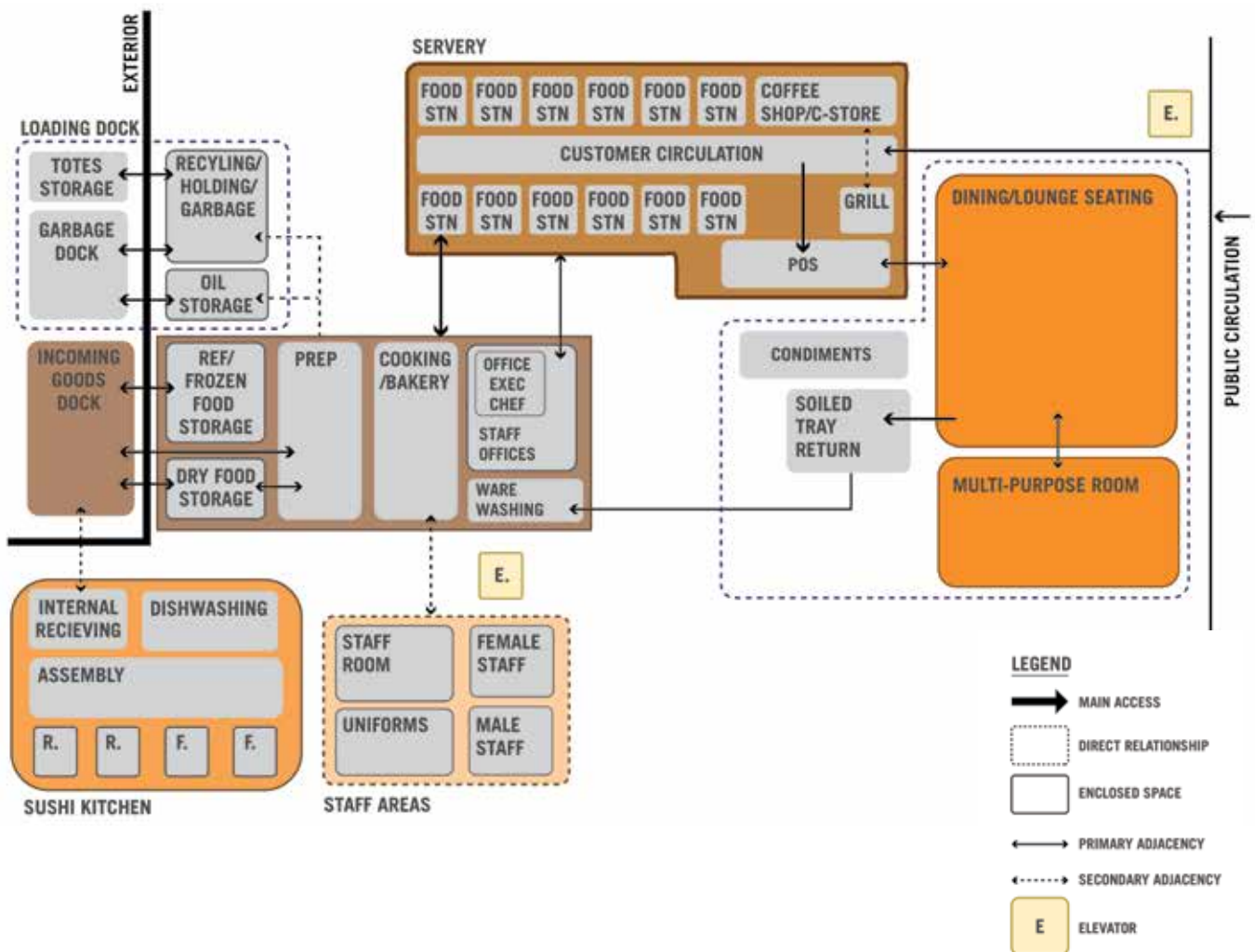
The food services programming has the opportunity to activate the residence precinct and unlike the current Cadboro Commons, create a public facing program for the new facility. With this in mind, the food services publicly accessible spaces should be organized along Ring Road and the Grand Promenade, be welcoming, day-lit and visually interesting to create an invitation to the broader campus community.

