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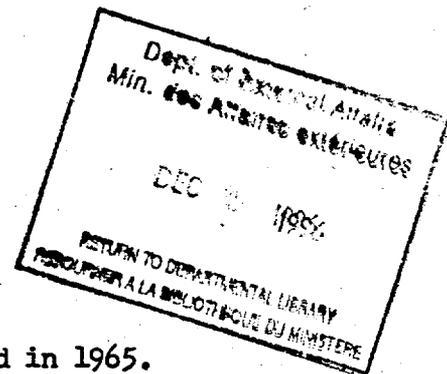
DEPARTMENT OF EXTERNAL AFFAIRS
HEADQUARTERS BUILDING

PROJECT BRIEF

SECTION C1

SECTION C2

SECTION C1



GENERAL

This new section revises the original brief issued in 1965.

C1.01 SITE

- a. The proposed site for the new building is located on the south side of Sussex Drive bounded by the approach to the new MacDonald - Cartier Bridge and King Edward Avenue.
- b. The site is in the proposed area allocated for diplomatic buildings by the National Capital Commission and has been approved by the Department of External Affairs.
- c. There will be one approach and main entrance from Sussex Drive and a service entrance to the general parking area at the rear.
- d. The site is located in an R.O. Zoning area with a maximum site coverage of 2.5 and a height restriction of 150 feet.
- e. The site has a particularly good aspect to the north and to the east overlooking the Gatineau Hills, the Ottawa River and the Rideau River where it enters the Ottawa River. Close liaison should be maintained with the City in any proposed planning arrangements for exit and egress of traffic from the site; it is understood that part of the west section of King Edward Avenue is to be widened, possibly this year.

C1.02 PURPOSE

The proposed building will house the whole of the Department of External Affairs now located in properties throughout the city and will increase the efficiency of the Department's operation and provide certain special areas for conferences and entertaining.

C1.03 AREA

- a. Revised areas have been approved and accepted by the Department of External Affairs and they should not vary without prior approval from the Chief Architect, Department of Public Works.
- b. Details of the areas to be provided are given in the Architectural part of this section of the brief.
- c. The approved net area is 270,150 sq.ft. at occupancy, increasing to 339,150 sq.ft. for 1974-75, and 406,650 sq.ft. at 1980-81. These areas do not include the space occupied by corridors, stairs, wash-rooms, walls, penthouses, janitors closets, etc.
- d. The areas detailed in the brief are for occupancy in 1969-70; expansion space will be provided for the following five years at a ratio of 7% per annum of the staff at occupancy. This space should be planned within the various divisions so that the best advantage of it can be taken by the Department during that period without entailing a great deal of additional work in relocating partitions.

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Cl.03 AREA (Cont'd)

d. (Cont'd)

The following five years, up to the 1980 date, has been calculated on a 5% basis and these areas should be located on separate floors or possibly in a separate wing so that this space can be allocated to some other government agency until required by the Department of External Affairs.

- e. It is the responsibility of the consultant to design a building that is efficient in space usage and has a reasonable ratio of net to gross floor areas.
- f. The net areas indicated in section C must not be exceeded by more than 10%. This does not necessarily mean each room can be increased by 10%, but because of certain planning requirements, it may be found necessary to provide larger areas than were originally approved.
- g. In planning the expansion areas which will be set aside for D.P.W.'s assignment to other government departments pending requirements by External Affairs in future years, strict security must be maintained so that its use does not interfere with the Department of External Affairs.

Cl.04 DESIGN

- a. The building being located in a prominent position and its part in international affairs should lead to a design of high standard associated with the international functions the occupants of this building will be expected to perform. It should be remembered that members of foreign embassies and visiting dignitaries will come to this building from time to time and it should therefore create a good impression.
- b. The building will be subject to the approval of the Design Committee of the Department of Public Works, Building Construction Branch and subsequently by the Architectural Sub-Committee of the National Capital Commission.

Cl.05 PRELIMINARY PLANS

- a. Submissions: All submissions are to be made to the Chief Architect, Department of Public Works, through the District Office.
- b. Approvals: All plans must be approved by the Department of External Affairs in conjunction with the Department of Public Works.
- c. Plans: In the architectural part of this section will be found certain outlined plans or sketches to show the relationship required to various rooms. The Department of External Affairs have valid reasons for these layouts and changes should be kept to an absolute minimum.
- d. In general, this is an office type building with various special areas, mostly located at ground or first floor levels.

Cl.06 CHARACTER

- a. The exterior of the building should reflect high standard of design and use of materials.

Cl.06 CHARACTER

- b. The interior finishes should reflect good class office accommodation with the use of materials of a high degree in areas which will be open to general inspection, such as the conference rooms, main entrance hall, waiting areas and auditorium.

Cl.07 ESTIMATE

- a. Preliminary Estimate: The architect is to submit an estimate for the complete cost of works at the time of submitting the preliminary design for approval.
- b. Approval of Estimate: Upon approval of the preliminary design and estimate, the cost of the building becomes binding unless valid reasons can be advanced for any such increases.

Cl.08 FUNDS

Construction funds will be made available through the fiscal year 1967-68. The contract documents should therefore be completed as soon as possible for an early tender call.

Cl.09 PARKING

A separate area which will provide ample parking space for 50 visiting diplomats and conference delegates will be required at the front of the building or in a position which would give immediate access to the main entrance areas. Parking on the site should be restricted to 200 - 300 cars, with the remainder being parked on an adjacent site.

Cl.10 LANDSCAPING

Rough grading to the site will only be required; final landscaping will be done by the N.C.C. As many of the existing trees as possible shall be retained and protected during the construction programme.

Cl.11 LIAISON

All contacts of the architect must come through the District Architect and all directives come through his office. No other instructions must be accepted by the architect. Meetings with client department and members of the Headquarters' staff will be set up by the District Architect. All correspondence is to be directed to the District Architect with a copy to the Chief Architect, Building Construction Branch on the matters requiring urgent attention or planning changes. This should help to reduce any delay in answering questions which might require a decision of the Headquarters' staff.

SECTION C2

ARCHITECTURAL

C2.01 GENERAL PLANNING

The planning notes are in general terms and should be used as guidance. Notes and sketches attached to the detailed space requirements were approved by the occupants and should not be changed without prior consent.

C2.02 SITE

- a. See Section C1.01 for general information.
- b. Discussions have been held with members of the City Hall and the following information obtained:

Water The relocation of cold water services is not necessary and the existing runs are shown on the attached site plan found under Appendix C3, (original brief).

Sanitary and Storm Drainage The main storm sewer and sanitary sewer across the centre of the property requires rerouting around King Edward Avenue side of the property. This will affect the existing connection of the sanitary sewer from the British High Commissioner's residence, known as Earnscliffe, this is to be rerouted along the Sussex Drive by the side of their property. No other changes appear necessary.

Hydro and Bell Telephone Services No changes appear necessary as these services are now underground along Sussex Drive and King Edward Avenue and clear of the building.

Gas Line Gas services on the property are dead but this should be verified with the Gas Company before construction commences.

- c. A site survey and preliminary boring schedule was attached under Appendix C3 and 4, in the original brief; further borings will be taken on the completion of the preliminary sketches when exact positions can be located.
- d. Siting of the Building and site coverage must comply with the local bylaws.

C2.03 ORGANIZATION

An organization chart detailing the divisional breakdown is included.

C2.04 MAIN ENTRANCE

- a. The main entrance should be imposing yet welcoming, both in size and decorations, in view of the fact that this will normally be the first Government building in Ottawa entered by foreign ambassadors and other distinguished visitors to Canada. Sufficient space should be allowed for both circulation and appropriate furniture groupings, reception desk, etc.
- b. The receptionist on duty will control all incoming traffic and direct visitors to the appropriate waiting rooms on the floors above.

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.

C2.13 BOARD ROOMS (Cont'd)

- b. Each Board Room should be treated with acoustical material to minimize the transmittal of sound. In using materials in these areas finishes should be monolithic with the main structure to avoid any possible installation of listening devices. Where dropped ceilings are used, they should be provided with small access panels so that the areas behind the ceiling can be inspected for the inclusion of any listening devices.

C2.14 WAITING ROOMS

To provide security and control of visitors to the department, small waiting rooms of approximately 150 sq.ft. should be located on each floor of the building adjacent to elevator and stair service.

Visitors to the building will be required to wait in these areas before proceeding to an office for a pre-arranged engagement. These areas are to be allocated from the gross floor area of the building.

C2.15 HEALTH UNIT

A standard health unit of approximately 900 sq.ft. will be required by the Department of Health and Welfare in order that minor nursing services can be given to the occupants of the building. The general layout of such a unit can be found on drawing No. S-100 under Appendix C5 of the original brief.

C2.16 SPECIAL ENTERTAINMENT FACILITIES

- a. It has been agreed that special dining facilities should be incorporated in the new External Affairs Building to take care of small and medium sized official luncheons, dinners and receptions, which are now for the most part given at private clubs and commercial restaurants. The location of these facilities will depend to a certain extent on the design of the building, but they should take advantage of the fine view offered by the river and hills to the north.
- b. They should be planned in such a manner so that they can be combined to allow one large area for a reception or operate as two separate dining areas at the same time. It is, however, vital that these areas be easily accessible to the minister's office. While they should be so located and protected so that the general public will not have ready access to them, they should not be located in the 'closed' part of the building.

C2.17 SPECIAL KITCHENS

- a. Separate kitchen facilities are required as it is not anticipated using the general cafeteria - kitchen. Combination of cold store areas may, however, be possible.
- b. Elevator service will be required to service the kitchen area and the possibilities of using the general freight elevator should be examined.

C2.18 CONFERENCE FACILITIES

- a. The main conference room should be located near the main entrance and on the main floor. It should be equipped for simultaneous interpretation facilities for three languages.

C2.18 CONFERENCE FACILITIES (Cont'd)

- b. The large conference room (500 sq.ft.) should be located near the minister's suite and be equipped for the simultaneous translation of two languages.

C2.19 AUDITORIUM

The auditorium and the main conference areas should be located on the ground floor where they are most accessible by members of the press and delegates to various meetings. The auditorium will be used for film recordings and radio transmissions. All large press conferences will also be held in this area and provisions will have to be made for radio and TV interviews. Details of these special areas in the way of equipment will be provided when preliminary sketches have been prepared. Translation booths for five languages should also be provided.

C2.20 OPERATIONS ROOM

A special room with equipment and arrangements necessary for the formulation and direction of overseas operations located near the Minister's and Under Secretary's suite will be required.

C2.21 DATA CENTRE

A data processing room is to be provided to house equipment connected to a central system available to all government departments. Located in any part of the building.

C2.22 CAFETERIA AND KITCHEN

A cafeteria for the staff, together with a kitchen unit will provide meal services to those members of the staff wishing to avail themselves of such services. The location of the cafeteria unit will depend upon the number of floors in the building.

C2.23 LAVATORY AND CLOAKROOMS

Good toilet accommodation and cloakroom facilities should be provided adjacent to the auditorium areas and the reception areas allocated to the special dining rooms. These can possibly be combined with the general toilet accommodation for that floor.

C2.24 TRANSLATIONS

Translation equipment and translation booths will have to be provided for the two conference rooms. In the main conference room facilities must be provided for the simultaneous translation of three languages while in the smaller conference room the translation of two languages must be provided.

C2.25 STENO SERVICES

Although these services are generally provided in the form of a pool, the DCO located next to the head of the division will normally be in charge of the distribution of work in the pool. The pool area should therefore be fairly close to the DCO so that she can maintain contact and authority.

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 $22\frac{1}{2}$ " wide by $32\frac{1}{2}$ " deep by $55\frac{1}{2}$ " high and $20\frac{1}{2}$ " 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.

C2.30 SCHEDULE OF SPECIAL AREAS (Cont'd)

<u>Function</u>	<u>Area</u>	<u>Remarks</u>
Cloakrooms		For those using meeting facilities.
Operation Room	2,000	See C2.20
Data Processing	1,000	See C2.21
Health Unit	900	To provide minor nursing services to staff.
Recreational Office	250	An office of 150 sq.ft. and store of 100 sq.ft.
Waiting Rooms		Located on each floor adjacent to elevator service, approx. 150 sq.ft. each. (Areas in gross area of building)
Special Facilities	<hr/>	
Total	14,590	
Cafeteria and Kitchen	18,825	Located above grade level with good service access.
Telephone Line Room	500	See C2.28.

