

Sample Functional Program Chart

Functional Program Update (revised Nov 2018)

	120 Enclosed Office	60 Work Station	Type of Room	# of Rooms	Total sf estimate
Head Office & Administration					
Office Totals	10				1200
Workstation Totals		9			540
Office Totals	6				720
Workstation Totals		10			600
Services & Support Areas					
Board Room			Meeting Room	1	350
Meeting Rooms			Meeting Room	1	250
Small Meeting Room			Meeting Room	2	240
Touchdown Workstations		2	Workstation	2	120
Office Equipment Room (printers, stationery supplies)			Open Room	1.5	210
Filing/Office storage			Storage	1	400
Head Office & Admin Totals	16	21		8.5	4,630
Program Centre Spaces					
Office Totals	5				600
Workstation Totals		25			1500
Office Totals	3				360
Workstation Totals		16			960
Services & Support Areas					
Reception with soft seating & children's play area (3 staff)			Open Area	1	900
Family Conversation pull-out space adjacent to Reception			Casual Mtg Rm	1	100
Family & Youth Room with storage (Multi-purpose Room)			Meeting Room	1	800
Community Gathering Space with Commercial kitchen facilities			Lounge/ Kitchen	1	420
Smaller Family Meeting Room			Meeting Room	2	400
Additional Family conversation/flex space			Meeting Room	1	100
Staff meeting rooms			Meeting Room	2	200
Touchdown Workstations		4	Workstation	4	240
Therapy Rooms			Open Room	4	480
Sensory room			Well equipped with therapy eq	1	300
Resource Storage and Resource Lending Library			Storage	2	600
Staff Lunch and coffee room			Kitchen	1	400
Staff Coffee station			Kitchen	1	200
Splinting Room			Small room	1	100
IT Room - Servers and telephone			Storage	1	100
Storage Capacity (10% of non-office space)			Storage	1	500
Program Centre Totals	8	45		5	9,260
Third Party Space					
Office Totals	2				240
Workstation Totals		10			600
Privacy room				3	180
File Room				1	100
Printer area with Counter & storage				1	20
Data Closet/server Room				1	20
Totals	2	10		6	1,160
OVERALL TOTALS	24	66			15,050
Gross up for Common areas	30%				19,565