Food services will include a Main Kitchen with back of house areas for receiving/loading, storage, preparation, production and dishwashing. The main kitchen will support the retail food program including the servery in the new residence building, catering and

some commissary type support for other venues on campus. Staff offices and support spaces for the on-site kitchen and dining hall will also be provided. Food services will also include a dining hall, servery and dedicated Sushi Kitchen.

While the preferred and most efficient layout of the entire food services component is to locate all spaces on the same (ground) level, it may be necessary to move some functions onto another floor due to site restrictions. Detailed planning and organization of spaces to be confirmed during the design phase.

A UNFS dedicated service elevator should be provided for any functions that are located on another floor.



4.3 PROGRAM COMPONENTS

5.00 DINING

RING ROAD

	Unit			Metric		Imperial	
	Qty	Unit SM	Unit SF	Qty	NSM	Qty	NSF
				Total Seats		Total Seats	
5.00 DINING				1,429	600	15,377	600
5.10 Seats	1	1.6	17	550	869	550	9,350
5.20 Seats, lounge type	1	1.8	19	50	90	50	969
5.30 Condiments	1	20	215	1	20	1	215
5.40 Soiled tray return/waste	1	20	215	1	20	1	215
5.50 Multi purpose room	1	1.5	16	200	300	200	3,230
<i>Dining Internal Efficiency (10%)</i>				1	130	1	1,398

Seating

A 600 seat seating area to be used by residents and the campus community. Located in a public facing area on the ground floor, the dining hall should be flexible to accommodate informal study and socialization after hours. The dining hall can be separated onto two levels, depending on the building planning; both levels should be visually and physical connected with an open stairway and supported by a dedicated public elevator.

- 550 seats are dedicated tables and chairs.
- 50 seats in the form of lounge style seating should be located close to the café / c-store.
- The condiment area should be located in the dining hall, outside of the servery.



Example of dining hall showing variety of seating types and proximity to exterior entry. ©Michael Elkan

Soiled Tray Return

The tray return area, and any waste separation zone should be located adjacent to the dining hall in an obvious but discrete area, ideally located in the most common exit path(s) from the seating area. Student or staff sorting of composting, recyclables and trash from soil return trays has not been confirmed, it is therefore imperative to plan tray return areas flexible to accommodate tray sorting onto carts as well as onto a motorized conveyor.



Multi-Purpose Room

A 200 seat bookable space adjacent to the dining hall that will be used by conferencing for the short term construction period, and as overflow and expansion space for dining in the long term. The room should be accessible from the public corridor and the dining hall, and designed for physical and acoustic separation from adjacent spaces for independent operation. Power is required for portable hot boxes. AV infrastructure to be confirmed during detailed design.



Example of Multi-Purpose Room showing flexible furnishings and simple finishes, suitable for dining expansion or meeting space. ©Raul Garcia

6.00 SERVERY

RING ROAD

	Unit			Metric		Imperial	
	Qty	Unit SM	Unit SF	Qty	NSM	Qty	NSF
6.00 SERVERY				803		8,650	
6.10 Servery Platforms							
6.11 <i>Made to order sandwiches</i>	1	25	270	1	25	1	270
6.12 <i>Salad/soup/smoothies/crepes</i>	1	45	485	1	45	1	485
6.13 <i>Ethnic/Specialty</i>	1	45	485	1	45	1	485
6.14 <i>Grill/Hot food/24 hour</i>	1	60	645	1	60	1	645
6.15 <i>Vegetarian</i>	1	20	215	1	20	1	215
6.16 <i>Pizza</i>	1	35	380	1	35	1	380
6.17 <i>Display cooking</i>	1	30	320	1	30	1	320
6.18 <i>Flex station/pop-up/teaching</i>	1	60	645	1	60	1	645
6.19 <i>Gluten Free/Allergen</i>	1	30	320	1	30	1	320
6.20 <i>Breakfast bar</i>	1	15	160	1	15	1	160
6.21 <i>Hot beverages/baked goods</i>	1	15	160	1	15	1	160
6.22 <i>Cold beverages</i>	1	10	110	1	10	1	110
6.23 <i>Grab and go</i>	1	15	160	1	15	1	160
6.24 <i>Customer Circulation</i>	1	1.9	20	120	223	120	2,400
6.30 Points of Sale							
6.31 <i>Cashier stations, double</i>	1	18	195	3	54	3	584
6.32 <i>Cashier stations, single</i>	1	10	110	1	10	1	110
6.40 <i>Coffee shop/Convenience Store/24 hour</i>	1	111	1,200	1	111	1	1,200

