

#### C2.05 STAIRS

The number and size of stairs are to comply with the building bylaws and National Building Code. Emergency lighting system is to be indicated in the design.

#### C2.06 OFFICES

Offices are to be of reasonable durable finishes with removable partitions on a preset module so as to minimize alterations of windows and lighting and switches, etc.

#### C2.07 WASHROOMS

To depend on the National Building Code.

#### C2.08 JANITOR'S CLOSETS

A closet of approximately 60 sq.ft. for each 10,000 sq.ft. of floor space and on each floor where applicable is to be provided. The closets are to be equipped with a slop sink, shelving and an opening out door for maximum utilization.

#### C2.09 WASTE PAPER ROOM

Should be provided in close proximity to the incinerator. This room should be equipped with a sprinkler system.

#### C2.10 INCINERATOR

An incinerator will be required for the destruction of classified material used in the building - see area under DL 2 Division.

#### C2.11 HEATING PLANT

See Mechanical part C3.

#### C2.12 SHIPPING AND RECEIVING AREAS

- a. A separate shipping and receiving area should be provided for the every day use of the services within the building. All incoming and outgoing mail will be transported from this area.
- b. A larger area, adjacent to this, or in a separate part of the building, should be provided for the warehouse section of the Properties and Supplies Division which will handle the acceptance and transmittal of items of furniture and equipment to be forwarded to the various posts abroad.

#### C2.13 BOARD ROOMS

- a. A total area of 2,700 sq.ft. has been allocated for Board Rooms throughout the Building. This area is to be divided amongst the various divisions at a ratio of one board room to every two divisions.