NEW HEADQUARTERS BUILDING

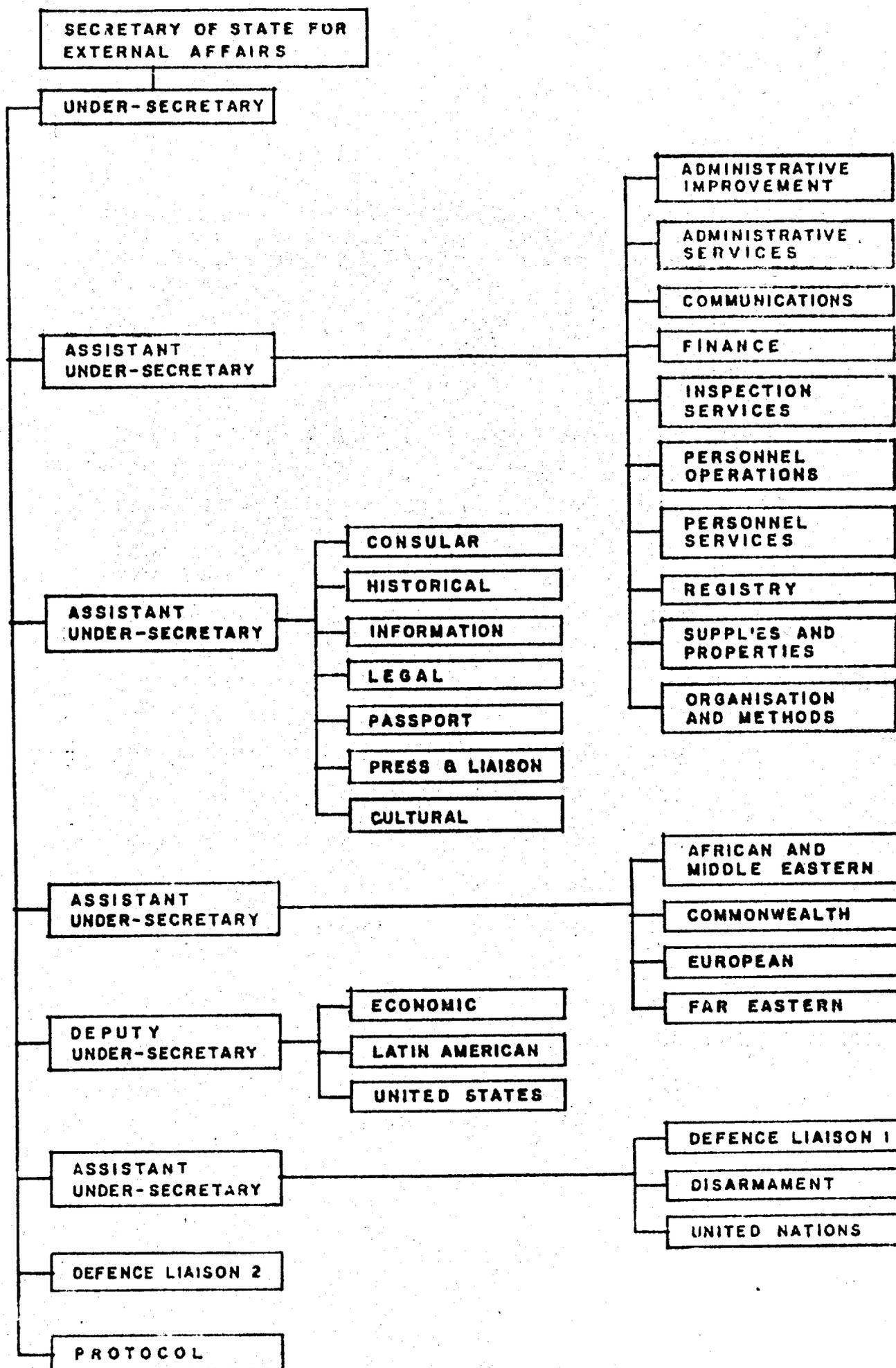
Groupings by Division and Staff

	<u>Function</u>	<u>Staff</u>	<u>Area</u>
<u>Group 1</u>	Minister's Office	31	5,415
	Under-Secretary's Office	27	6,850
	Press Liaison Division	11	2,620
	Protocol Division	22	3,700
<u>Group 2</u>	Defence Liaison (1) Division	24	3,950
	Defence Liaison (2) Division	60	10,230
	European Division	30	4,930
	Economic Division	38	6,120
	Disarmament Division	9	1,750
	United Nations Division	30	5,900
<u>Group 3</u>	Passport Division	200	22,975
	Consular Division	25	3,520
	Information Division	50	8,100
	Historical Division	28	5,285
	Library Services	15	13,290
	Legal Division	46	8,260
	Cultural Division	32	4,950
<u>Group 4</u>	African and Middle East Division	21	3,660
	Commonwealth Division	16	2,570
	Far Eastern Division	19	3,030
	Latin American Division	15	2,530
	U.S.A. Division	11	1,840
<u>Group 5</u>	Administrative Services Division	56	7,400
	O. and M. Unit	9	1,520
	Inspection Services	9	1,410
	Personnel Operations Division	26	3,810
	Personnel Services Division	43	8,690
<u>Group 6</u>	Finance Division	40	5,485
	Supplies and Properties Division	72	11,050
	Communication Division (Headquarters)	41	3,610
	Treasury Office	66	7,430
	Auditor General's Office	3	540
	Translation Bureau	14	1,880
<u>Group 7</u>	Communication Division (Comcentre)	139	8,680
	Registry Division	100	17,340
	Store and Shipping Depot	16	20,450
	Production Services	36	12,350
	Communications Depot	41	12,440
		<hr/>	
		1,471	255,560
	Special Facilities		<hr/> 14,590
	Total Net Space at Occupancy		<hr/> 270,150 sq.ft.

SUMMARY OF AREAS TO BE PROVIDED

External Affairs general accommodation and special facilities at occupancy	270,150 sq.ft.
Five year expansion programme at 7% per annum which is to be built into the occupancy figure and divided between the various divisions	69,000 sq.ft.
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Total area for External Affairs at occupancy	339,150 sq.ft.
Five year expansion 1975-80 at 5% per annum which will be used initially by other government agencies	67,500 sq.ft.
Additional office space for D.P.W. use	153,350 sq.ft.
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Total net space of building to be constructed	560,000 sq.ft.

Gross area of building will consist of circulation areas, service core, staff cafeteria and kitchen facilities, telephone line room and waiting rooms.



ORGANIZATION CHART

OFFICE OF THE MINISTER

The location of the Minister's suite and those of the Under-Secretaries should be on the upper floors of a tower structure, and in close proximity to the smaller conference hall and special dining facilities.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Minister	1	550	To include a washroom/ cloakroom @ 50.
Minister's Waiting Room		400	P.O. adjacent to Minister.
Parliamentary Secretary (M.P.)	1	300	P.O.
Private Secretary to Minister	1	180	P.O.
Private Secretary to Parliamentary Secretary	1	120	P.O.
F.S.O. (Senior)	5	1,100	1 P.O. @ 300, 4 P.O. @ 200.
Executive Assistant to S.S.E.A.	1	300	P.O.
Special Assistant to S.S.E.A.	1	240	P.O.
Secretary to Minister	1	150	P.O.
F.S.O. (Junior)	1	150	P.O.
Assoc. Private Secretary to Minister	1	150	P.O.
Steno - clerical	9	720	G.O.
Clerks	5	440	G.O. with S.P. @ 100.
Registry	<u>5</u>	<u>615</u>	G.O.
Total	33	5,415	

OFFICE OF THE UNDER-SECRETARY

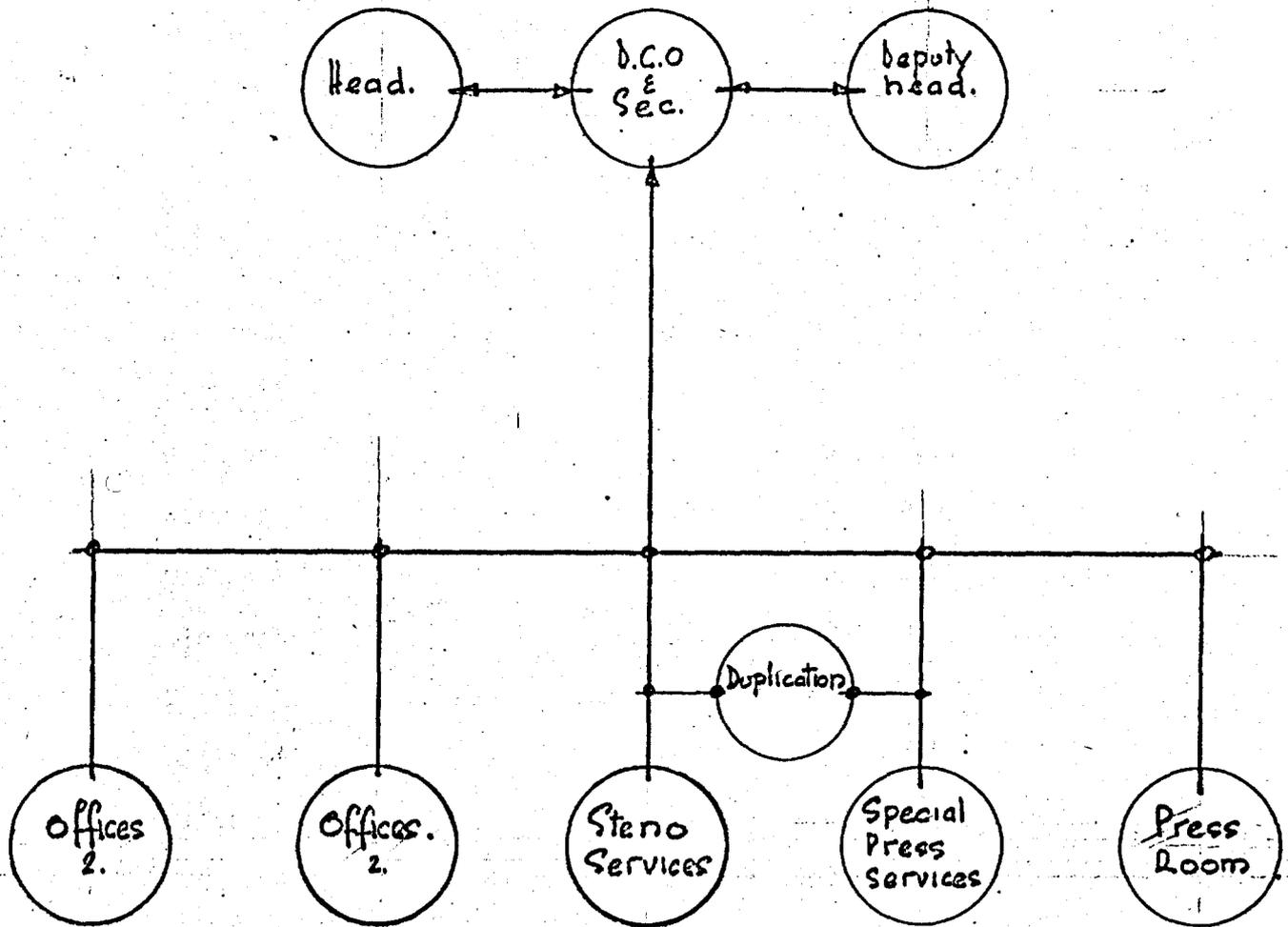
The location of the Under-Secretary should be in close proximity to the Minister's suite, special dining facilities and operations' unit.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Under-Secretary	1	550	P.O. to include wash-room @ 50.
Waiting Room		400	Adjacent to Under-Secretary.
Deputy Under-Secretary	1	450	P.O. to include wash-room @ 50.
Assistant Under-Secretary	4	1,800	4 P.O.'s @ 450 each including washroom.
Financial Advisor	1	300	P.O.
Secretary to Financial Advisor	1	120	P.O.
Executive Assistant to Under-Secretary	1	200	P.O.
Policy Section	2	400	2 P.O.'s @ 200.
Secretary to Executive	2	310	G.O. including reception area of 130.
Secretary to Assistant Under-Secretary	4	500	2 P.O.'s @ 120 each 1 G.C. @ 260.
Secretary Receptionist	1	80	S.P.
Steno Services	8	760	G.O.
Heads of Missions	2	600	2 P.O.'s @ 300.
Chairman Canadian Section P.J.B.D.	1	300	P.O.
	<u>29</u>	<u>6,850</u>	

PRESS AND LIAISON SERVICES DIVISION

This Division is responsible for handling press releases and provided a channel of communication between the Department and various governmental organizations such as the National Defence College, Office of the Prime Minister, and Office of the Governor General. It also keeps the Canadian Missions abroad regularly informed of important international developments and trends in, as well as government announcements of, Canadian foreign policy outside their immediate field of responsibility.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O. including reception area.
Deputy Head	1	200	P.O.
Officers	2	300	P.O. 2 @ 150 each.
Officers	2	210	G.O.
Steno Services	3	350	G.O.
Duplication Room		150	G.O. Photocopy machine and duplicating machine.
Special Press Services		300	G.O. will include up to ten teleprinter receivers for press releases. Acoustic treatment required.
Press Room		600	G.O. space for six public telephones and an area of 250 for radio interviews.
	<u>11</u>	<u>2,620</u>	



CANADA

DEPARTMENT OF PUBLIC WORKS

BUILDING CONSTRUCTION BRANCH

J.A. Langford

CHIEF ARCHITECT

DISTRICT ARCHITECT

Drawing title:

Press & Liaison Div.

scale:

date March 6, 1966.

revisions

designed by:

date

drawn by:

reviewed by:

approved by:

Job number:

Dwg no.