Servery

Food stations should be provided around a customer circulation area, with space for lineups at each station. The servery should have one entrance and a separate exit with cash registers. The servery should be designed to maximize flows throughout, and avoid pinch points during meal times.

Detailed requirements for each station and the servery / cash flow will be developed during detailed design. Peak times within the servery are estimated to be at lunch and dinner. The lunch and dinner periods span several hours however, peak capacity at a busy one hour lunch period (i.e. 12:00pm to 1:00pm) and one hour dinner period (i.e. 6:00pm to 7:00pm) are anticipated to influence service, circulation, customer queuing and cashier throughput. The busy one hour periods at lunch and dinner are anticipated to have approximately 100-120 customers within the customer circulation area at any one time.

Placement of the food stations and cashier areas will need to consider these peak service needs to maximize efficiency. Similarly, space dedicated to items such as hot and cold beverages and grab and go items may need to be separated into multiple areas for convenience and efficiency of customers.

Flex Station / Pop-up Teaching

The Flex Station / Pop-up Teaching will be integrated into the overall servery but will be flexible in design to support a rotating menu. The Flex Station / Pop-up Teaching will be as self-sufficient so that it can be operated by either UNFS or, if warranted, by a temporary/guest chef or restaurant. Equipment will be flexible to cook a variety of food types and will enable customers to purchase a complete meal (i.e. beverage) as well. This station will also be designed so that it can function as a teaching area during off-peak periods.



Grill / Hot Food / 24 Hour

The Grill / Hot Food / 24 Hour station will be integrated into the overall servery area but should be positioned so that it can be operated independently while the rest of the servery is closed. This should be ideally located near the Coffee shop/Convenience Store.

Coffee Shop / Convenience-store

Operated by UNFS, the coffee shop and convenience-store should be located adjacent to the servery, with exterior access. No cooking equipment is required. Ideally, the Coffee Shop/Convenience-store is situated near the grill/hot food station within the servery to allow UNFS the ability to also open this food station for longer periods in order to maximize food offering to students throughout the day. Design should consider operational flexibility and the ability to close the convenience-store off from the dining hall.

Customer Circulation

Customer circulation will be integrated into the overall servery area but should be positioned so that it can be operated with flexible operating hours while the rest of the servery is closed. This should be ideally located near the Coffee shop/Convenience-store.



Example of teaching kitchen at University of Washington with counter seating.

