

Corporate Space Guidelines

| Space | Explanation | Area (sq m/sq ft) | Office |
|------------------------|---|----------------------|-----------------------|
| General Manager | <ul style="list-style-type: none"> • high frequency visitations of 4-6 people ▪ acoustic and visual privacy | 14.0/150 | Closed |
| Branch Manager | <ul style="list-style-type: none"> ▪ high frequency visitations of 3-5 people ▪ acoustic and visual privacy | 11.1/120 | Closed (optional)* |
| Directors | <ul style="list-style-type: none"> ▪ high frequency visitations of 2-4 people ▪ acoustic and visual privacy | 6.0/64 | Closed (optional)* |
| Staff | <ul style="list-style-type: none"> ▪ low visitations of 1-2 people ▪ program, service delivery | 6.0/64 | Open |
| Field Staff | <ul style="list-style-type: none"> ▪ minimal space requirement | 2.3/25 | Open |

Note: These sizes are maximum allowances, not entitlements. The assignment and size of enclosed offices must be considered within the context of the total project, functional requirements of the users, future growth and the space guidelines. Consideration must always be given to addressing requirements in less space.

*An enclosed office is optional and based upon Branch Manager's discretion.