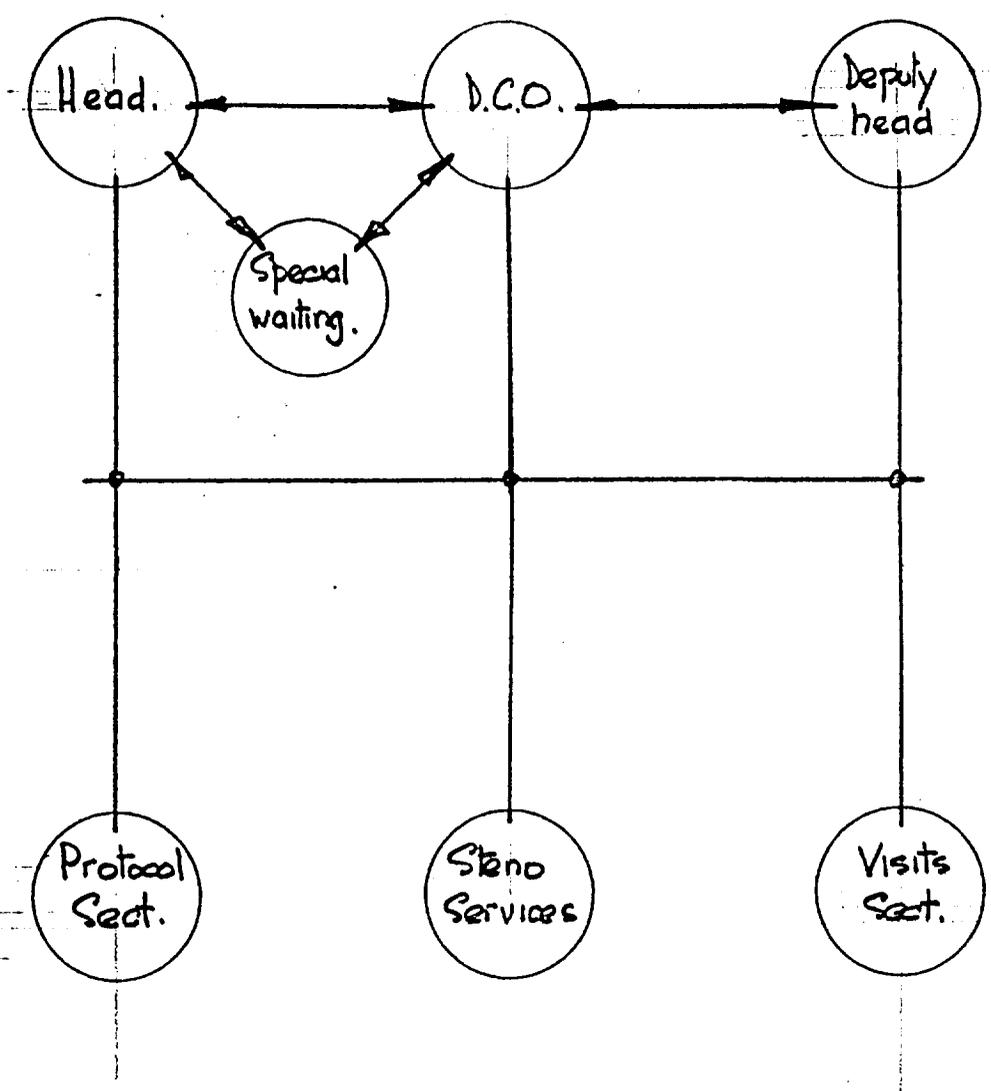
PROTOCOL DIVISION

This Division deals with all matters of diplomatic protocol, precedence, privileges and immunities. It attends to the accrediting of Canadian diplomatic and consular representatives of other countries in Canada. It arranges for visits to Canada by distinguished foreigners and for the extension to them of government hospitality. It also deals with foreign honours and awards.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	450	P.O. including wash-room area @ 50.
D.C.O.	1	240	P.O. including reception area.
Deputy Head	1	200	P.O.
<u>Protocol</u>			
Officer	1	180	P.O.
Officer	1	150	P.O.
Officers	2	210	G.O. with S.P.
Clerical	3	400	G.O.
<u>Visits</u>			
Officer	1	200	P.O.
Officer	1	180	P.O.
Officer	1	150	P.O.
Clerical	3	300	G.O.
Steno Services	6	640	G.O.
Special Waiting Room		400	G.O. connected by intercom system to Drivers' room and reception desk in main lobby.
Total	22	3,700	

The special waiting area should be in close proximity to the secretary's office, to enable visitors to proceed quickly to interviews with the head or deputy head of protocol.

Due to the nature of work followed by this division, it should be located near the main entrance, or a special entrance, and the official car park.



CANADA

DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

J. A. Langford CHIEF ARCHITECT

DISTRICT ARCHITECT.....

Drawing title:

Protocol Div.:

scale:

date March 66, revisions

designed by : _____ date

drawn by : _____

reviewed by : _____

approved by : _____

Job numbers:

Dwg no.

DEFENCE LIAISON DIVISIONS

Both divisions are responsible for the direct relationship between foreign policy and defence policy. This necessitates close liaison between the Department of External Affairs and other Government departments, particularly National Defence.

The two divisions should be located close to each other for this reason. Much of the work being of a secret nature, means the use of a restricted filing system. A records room for this purpose has been included under the DL II division, but will also hold files belonging to DL I division. This room should be of a vault type construction with a good quality fire entrance door.

The three rooms shown in the areas to be provided (duty offices, operations room and room "77") should be planned within the comcentre area.

The board room located under the DL II division will be used by both divisions and should be carefully detailed to avoid the possible inclusion of listening equipment.

Defence Liaison (I)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Steno	2	210	G.O. including reception area.
Deputy Head	1	200	P.O.
Training		210	G.O.
Steno Services	7	630	G.O.

NATO Section - has close contact with Western European Section

Head	1	200	P.O.
Officer	2	380	G.O. divided with S.P. @ 200.

North American Section - has close contact with the U.S.A. and Latin Division.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	200	P.O.
Officer	1	200	P.O.
Officer	1	200	P.O.
Emergency Planning	2	380	G.O.

U.N. and Military Assistance Section

Head	1	200	P.O.
Officers	2	400	2 P.O.'s @ 200.
Clerical	2	240	G.O.

Total 24 3,950

Defence Liaison (2)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O. including reception
Deputy Head	1	200	P.O.
F.S.O.'s in Training		210	G.O.

'A' Section

Head	1	200	P.O.
Steno	1	120	P.O.
Officer	1	150	P.O.
Stenos	2	240	G.O. with partition
Officer	1	150	P.O.
Officers	2	210	G.O.

'B' Section

Head	1	200	P.O.
Steno	1	120	P.O.
Officer	1	150	P.O.
Steno	1	120	P.O.
Officers	2	210	P.O.

'C' Section

Head	1	200	P.O.
Steno	1	120	P.O.
Officer	1	150	P.O.
Stenos	2	240	G.O. with partition
Officer	1	150	P.O.
Officers	2	210	G.O.

Special Communications Room

350 G.O.

Top Secret Records

6 1,040 G.O.

Distribution Room

1 150 G.O.

Security and Storage

150 P.O.

Display Room

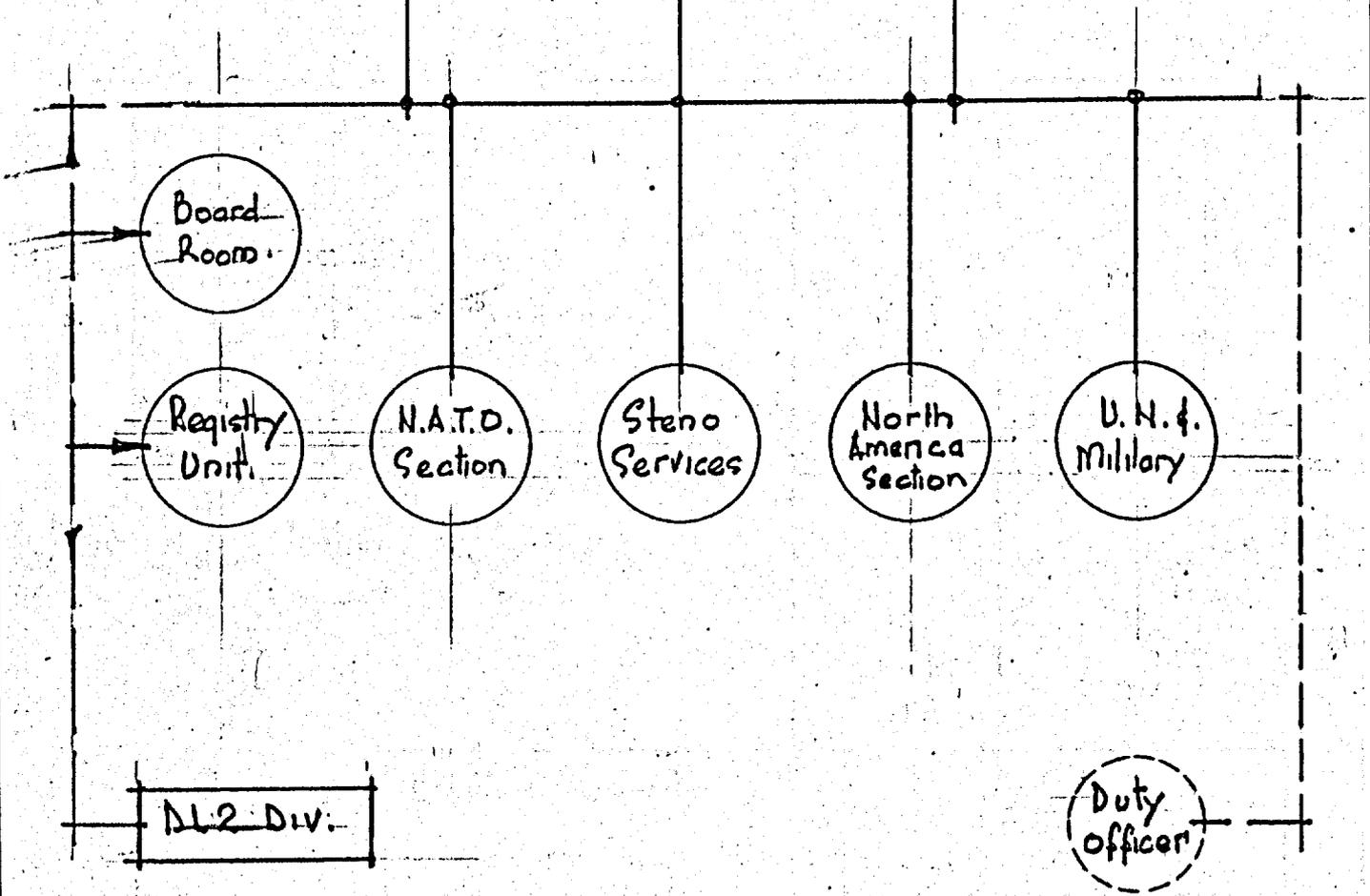
150 S.P. (Teletype)