7.00 KITCHEN AND BACK-OF-HOUSE

RING ROAD

	Unit			Metric		Imperial	
	Qty	Unit SM	Unit SF	Qty	NSM	Qty	NSF
7.00 KITCHEN AND BACK-OF-HOUSE					1,137		12,272
7.10 Service Dock							
7.11 <i>Incoming goods dock</i>	3	12	130	3	36	3	390
7.12 <i>Garbage dock</i>	1	12	130	1	12	1	130
7.13 <i>Recycling/holding</i>	1	12	130	1	12	1	130
7.14 <i>Surface to dock access</i>	2	4	40	2	8	2	80
7.15 <i>Oil storage</i>	1	8	85	1	8	1	85
7.16 <i>Recycling totes storage (inside)</i>	1	28	300	1	28	1	300
7.16.1 <i>Recyclables totes storage</i>							
7.16.2 <i>Glass totes storage</i>							
7.16.3 <i>Paper totes storage</i>							
7.16.4 <i>Recycling/refundables</i>							
7.16.5 <i>Soft styrofoam/soft plastics</i>							
7.16.6 <i>Cardboard bin</i>							
7.17 <i>Internal receiving area</i>	1	10	110	1	10	1	110
7.20 Office, Receiving	1	11.2	121	1	11	1	121
7.21 Decasing/breakdown area	1	19	205	1	19	1	205
7.30 Dry food storage	1	85	915	1	85	1	915
7.40 Catering equipment storage	1	32	345	1	32	1	345
7.50 Non food storage	1	37	400	1	37	1	400
7.60 Refrigeration							
7.61 <i>Refrigerator, beverage</i>	1	22	236	1	22	1	236
7.62 <i>Refrigerator, meats/dairy</i>	1	18	190	1	18	1	190
7.63 <i>Refrigerator, produce</i>	1	18	190	1	18	1	190
7.64 <i>Refrigerator, general</i>	1	18	190	1	18	1	190
7.65 <i>Refrigerator, cook's</i>	1	19	205	1	19	1	205
7.66 <i>Refrigerator, catering</i>	1	32	345	1	32	1	345
7.67 <i>Freezer, general purpose</i>	1	24	260	2	48	2	520
7.70 Food Prep + Production							
7.71 <i>Preparation, raw food</i>	1	24	260	2	48	2	520
7.72 <i>Cold food preparation/portioning</i>	1	55	590	2	110	2	1,180
7.73 <i>Cooking, bulk food</i>	1	115	1,240	1	115	1	1,240
7.74 <i>Catering assembly/prep/cart staging</i>	1	45	485	1	45	1	485
7.75 <i>Catering beverage station</i>	1	11	120	1	11	1	120
7.76 <i>Bakery</i>	1	45	485	1	45	1	485
7.77 <i>Blast chilling</i>	1	6	65	1	6	1	65
7.78 <i>Ice production</i>	1	9	100	1	9	1	100
7.80 Washing + Custodial							
7.81 <i>Pot washing</i>	1	23	250	1	23	1	250
7.82 <i>Dishwashing</i>	1	75	810	1	75	1	810
7.83 <i>Organic waste handling/digestor</i>	1	10	110	1	10	1	110
7.84 <i>Janitor stores</i>	1	10	110	1	10	1	110
7.85 <i>Chemical stores</i>	1	5	55	1	5	1	55
7.86 <i>Cart washing</i>	1	5	55	1	5	1	55
<i>Kitchen and BoH Internal Efficiency (15%)</i>				<i>1</i>	<i>148</i>	<i>1</i>	<i>1,601</i>



Spaces and layout of the kitchen and back of house areas will be developed during detailed design.

The kitchen is a high volume production kitchen supporting four primary customers:

- Residences – assume 4,500 meals per day.
- Degrees catering – food preparation for delivery to various food service venues across campus, and conferencing.
- Commissary support for other retail food venues on campus including a refrigerated preparation and portioning area.
- Sushi Kitchen – a self-contained space used for sushi preparation, delivered to various food service venues across campus.

Preparation and Cooking Areas

Separate preparation areas will be provided for raw and cooked foods in order to avoid possible cross contamination. The cold food preparation/portioning area that will provide commissary support for the cafeteria other on-campus venues will be refrigerated to maximize food safety.

The bulk food cooking and bakery area will include high volume, large batch equipment supported by an NFPA exhaust hood system. A blast chilling area is also included to support batch cooking.

A main ice production area is included in the main kitchen to support equipment such as the salad bar and catering.

Catering Food Preparation

The main kitchen will support special events and catered functions. Dedicated storage for catering equipment (i.e. chafing dishes, service utensils) and refrigerated foods (i.e. sandwich/fruit trays) is provided. Bulk cooking for catered events is integrated into the overall production space of the main kitchen and is supported by a dedicated area for assembly of catering food, carts etc. – Catering production will take place in the commercial kitchen area.

Storage Areas

A variety of dry, equipment, refrigerated and frozen storage areas will be provided within the kitchen and back of house areas. Doors into these spaces should where possible allow for movement of pallets and should include sufficient circulation within the areas for temporary holding of pallets while they are being broken down and/or mobile carts. All refrigerated and frozen storage areas should be built with in or below slab insulation to avoid ramps into these spaces.

Washing and Custodial

Areas for pot washing and dishwashing are provided with high volume equipment such as a Pot Washer and flight type dishwasher. Equipment for processing organic food waste is also provided.

