

C2.26 OFFICES

All private offices should be provided with some form of built-in book storage units. Offices containing heads and deputy heads of divisions have in the most cases at least two filing cabinets which are within security shells; these are heavy in appearance and in most cases unsightly. An attempt should therefore be made to house these in some form of recess or combination of book storage and cloak hanging space. There are at present two types of security shells being used; the sizes of which are 22½" wide by 32½" deep by 55½" high and 20½" wide by 30" deep by 54" high.

C2.27 CANTEEN STATIONS

Provide a small room or recess off the main circulation area on every second floor which can be used by the catering agent for mobile canteen wagons during coffee breaks. Area should be equipped with a sink and running water.

C2.28 SERVICE ROOM

A small area of 30 sq.ft. adjacent to plumbing facilities should be provided in the core of the building on each floor containing a work counter and sink and electrical outlets.

C2.29 TELEPHONE LINE ROOM

To be located in 'Comcentre' unit for all incoming telephone lines.

C2.30 SCHEDULE OF SPECIAL AREAS

<u>Function</u>	<u>Area</u>	<u>Remarks</u>
Special Dining Room	1,260	To allow for 40 persons - size 61' x 21'.
Small Dining Room	580	To allow for 18 persons - size 18' x 32'.
Anterooms	900	To consist of three rooms, 300 sq.ft. each. Two for large dining room and one for the small dining room.
Lounge	600	To permit use by either.
Cloakrooms and Toilets		Provide for a maximum of 150 persons.
Kitchen and Pantry Facilities		To provide complete service for Special Areas.
Main Conference Room	1,500	See C2.18 a.
Small Conference Room	500	See C2.18 b.
Board Rooms	2,700	See C2.13.
Auditorium	2,400	See C2.19.