Group 2

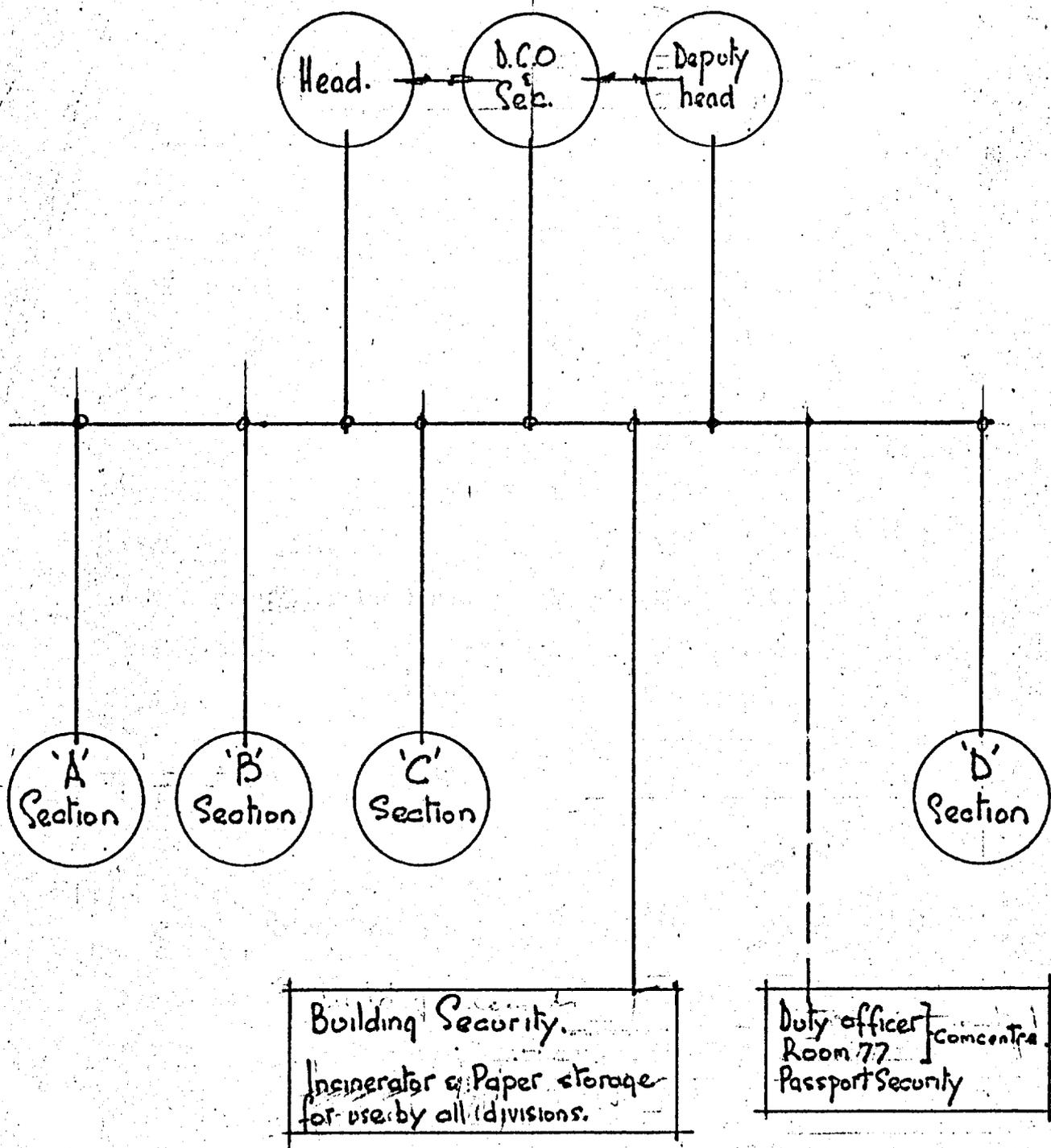
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Defence Liaison (2) (Cont'd)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
<u>'D' Section</u>			
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O.
Deputy Head	1	200	P.O.
Officer	1	150	P.O.
Steno	1	120	P.O.
Officers	4	600	P.O. 4 P.O.'s at 150
General Office	2	250	G.O.
Records	2	350	G.O.
<u>Building Security</u>			
Officer	1	150	P.O.
Steno	1	120	P.O.
Officer	1	150	P.O.
Guard Room	10	150	G.O.
Locker Room		100	G.O.
Training and Lecture Room		350	G.O.
Workshop		200	G.O.
Stockroom and Shipping		210	G.O.
Incinerator and Waste Storage		300	G.O.
Room 77		500	G.O. in comcentre unit
Duty Officer		120	P.O. in comcentre unit
Total	60	10,230	



 <p>DEPARTMENT OF PUBLIC WORKS BUILDING CONSTRUCTION BRANCH</p> <p>J.A. Langford DISTRICT ARCHITECT</p>	<p>Drawing title: Defence liaison 1.</p> <p>scale:</p> <p>date: March 66. revisions</p>	<p>date</p> <p>designed by:</p> <p>drawn by:</p> <p>revised by:</p> <p>approved by:</p>
	<p>Job numbers:</p>	<p>Dwg no.:</p>
	<p>.....</p>	
	<p>.....</p>	



DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

CANADA

J.A. Longford

Chief Architect

DISTRICT ARCHITECT

Drawing title:

D. L. 2. DIV.

scale:

date

April

66

revisions

date

designed by:

drawn by:

reviewed by:

approved by:

job number:

Dwg no.

EUROPEAN DIVISION

Both East and West units will require close liaison with the following divisions:

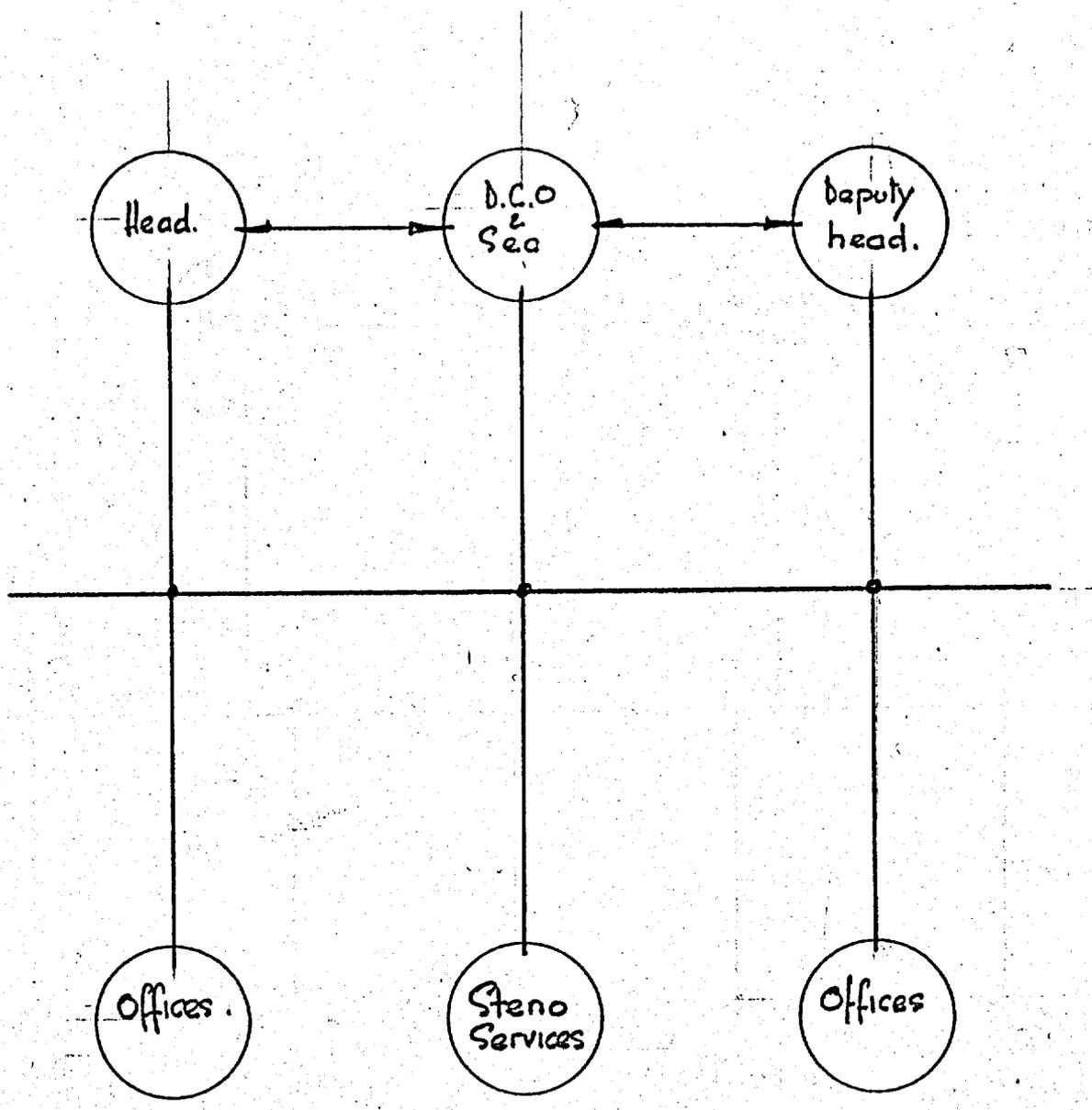
- (a) D.L. I
- (b) East and Far East Divisions.

Eastern Section

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	P.O. and reception
Steno Services	5	480	G.O.
Deputy Head	1	200	P.O.
Officer	1	200	P.O.
Officer	1	200	P.O.
Officer	1	200	P.O.
Officer	1	150	P.O.
Secretary of Visiting Panel	1	200	P.O.
Research Assistant	1	150	P.O.
F.S.O.'s in Training		210	G.O.
	<u>15</u>	<u>2,500</u>	

Western Section

Head	1	300	P.O.
D.C.O. and Secretary	2	210	P.O. including reception.
Deputy Head	1	200	P.O.
Officers	3	600	P.O. 3 P.O.'s @ 200.
Officers	2	300	P.O. 2 P.O.'s @ 150.
Officers	2	210	G.O. with S.P.
F.S.O.'s in training		210	G.O.
Steno Services	5	400	G.O.
	<u>15</u>	<u>2,430</u>	



DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

CANADA

J.A. Longford
DISTRICT ARCHITECT

Drawing title: Western European

scale:

date March, 66 revisions

designed by: _____ date

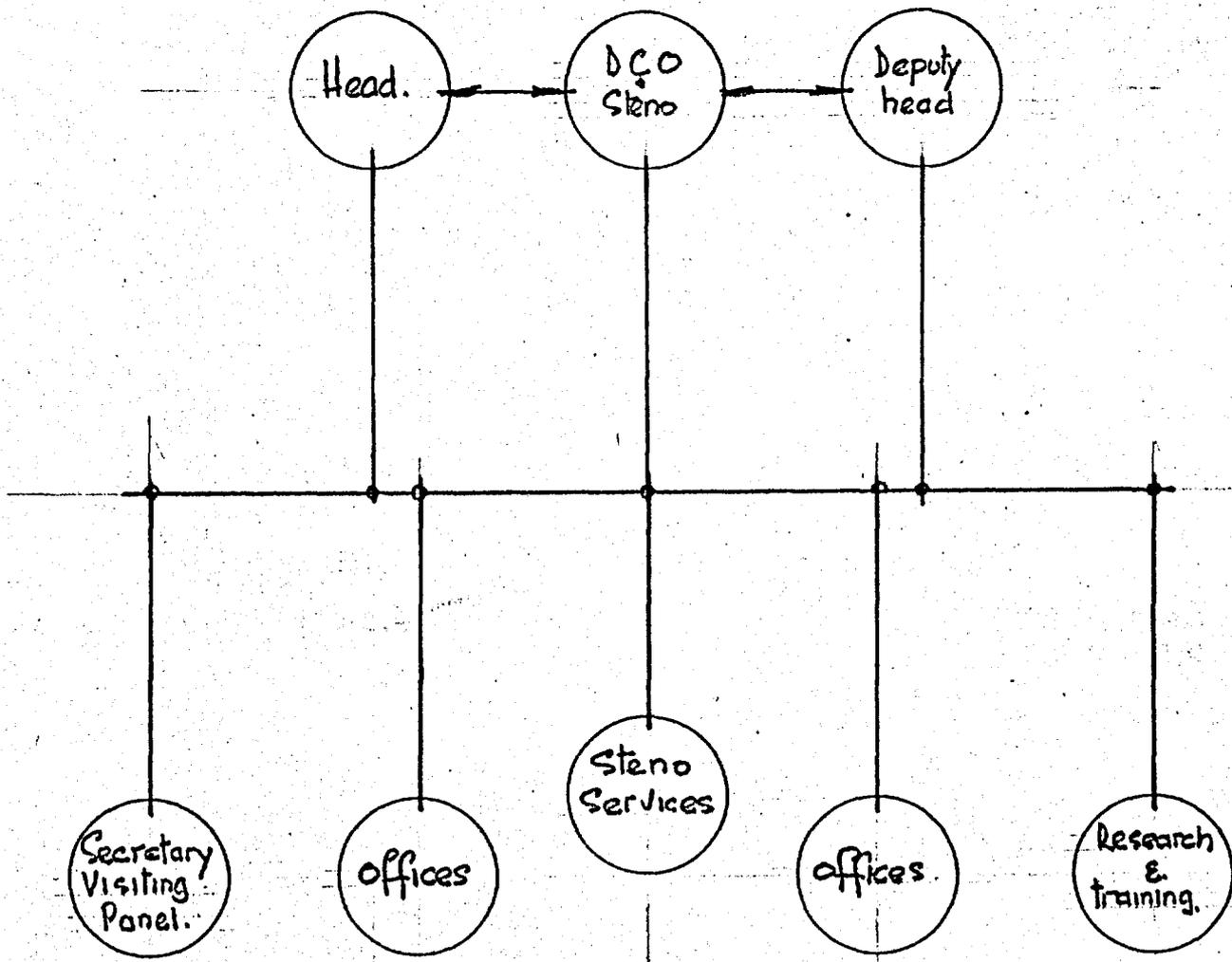
drawn by: _____

reviewed by: _____

approved by: _____

Job number: _____

Dwg no. _____



DEPARTMENT OF PUBLIC WORKS

BUILDING CONSTRUCTION BRANCH

CANADA

J.A. Langford

CHIEF ARCHITECT

DISTRICT ARCHITECT

Drawing title:

Eastern European.

scale:

date March 66. revisions

designed by: _____ date

drawn by: _____

reviewed by: _____

approved by: _____

Job number: _____

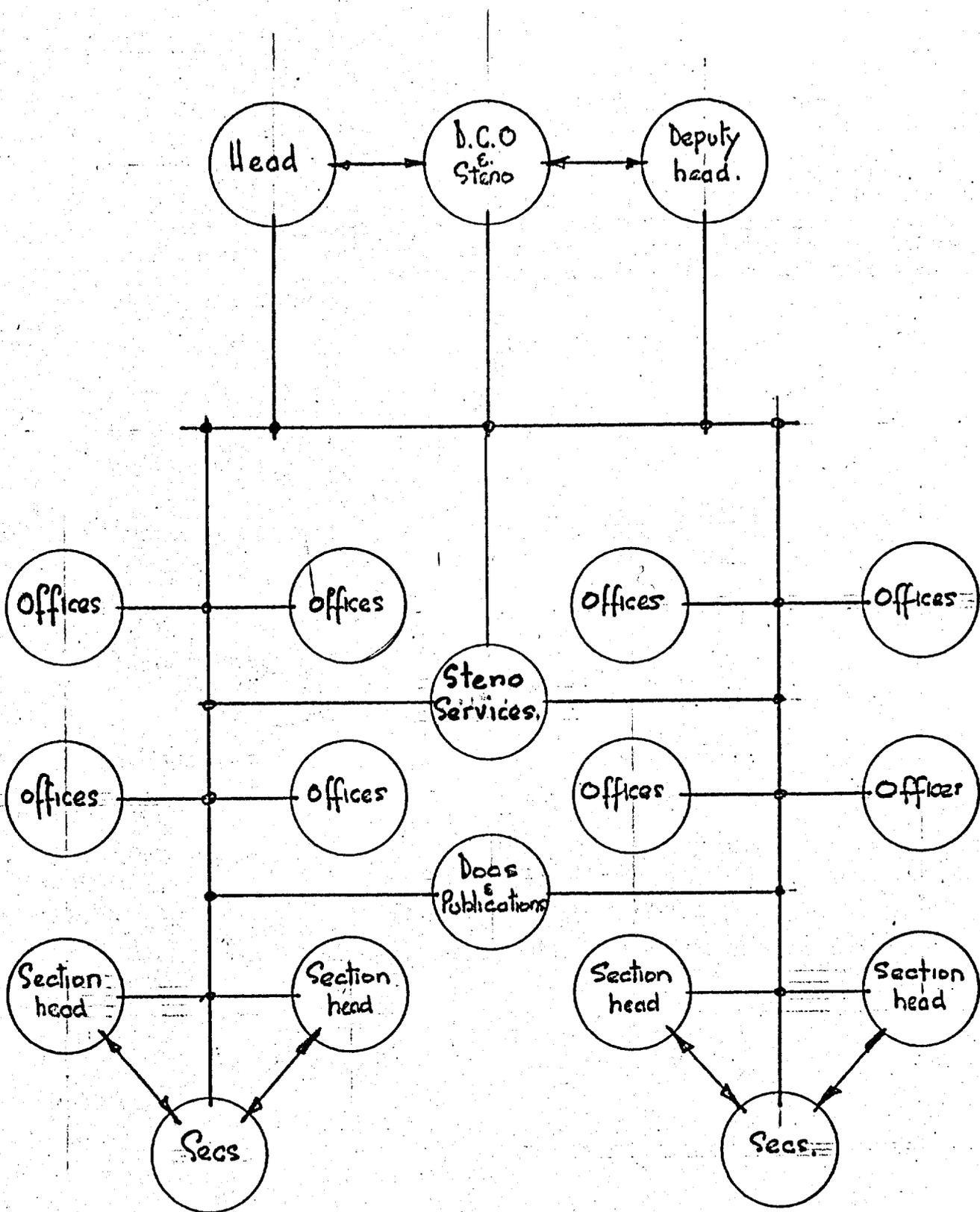
Dwg No. _____

ECONOMIC DIVISION

This Division deals with all primarily economic questions which have international implications for Canada. They include financial, fiscal and trade questions, as well as economic relations. It is responsible for treaties, agreements and general day-to-day relations concerning commercial, fiscal and financial matters as well as problems of transport (shipping and aviation), telecommunications, energy matters (including nuclear energy, oil and natural gas), export of strategic materials, peaceful uses of outer space, foreign loans, Canadian participation in multilateral programmes of assistance and exchange and balance-of-payment problem.

This Division is also responsible for co-ordinating the work of the Department with the External Aid Office, a separate agency established in November 1960, to administer Canada's economic and technical assistance programmes abroad.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Steno	2	210	G.O. including reception area.
Deputy Head	1	200	P.O.
Steno and Clerical	9	1,120	G.O.
Desk Officers	20	3,450	P.O. 9 P.O.'s @ 200 11 P.O.'s @ 150.
Secretaries	4	400	G.O. 2 @ 200 including reception.
Economic Documents and Publications	1	440	G.O. shelving for documents storage.
Total	38	6,120	




CANADA
 DEPARTMENT OF PUBLIC WORKS
 BUILDING CONSTRUCTION BRANCH
 J.A. Langford
 DISTRICT ARCHITECT

Drawing title: **Economic Div.**
 scale:
 date **March 66.** revisions

date
 designed by:
 drawn by:
 reviewed by:
 approved by:
 Job number: Dwg no.:

DISARMAMENT DIVISION

This Division assists the Adviser to the Canadian Government on Disarmament in dealing with various aspects of the question of disarmament, negotiations concerning the discontinuance of nuclear weapons tests, and related problems. It is responsible, through the Disarmament Adviser, and in consultation with other divisions of the Department and other Departments of the Government, for initiating recommendations with respect to Canadian policy on these subjects, Canadian participation in international negotiations and discussions on disarmament at the United Nations.

The Division requires liaison with:

- (a) D.L. I
- (b) D.L. II
- (c) United Nations
- (d) Economic

<u>Use</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Adviser	1	400	P.O.
Secretary	1	120	P.O.
Head of Division	1	300	P.O.
D.C.O. and Stenos	3	430	G.O.
Deputy Head	1	200	P.O.
Officer	1	150	P.O.
Officer	1	150	P.O.
Total	9	1,750	

The adviser and his secretary should be within the division but need not be a part of it.

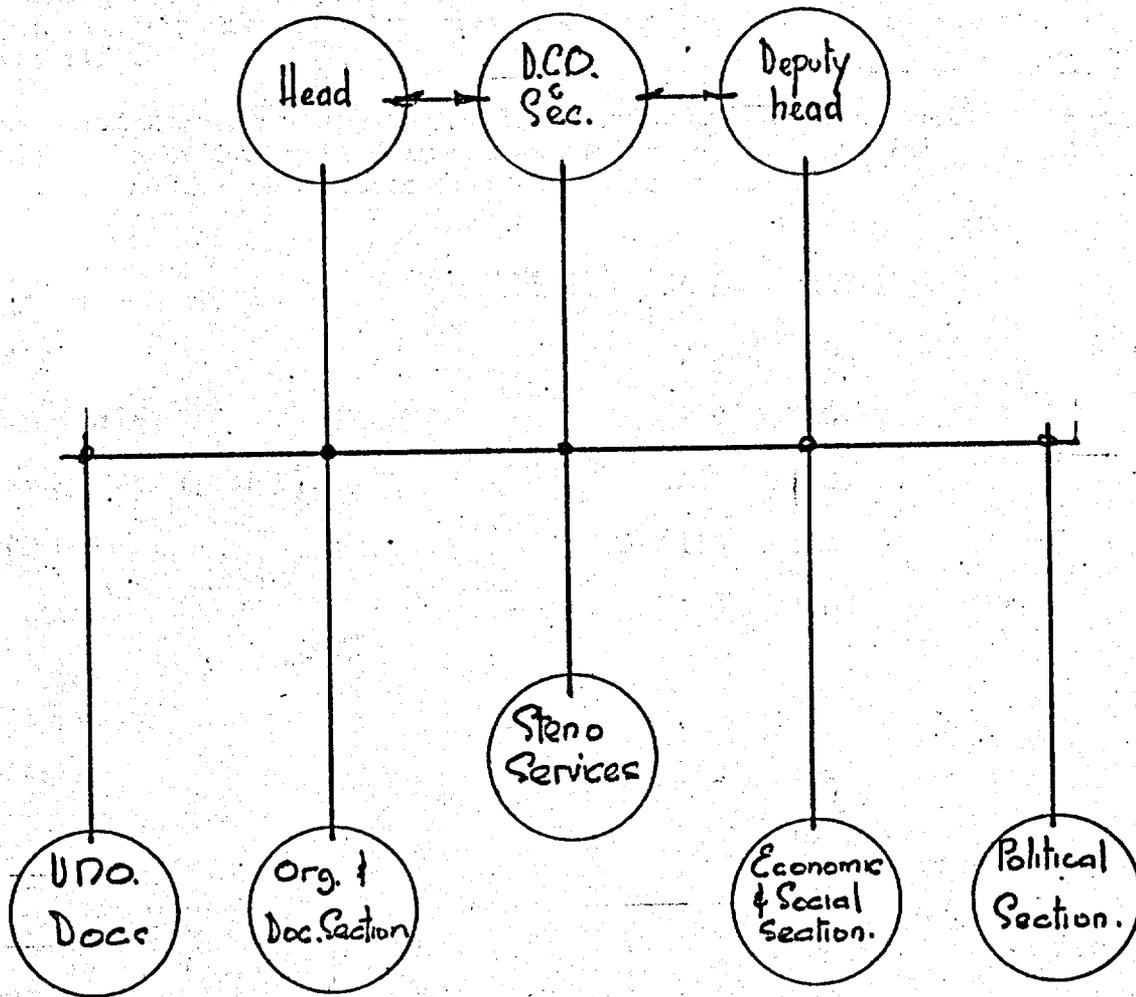
UNITED NATIONS DIVISION

The Division deals with matters relating to the United Nations and its specialized agencies. It is responsible for providing advice on matters relating to Canadian participation in and policies towards these organizations and for co-ordinating the work of other divisions of the Department and other Departments of the Government in this connection.

The Division requires liaison with:

- (a) Economic
- (b) Political
- (c) D.L. I

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	1	210	G.O.
Deputy Head	1	200	P.O.
<u>Political Section</u>			
Head	1	200	P.O.
Officers	3	450	3 P.O.'s @ 150.
<u>Economic and Social Section</u>			
Head	1	200	P.O.
Officers	4	600	4 P.O.'s @ 150.
<u>Org. and Docs. Section</u>			
Head	1	200	P.O.
Officer	3	450	3 P.O.'s @ 150.
F.S.O.'s in Training and Special Assignments		360	G.O.
United Nations Documents	5	2,000	Form of library to allow for stacking and storing of all United Nations documents.
Steno Services	<u>8</u>	<u>730</u>	G.O.
Total	30	5,900	



DEPARTMENT OF PUBLIC WORKS

BUILDING CONSTRUCTION BRANCH

CANADA

J.A. Langford

CHIEF ARCHITECT

DISTRICT ARCHITECT

Division Title

United Nations Div.

scale

date

March 66

revisions

designed by:

drawn by:

reviewed by:

approved by:

Job number:

64-12-4.

Dwg no.

date

PASSPORT OFFICE DIVISION

This Division is responsible for issuing passports and certificates of identity to residents in Canada wishing to travel abroad.

The Division has close contact with the general public and should be located on the ground floor within easy access of the main street and in a non-secure area.

Incoming and outgoing mail to this Division does not pass through the main registry division, but goes direct to the passport office and post office.