Loading and Service Area

The loading area is used for receiving food deliveries and for shipping food from Degrees Catering and the sushi kitchen. The loading area must be able to accommodate incoming and outgoing deliveries throughout the day.

- The design should separate clean (incoming goods and shipping food for catering) and dirty (waste and recycling pickup) uses.
- The exterior loading area should accommodate at minimum one WB-17 truck, and should be covered to provide visual separation from residences that may overlook the exterior loading area.
- 15 totes were assumed to be stored inside the building, remaining totes to be stored outside under a covered area. An interior area for holding used cooking oil, soft plastics and styrofoam for recycling is also provided. The exterior area should accommodate five recycling streams, including totes storage for glass, paper, metals and soft plastics / Styrofoam and cardboard. FMGT should be consulted during detailed design to ensure conformance with municipal requirements.
- A raised loading dock should be provided and must include a surface to dock ramp and stairs.

Ideally, the kitchen and back of house spaces are all be located on the same level.



8.00 STAFF OFFICES

RING ROAD

	Unit			Metric		Imperial	
	Qty	Unit SM	Unit SF	Qty	NSM	Qty	NSF
8.00 STAFF OFFICES				85		912	
8.10 Outlet/Site Specific Offices							
8.11 Office, Executive Chef	1	18.5	200	1	19	1	200
8.12 Office, Supervisors	1	11.2	121	2	22	2	241
8.13 Workstation, Sous Chef	1	6.5	70	1	7	1	70
8.14 Workstation, Cooks	1	6.5	70	1	7	1	70
8.15 Workstation, Admin/Asst	1	5.6	60	2	11	2	121
Subtotal Outlet/Site Specific Offices				65		702	
Office Suite Internal Efficiency (30%)				1	20	1	211

Staff offices should be organized as a suite to meet UVic Space Standards. Design should include a reception counter / workstation for the administrative assistants, which should be visible and easily accessible from a circulation corridor allowing visitors to enter the offices without necessarily entering inside the kitchen. The office area is accessible to staff and UNFS visitors (i.e. food vendors) only. A small meeting table should be provided in the Executive Chef office.

9.00 STAFF AREAS

RING ROAD

	Unit			Metric		Imperial	
	Qty	Unit SM	Unit SF	Qty	NSM	Qty	NSF
9.00 STAFF AREAS				105		1,126	
9.10 Male lockers/toilet/shower	1	28.0	300	1	28	1	300
9.20 Female lockers/toilet/shower	1	28.0	300	1	28	1	300
9.30 Uniform storage	1	8.0	85	1	8	1	85
9.40 Staff room	1	20.0	215	1	20	1	215
Subtotal Staff Areas				84		901	
Staff Areas Internal Efficiency (25%)				1	21	1	225

Change Room and Support Spaces

Each change facility should include:

- 40 half height lockers
- 2 toilets, 2 showers

Staff Room

- Table with seating for 12
- Computer counter
- Kitchenette with sink and microwave.

The staff areas can be on a different floor from the commercial kitchen and back of house areas.

10.00 SUSHI KITCHEN

RING ROAD

	Unit			Metric		Imperial	
	Qty	Unit SM	Unit SF	Qty	NSM	Qty	NSF
10.00 SUSHI KITCHEN					66		770
10.10 Internal receiving/entrance	1	5.0	54	1	5	1	54
10.20 Refrigerator, reach-in	1	6.0	64	1	6	1	64
10.30 Refrigerator, walk in	1	6.0	64	1	6	1	64
10.40 Freezer, reach in	1	4.0	42	1	4	1	42
10.50 Freezer, walk in	1	6.0	64	1	6	1	64
10.60 Assembly/packaging area	1	20.0	215	1	20	1	215
10.70 Dishwashing	1	8.0	90	1	8	1	90
<i>Subtotal Sushi Area</i>					<i>55</i>		<i>592</i>
<i>Shusi Area Internal Efficiency (20%)</i>				<i>1</i>	<i>11</i>	<i>1</i>	<i>178</i>

A separate and dedicated kitchen for sushi preparation will support a growing specialty business operation replacing the current undersized sushi kitchen. This kitchen will be self-sufficient in terms of storage, assembly/packaging and dishwashing.