The waiting area serving the public counter will also serve for persons waiting to be interviewed in the examining section, special passport section and the certificate of identity section.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
Secretaries	2	210	G.O.
Deputy Head (policy)	1	200	P.O.
Officer	1	150	P.O.
Officer	1	150	P.O.
<u>Security Section</u>			
Officer	1	150	P.O.
Staff	7	620	G.O.
<u>Field Services</u>			
Officer	2	210	G.O.
Typists	4	320	G.O.
<u>Special Passport Section</u>			
Officer	1	150	P.O.
Staff	10	1,300	G.O.
<u>Production and Supporting Service</u>			
Deputy Head (operations)	1	200	P.O.
Officer and Admin Services	2	210	G.O.
Secretary	1	120	G.O.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
<u>Production and Supporting Service (Cont'd)</u>			
Procurement Unit	5	1,000	G.O. to include vault area at 40 for bulk passport storage. Remaining area used for general paper storage with 18" deep shelving.
Store		800	G.O. for bulk storage.
Microfilm Unit	6	610	G.O. will contain 2 readers and printers and 3 reproduction units.
Statistical analysis	2	210	G.O.
Transcribing and Typing	14	1,050	G.O.
Telex	2	100	G.O.
<u>Mail Cash Registry</u>			
Supervisor	1	150	P.O.
Incoming mail and cash	18	1,500	G.O. including 1 cage at 120
Passport Application Registry	19	3,700	G.O. including S.P. at 120
<u>Production Unit</u>			
Supervisor	1	150	P.O.
Passport Writers	15	1,180	G.O. contains electric typing machines - acoustic treatment required.
Checkers, Pastors, Sealers	18	1,020	G.O. includes S.P. at 120
Outgoing Mail	11	600	G.O.
<u>Examining Section</u>			
Chief Examiner	1	150	P.O.
Senior Examiners	11	1,385	G.O. including S.P. at 120
Examiners	12	1,080	G.O. including P.O. at 240 and S.P. at 120.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
<u>Public Counter</u>			
Office and Waiting Area	4	870	G.O. including waiting area of 400, interview cubicle at 100 and S.P. at 120.
Certificate of Identity	4	610	G.O.
Telephone enquiries	6	500	G.O.
Foreign Operations	5	980	G.O.
Guarantor's Index Unit	5	520	G.O.
Birth Certificate Unit	5	520	G.O.
	<hr/>	<hr/>	
Total	200	22,975	

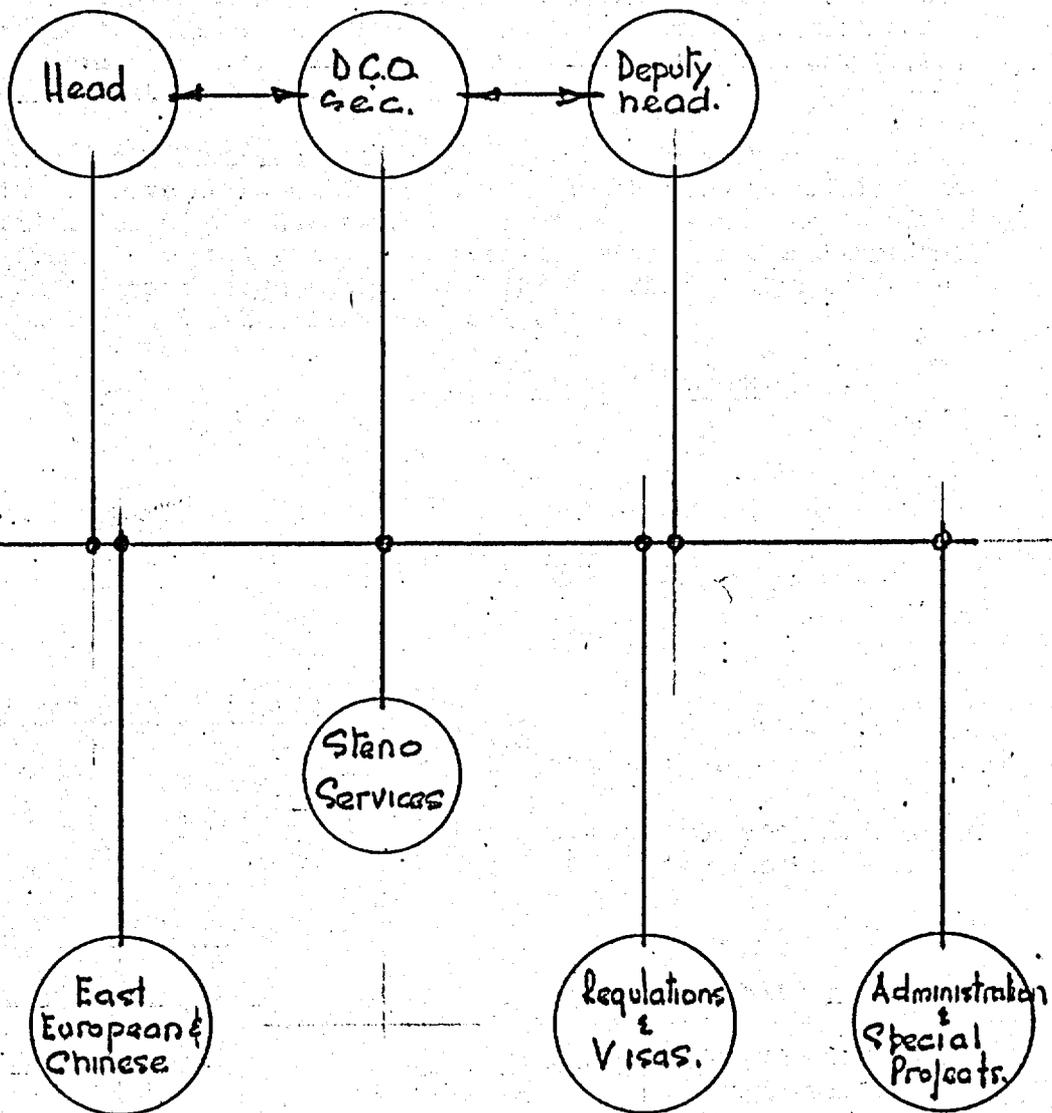
CONSULAR DIVISION

This Division is responsible for the conduct of all consular matters. Its duties include safeguarding the rights and interests of Canadian citizens and companies abroad; making arrangements for the protection and evacuation of Canadians resident abroad in times of emergency of war; representing Canadian citizens in matters of estates abroad; assisting in finding missing persons; helping Canadian citizens abroad who are temporarily destitute, including the granting of financial aid on a recoverable basis; assisting Canadian seamen in distress; procuring and authenticating legal documents and providing advice and assistance on citizenship questions.

This division will require contact with the Political Divisions, the coloured countries in particular.

Because of the number of visiting persons during a day, the division should be located near the main entrance and not in a secure area.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	300	G.O. to include reception area
Deputy Head	1	200	P.O.
Steno Services	5	520	G.O.
<u>Western Section</u>			
Section Head	1	150	P.O.
Officers	2	210	G.O.
Officers	2	210	G.O.
<u>East European and Chinese Section</u>			
Section Head	1	150	P.O.
Officers	2	210	G.O.
Officers	2	210	G.O.
<u>Special Projects Section</u>			
Officer	1	150	P.O.
Training		340	G.O.
<u>Regulations and Visas Section</u>			
Section Head	1	150	P.O.
Officers	2	210	G.O.
Officers	<u>2</u>	<u>210</u>	G.O.
Total	25	3,520	



DEPARTMENT OF PUBLIC WORKS

BUILDING CONSTRUCTION BRANCH

CANADA

J.A. Langford

CHIEF ARCHITECT

DISTRICT ARCHITECT

Drawing title:

Consular Div.

scale:

date

March 66,

revisions

date

designed by:

drawn by:

reviewed by:

approved by:

job number:

Dwg
no.

INFORMATION DIVISION

This Division has two main responsibilities:

- (a) to convey to the people of other countries a knowledge and understanding of Canada and the Canadian people;
- (b) to provide information on Canada's external policy and on the work of the Department of External Affairs.

The Division produces and distributes a variety of publications such as reference papers, speeches, bulletins, booklets and folders to meet specific needs. Outside Canada, the task of the Division is to co-ordinate Canadian information activities and, in most countries, to conduct those operations that include dissemination of general and specific information about Canada's economic and cultural interests, as well as its external policy.

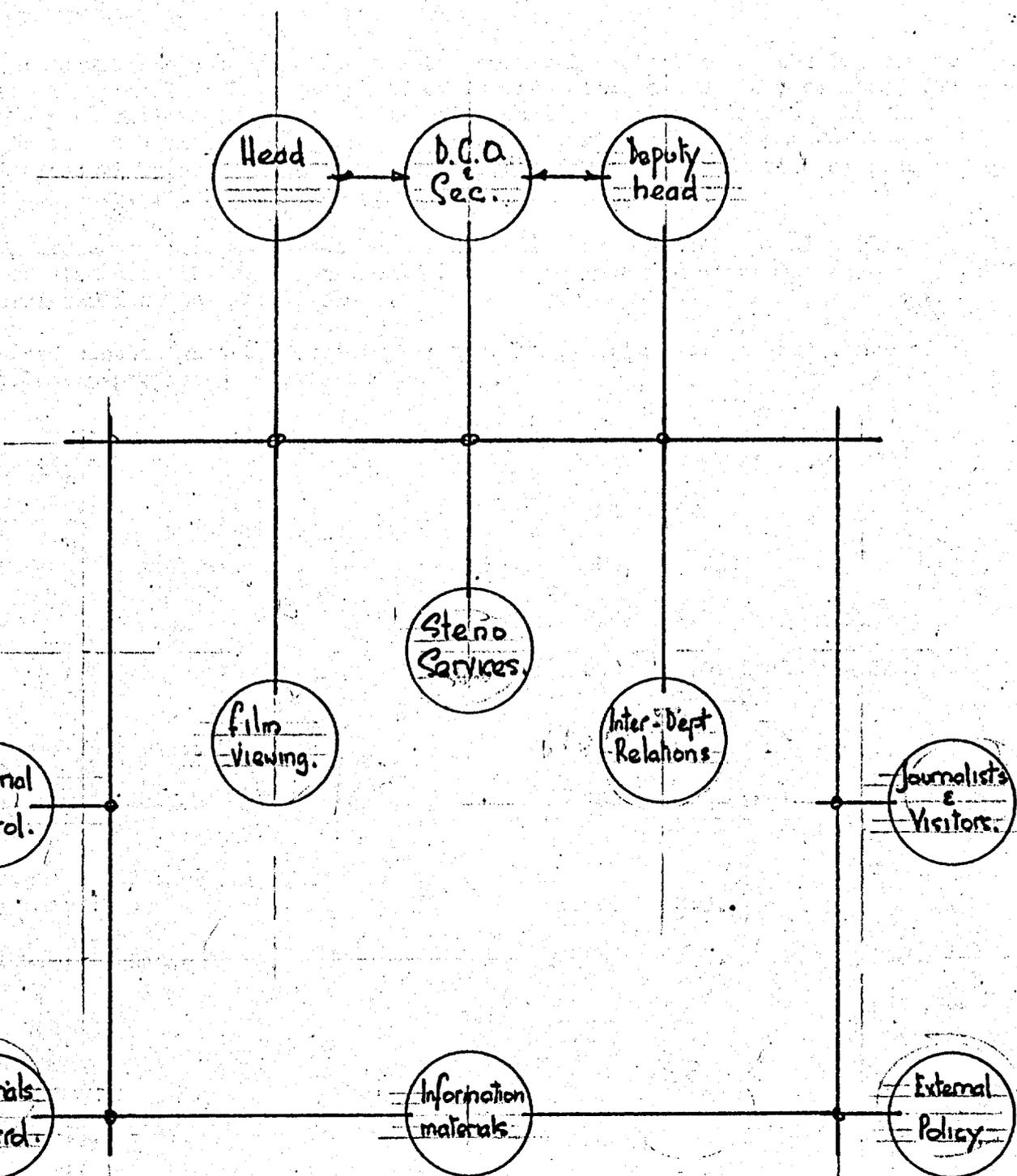
Within Canada, the Division makes available current and background information on government policy regarding international affairs and on the activities of the Department as a whole. It also deals with requests from other government departments, educational institutions, business and private organizations and the Canadian public at large for information on Canada's external relations.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O.
Deputy Head	1	200	P.O.
Steno and Typists	13	1,150	G.O.
<u>Editorial and Control Section</u>			
Section Head	1	150	P.O.
Editors	7	750	G.O. with S.P. @ 120 for assist head.
<u>Materials Control Section</u>			
Financial Officer	1	120	S.P. with photo unit.
Photo Unit	4	1,070	G.O. with S.P. @ 120 storage wall at one end required 18" deep.
Information Material		830	G.O. contains filing cabinets and rack storage.
Enquiries	2	220	G.O.
<u>Exhibition Section</u>			
Section Head	1	150	P.O.
Staff	2	210	G.O.