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CONFERENCING 5.0



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5.1 OVERVIEW

The Conferencing program represents the space types required to operate a conference program that will efficiently generate revenue. The relationships and adjacencies between the public and private programs are essential to avoid overlaps in workflow and pedestrian usage.

The site will have direct adjacency to one of the three newly planned promenades, overarching measures to strengthen the physical framework of the campus. The new conference environment will support and enhance current campus meeting and conference need while also extending the opportunity to attract larger conferences. The site also requires adjacency to the exterior for receiving and service needs.



Pre-function area adjacent to conference rooms can be used as informal study space when not in use.



Classroom Style Meeting Room ©Anton Grassl

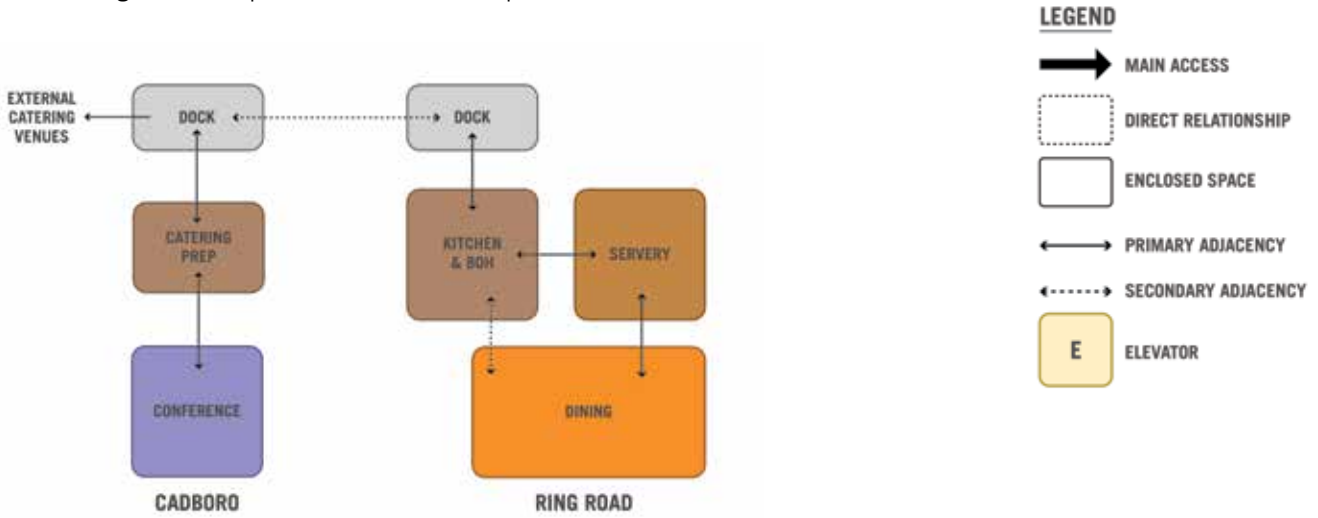


Banquet Style meeting room ©Ben Schneider



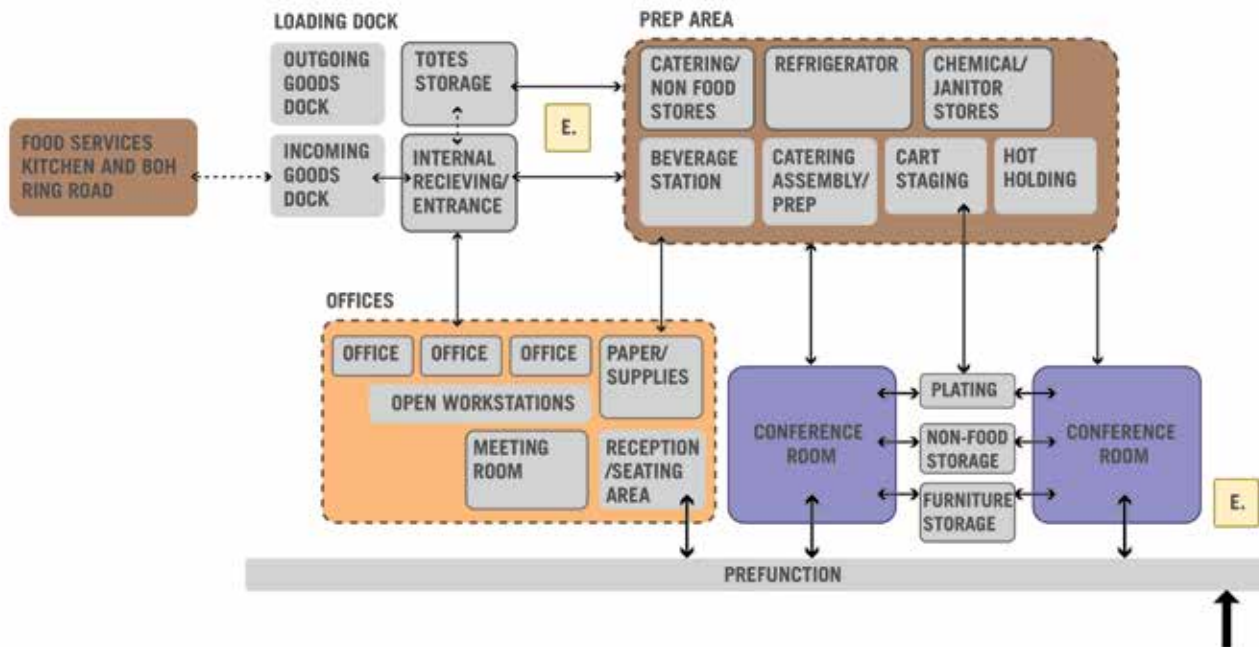
5.2 ADJACENCIES

Conferecing relationship to Food Services Component.



Initial preparation and cooking of food will take place in the commercial kitchen on the Ring Road site, and catering trucks will deliver the prepared foods to the Cadboro site. The conferencing prep kitchen will allow for final preparation, plating and staging of food. Staff access between the two sites will be external.

Conferecing Adjacencies



5.3 PROGRAM COMPONENTS

11.00 CONFERENCE

CADBORO

	Unit		Metric		Imperial		Seat Capacity		
	Qty	Unit NSM	Unit NSF	Qty	NSM	Qty	NSF	Banquet	Theatre
11.00 CONFERENCE				1,028		11,067		16	12
11.10 Classroom-style Meeting Room	1	74.0	797	2	148	2	1,593	100	133
11.11 Event / Banquet-style Meeting Room	1	595.0	6,405	1	595	1	6,405	400	534
11.20 Pre-function space	1	200.7	2,160	1	201	1	2,160		