(Cont'd)

INFORMATION DIVISION (Cont'd)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
<u>Journalists and Visitors Section</u>			
Section Head	1	200	P.O.
Officers	2	300	2 P.O.'s @ 150
Officers	2	210	G.O.
Staff	2	210	G.O.
<u>External Policy Section</u>			
Section Head	1	150	P.O.
Officers	2	210	G.O.
<u>Interdepartmental Relations Section</u>			
Section Head	1	150	P.O.
Officers	3	360	P.O. @ 150 and S.P. @ 210.
Staff	<u>1</u>	<u>170</u>	
	Subtotal	50	7,320
Film Viewing Room		780	Screening room - seating for 45 - projection booth and film storage area 150.



CANADA

DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

J. A. Langford CHIEF ARCHITECT

DISTRICT ARCHITECT.....

Drawing title:
Information Div.

scale: _____

date **March 66.** revisions _____

designed by : _____ date _____

drawn by : _____

reviewed by : _____

approved by : _____

Job number:
64-12.4.

Dwg no. _____

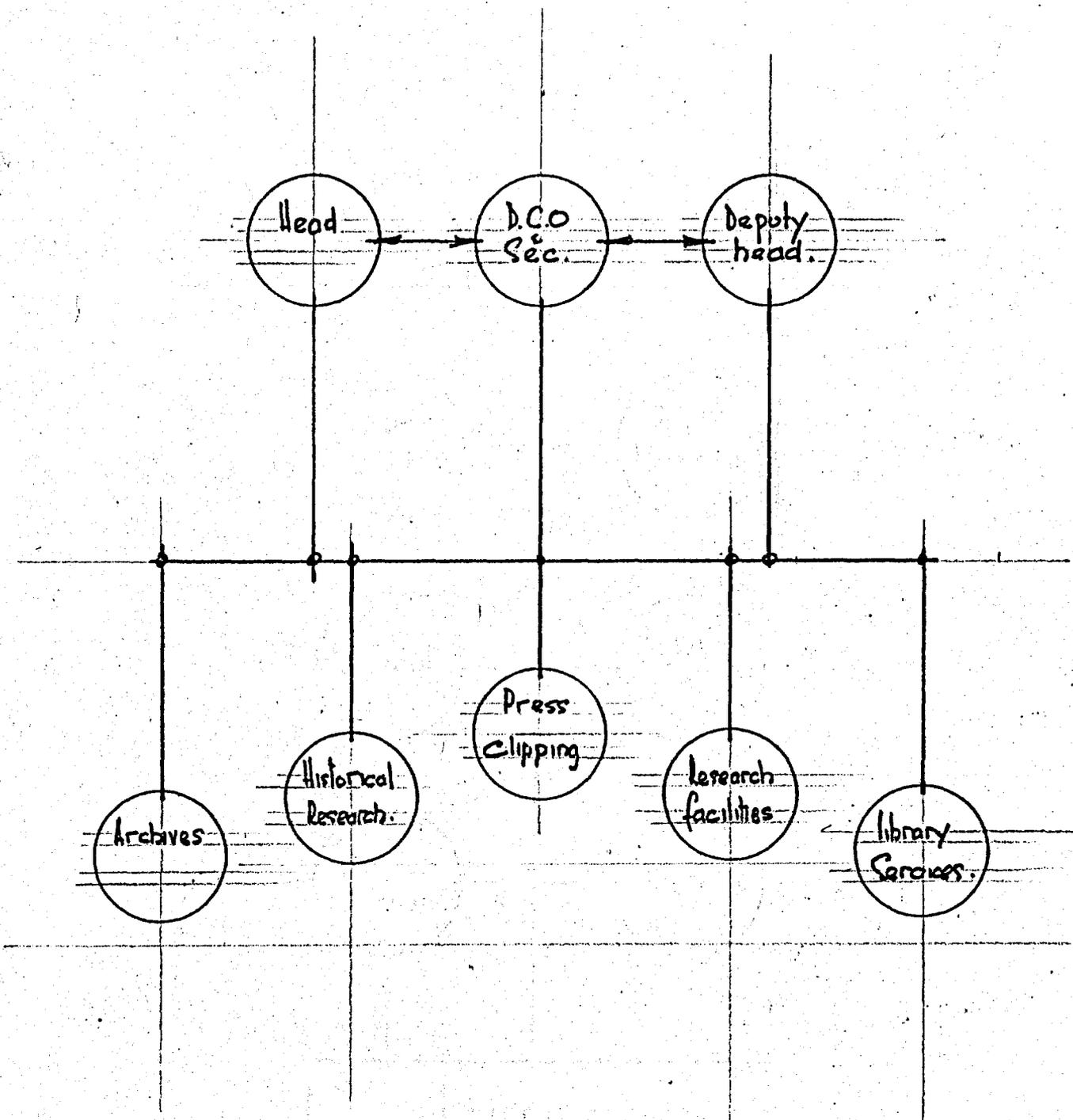
HISTORICAL DIVISION

This division is responsible for the archival activities of the Department, for historical work in the field of foreign affairs and, on occasions, for the preparation of background material on international issues. Library sources at home and abroad fall within the jurisdiction of the division. A press clipping service is also available for the reproduction of documents, etc. for the whole Department.

In order to achieve general research facilities for the general public and students, the division should be located in a now secure area, preferably on the ground floor.

Close contact with the registry is important because of the reference of files in preparing reports and studies.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
DCO and Secretaries	3	300	G.O.
Deputy Head	1	200	P.O.
Historical Research	6	650	G.O. including 2S.P.'s at 210
Research Facilities		500	G.O.
Archives Section	10	980	G.O. including 1 P.O. at 150 and S.P. at 210
Archives Storage and Press Clippings		1,500	G.O.
Press Clippings	7	855	G.O. including S.P. at 90
	<hr/>	<hr/>	
	28	5,285	
 <u>Library Services</u>			
Head Librarian	1	180	P.O.
Assistant Librarian	1	150	P.O.
Librarians	3	360	G.O.
Clerical	10	1,560	G.O.
Service Area		300	G.O.
Reading Room		600	G.O.
Library		7,840	G.O.
Reading and Research Stations		300	G.O. 10 at 30 attached to Library
Storage		2,000	G.O.
	<hr/>	<hr/>	
	15	13,290	



CANADA

DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

J. A. Longford CHIEF ARCHITECT
DISTRICT ARCHITECT.....

Drawing title: **Historical Div.**

scale: _____

date **March 66.** revisions _____

designed by : _____ date _____

drawn by : _____

reviewed by : _____

approved by : _____

Job number: **64-12-4.**

Dwg no. _____

Reading room

lead librarian

Clerical.

Deputy head.

Service Area.

librarians

library.
Reading & research stations

Storage.



DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

CANADA

J.A. Longford

CHIEF ARCHITECT

DISTRICT ARCHITECT

Project title: Library Services

date: March 66

revisions

designed by:	date
drawn by:	
reviewed by:	
approved by:	
job number: 64-12-4.	Dwg no.

LEGAL DIVISION

The principal function of this Division is to ensure that International Affairs, so far as Canada is concerned, are conducted in accordance with approved legal principles and practices. Accordingly, it furnishes the Department with advice on public and private international law, constitutional law and comparative law. In addition the Division follows closely the work of the sixth (legal) committee of the United Nations General Assembly and of the International Law Commission.

Continuing liaison is maintained with the Department of Justice, the office of the Judge, Advocate General and other law establishments of the Government on many questions. Besides its general section, the Division comprises a Treaty Section, which assists in the preparation and interpretation of international agreements and is responsible for the maintenance of treaty records, the registration of treaties with the United Nations, their publication in the Canada Treaty Series and their tabling in Parliament.

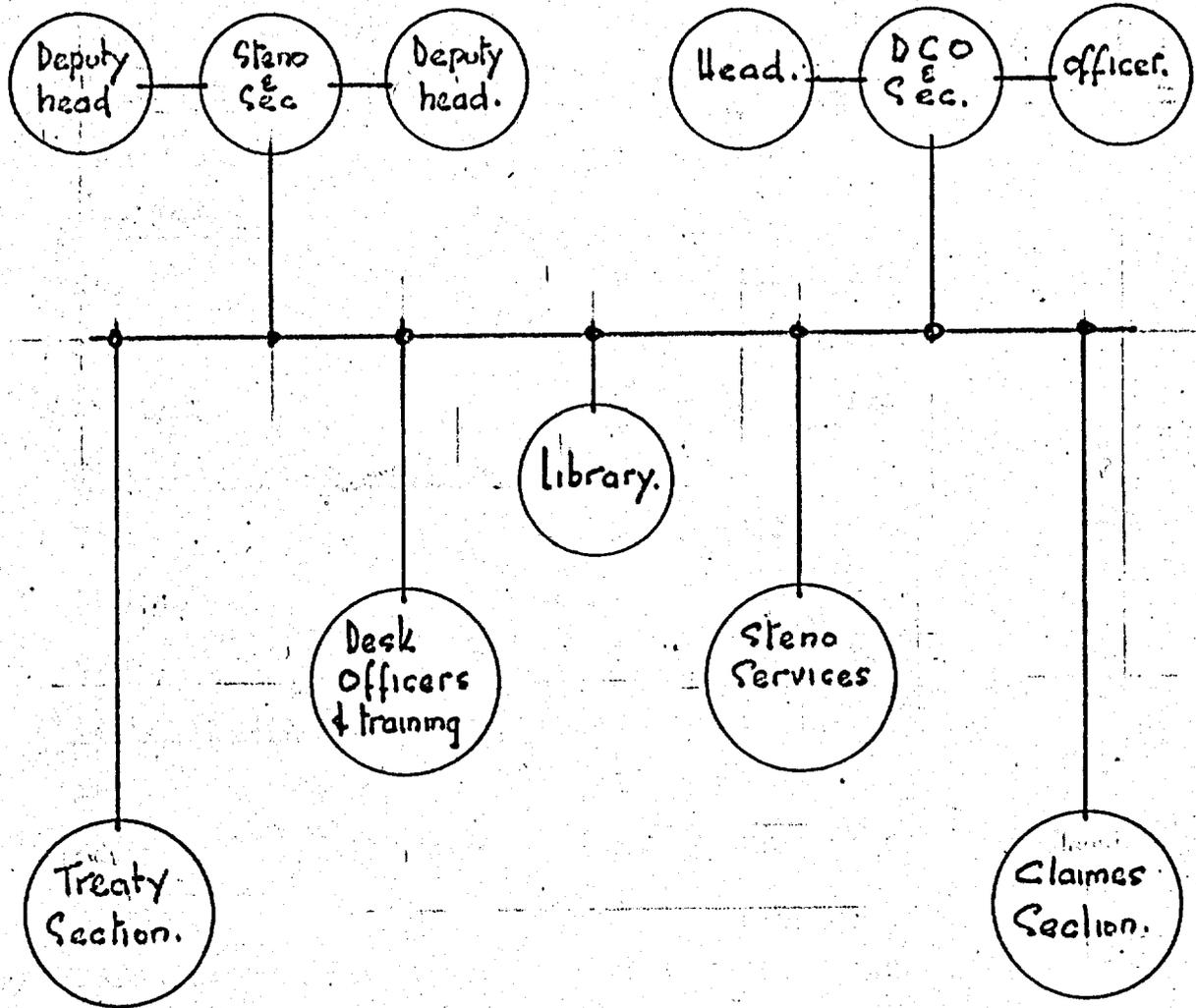
The Division should be near the main library facilities and have close liaison with the following:

- (a) Economic
- (b) D.L. I
- (c) Consular
- (d) United Nations Disarmament
- (e) U.S.A.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
Secretaries	2	210	G.O.
Deputy Head	1	200	P.O.
Secretaries	2	210	G.O. including reception area
Deputy Head	1	200	P.O.
Officer	1	200	P.O.
Steno Services	12	960	G.O.
F.S.O. in Training		180	G.O.
<u>"Desk" Offices</u>			
Political and Economic	1	150	P.O.
Private International Law	2	300	2 P.O.'s @ 150.
Admin. and Consular	1	150	P.O.
Defence Immunities	1	150	P.O.
Federal Provincial Matters	2	300	2 P.O.'s @ 150.