11.30 Plating Room	1	25.0	269	1	25	1	269		
11.40 Furniture storage	1	37.2	400	1	37	1	400		
11.41 Non-food storage	1	22.3	240	1	22	1	240		

Conference Meeting Rooms

Publicly accessible, bookable meeting spaces for conferencing use. All rooms should be located with easy access to the main public entrance, in the podium of the building. If located above the ground floor, dedicated elevator and stair access should be provided for conferencing.

- All rooms to include moveable partitions at the centre of the space so that the room can be divided into two equally sized spaces for maximum flexibility.
- Ideal proportions are 1:2 to facilitate division, with the long wall opening onto a public corridor.
- The two classroom style meeting rooms are to be divisible into 2 rooms of 50 seats each.
- The event style meeting room is to be divisible into 2 rooms at 200 seats.
- All AV systems to be hardwired. Full AV requirements to be confirmed during design.
- Smaller rooms to be classroom style, larger event spaces to be suitable for banquets, weddings and conferences.
- Provide mobile lectern / podium; an AV projection room is not required.

Pre-Function Space

Public corridor / lounge / crush space and reception area adjacent to conference rooms. Pre-function should be located directly off the main entrance or elevator lobby, and provide a visual link to the conference rooms. Provide digital displays outside conference rooms.

Pre-function space may be available for informal or university functions during non-conference hours.

Storage Areas

Back-of-house storage support spaces for conferencing use. Furniture storage to store furniture (folding tables and chairs), non-food storage room to store AV equipment, mobile podium and beverage cooler. Locate with reasonable access to the loading entrance and elevator, and adjacent to conference rooms.



12.00 CONFERENCE CATERING PREP KITCHEN

CADBORO

	Unit			Metric		Imperial	
	Qty	Unit NSM	Unit NSF	Qty	NSM	Qty	NSF
12.00 CONFERENCE CATERING KITCHEN					183		1,968
12.10 Incoming goods dock	1	12	129	1	12	1	129
12.11 Outgoing goods dock	1	12	129	1	12	1	129
12.12 Totes storage (inside)	1	10	108	1	10	1	108
12.13 Internal receiving/entrance	1	10.0	108	1	10	1	108
12.20 Catering/non food stores	1	24	258	1	24	1	258
12.30 Refrigerator	1	14.0	151	1	14	1	151
12.31 Beverage station	1	11.0	118	1	11	1	118
12.32 Hot holding	1	9	97	1	9	1	97
12.40 Catering assembly/prep	1	35	377	1	35	1	377
12.41 Cart staging	1	17	183	1	17	1	183
12.50 Chemical/janitor stores	1	5	54	1	5	1	54
<i>Conference Catering Kitchen Internal Efficiency (15%)</i>					24		257

The conference catering prep kitchen is a back of house final preparation area for conferencing use. Back of house spaces should be located together within a suite of rooms. This space is intended for holding and assembly of food and beverage required for catering events. No cooking is anticipated. Depending on location, a dedicated service elevator may be necessary for back of house functions (if conferencing is not located on the ground level).

Incoming and Outgoing Goods Dock

Provide a loading dock sized to accommodate UNFS catering box trucks. A scissor lift may be required if trucks are not equipped with lifts. Dock should be adjacent to internal totes storage and have direct access to the internal receiving / entrance area. A back of house corridor should connect the loading dock to refrigeration, staging and assembly areas. The internal totes storage area should accommodate five 90 gallon roll out totes.

Storage Areas

A non-food storage room will be used to store liquor, china, flatware, skirting, linens and service utensils (chafers, coffee pots, etc).

Refrigeration

Walk in type refrigerator with capacity for two shelves plus mobile racks.

Hot Holding / Catering Assembly Preparation

Used for hot holding of pre-cooked foods awaiting final service and/or plating.

13.00 CONFERENCING OFFICES

CADBORO

	Unit			Metric		Imperial		Seat Capacity	
	Qty	Unit NSM	Unit NSF	Qty	NSM	Qty	NSF	Banquet	Theatre
13.00 CONFERENCING OFFICES					98		834		
13.10 Reception/seating area	1	12.0	130	1	12	1	130		
13.20 Office, Manager Conference/Catering	1	11.2	120	1	11	1	120		
13.21 Office, coordinators	2	11.2	120	2	22	2	239		
13.22 Workstation, admin asst	1	5.6	60	1	6	1	60		
13.30 Paper/supplies	1	9.0	100	1	9	1	100		
13.40 Meeting Room	1	15.0	160	1	15	1	160		
<i>Conferencing Offices Internal Efficiency (30%)</i>				1	23	1	25		

Private, back of house offices for catering staff. Offices should be located within a suite, with a reception area off secondary circulation. Conferencing Offices program components include:

Reception / Seating Area

Open area at the front door to the office suite with high visibility to the public and to other office suite program components.

Offices

Enclosed and secure private offices that are adjacent to the other office suite program components.

Workstation

Open workplace environment with adjacency and visibility to the other office suite program components.

Paper / Supplies

Open area for secured supplies and equipment, located adjacent to the workstation and reception.

Meeting Room

Enclosed and secure private Meeting Room with 8-10 seats, located adjacent to the other office suite program components.



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ACADEMIC SPACES 6.0



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6.1 ACADEMIC SPACES

	Cadboro	
	NSM	NSF
14.00 ACADEMIC	837	9,009
14.10 Classrooms		

Unprogrammed space for academic use is identified in the program for the Cadboro site. Unprogrammed space should be located on the ground floor of these sites, accessible to the public.

The actual amount and type of academic space will be determined with the University during Stage 2.



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