LEGAL DIVISION (Cont'd)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
<u>Treaty Section</u>			
Head	1	200	P.O.
Legal Planning	2	300	2 P.O.'s @ 150.
Treaty Registry Clerk	1	120	S.P. attached to general office area.
Negotiations	1	150	P.O.
General Office		350	G.O. with access to vault.
Vault		150	Fire Protection - shelving.
<u>Claims Section</u>			
Head	1	200	P.O.
Deputy	1	180	P.O.
Officers	6	900	6 P.O.'s @ 150.
Legal Clerks	5	600	G.O. including one S.P. at 210.
<u>Library</u>			
Library	1	1,600	G.O. including one S.P. @ 200. 800 stack units. 36" x 12" x 84" high, see sketch.
Total	<u>46</u>	<u>8,260</u>	



DEPARTMENT OF PUBLIC WORKS
 BUILDING CONSTRUCTION BRANCH
 J.A. Longford
 DISTRICT ARCHITECT

Drawing title:
Legal Division
 scale:
 date **March 66.**

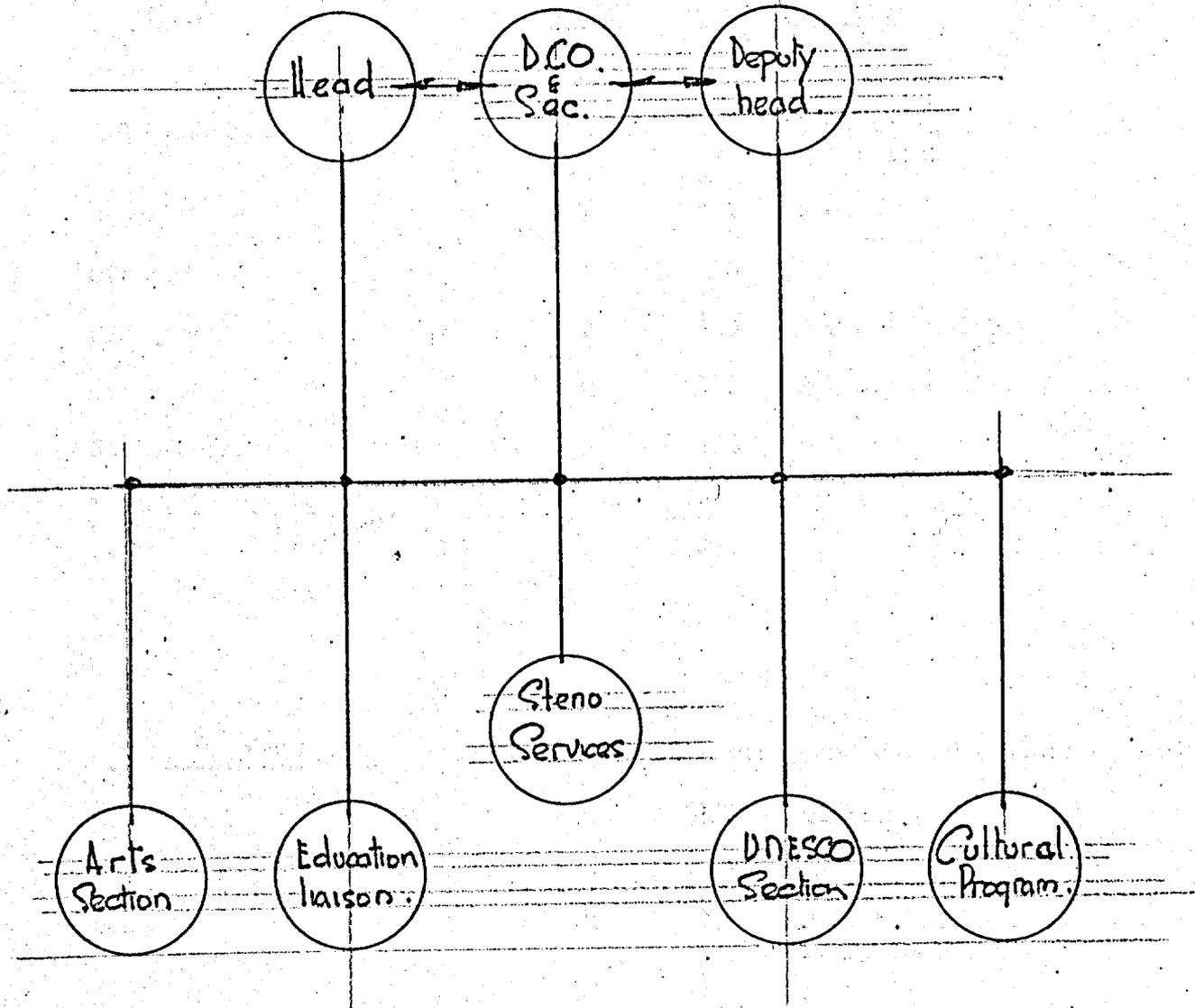
designed by:	date
drawn by:	
reviewed by:	
approved by:	
Job number	Dwg no.

CULTURAL AFFAIRS DIVISION

This division was formed in January 1966, and is concerned mainly with the administration of cultural agreements with other countries and in particular those of the french speaking countries.

It is responsible for all cultural exchanges and the development of cultural relations with eight countries who have recently signed agreements with Canada. It is also concerned with relations with all other countries having diplomatic representation in Canada.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O.
Deputy Head	1	200	P.O.
Steno Services	8	690	G.O.
<u>Arts Section</u>			
Head	1	150	P.O.
Officers	3	360	S.P.
Clerical	1	140	P.O.
<u>Educational Liaison Section</u>			
Head	1	150	P.O.
Officers	2	210	S.P.
Clerical	1	170	P.O.
<u>UNESCO Section</u>			
Head	1	150	P.O.
Officers	2	210	S.P.
Clerical	1	170	P.O.
Documents and Publications Storage		400	G.O.
Art Storage		500	G.O.
<u>Cultural Program Section</u>			
Head	1	150	P.O.
Officers	4	420	2 S.P.'s @ 210.
Clerical	<u>2</u>	<u>370</u>	G.O.
Total	32	4,950	



DEPARTMENT OF PUBLIC WORKS
 BUILDING CONSTRUCTION BRANCH
 J.A. Longford
 DISTRICT ARCHITECT

Drawing title
Cultural Div.
 scale:
 date **March 66** revisions

designed by:
 drawn by:
 reviewed by:
 approved by:
 Job number
64.12.4.
 Dwg no.

GEOGRAPHICAL DIVISIONS

There are eight geographical divisions; their primary task is to provide the advice on which Canada's general political relations with other countries are based. In addition, they are consulted on the political aspects of matters that are primarily legal, economic, consular, etc., and they have a general responsibility for co-ordinating the various aspects of Canadian policy with respect to the countries and areas under their jurisdiction.

AFRICAN DIVISION - close liaison with United Nations, Commonwealth, African and Economic Divisions.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Steno	2	210	P.O. to include reception.
Deputy Head	1	200	P.O.
Officer	1	200	P.O.
Officers	2	300	2 P.O.'s @ 150.
Officer	2	300	2 P.O.'s at 150
Steno Services	3	380	G.O.
F.S.O. in Training	—	<u>180</u>	G.O.
Total	12	2,070	

MIDDLE EAST DIVISION - close liaison with African and United Nations Divisions.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O.	2	210	P.O. to include reception.
Deputy Head	1	200	P.O.
Officer	1	200	P.O.
Officer	1	150	P.O.
Officer	1	150	P.O.
Steno Service	2	200	P.O.
F.S.O. In Training	—	<u>180</u>	G.O.
Total	9	1,590	

COMMONWEALTH DIVISION

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O. and reception
Deputy Head	1	200	P.O.
Officers	3	600	3 P.O.'s @ 200.
Officers	4	600	4 P.O.'s @ 150.
F.S.O.'s in Training		180	G.O.
Steno Services	<u>5</u>	<u>480</u>	G.O.
Total	16	2,570	

FAR EASTERN DIVISION - close liaison with Commonwealth, United Nations and Economic Division.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O. and reception area
Deputy Head	1	200	P.O.
Officers	4	800	4 P.O.'s @ 200.
F.S.O.'s in Training		180	G.O.
Officers	5	750	5 P.O.'s @ 150.
Steno Services	<u>6</u>	<u>590</u>	G.O.
Total	19	3,030	

LATIN AMERICAN DIVISION

This Division will have contact with:

- (a) Economic
- (b) Consular

LATIN AMERICAN DIVISION (Cont'd)

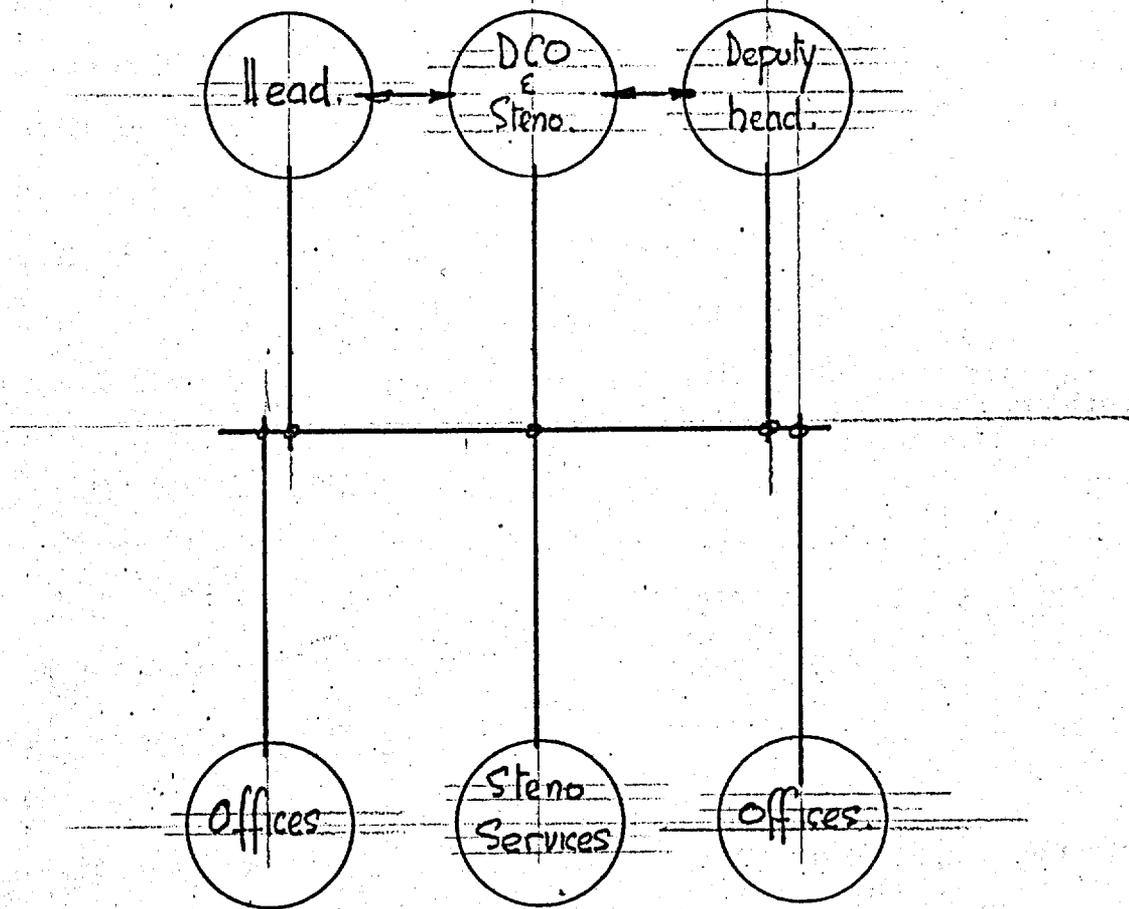
<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretaries	3	300	G.O. and reception area
Deputy Head	1	200	P.O..
Officers	3	600	3 P.O.'s @ 200..
Officers	4	600	4 P.O.'s @ 150..
F.S.O.'s in Training		180	G.O..
Documents Clerk	1	150	P.O..
Steno Services	<u>2</u>	<u>200</u>	G.O.
Total	15	2,530	

U.S.A. DIVISION

This Division should have close liaison with the following groups:

- (a) Economic
- (b) Legal
- (c) Defence liaison 1
- (d) Consular

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretaries	2	210	G.O. and reception area.
Deputy Head	1	200	P.O.
Officer	1	200	P.O.
Officers	3	450	3 P.O.'s @ 150
F.S.O.'s in Training		180	G.O.
Clerical - Steno	<u>3</u>	<u>300</u>	G.O.
Total	11	1,840	



DEPARTMENT OF PUBLIC WORKS

BUILDING CONSTRUCTION BRANCH

CANADA

J.A. Longford

CHIEF ARCHITECT

DISTRICT ARCHITECT

Drawing title:

Geographical
Divisions

scale:

date

March, 66,

revisions

designed by:

drawn by:

reviewed by:

approved by:

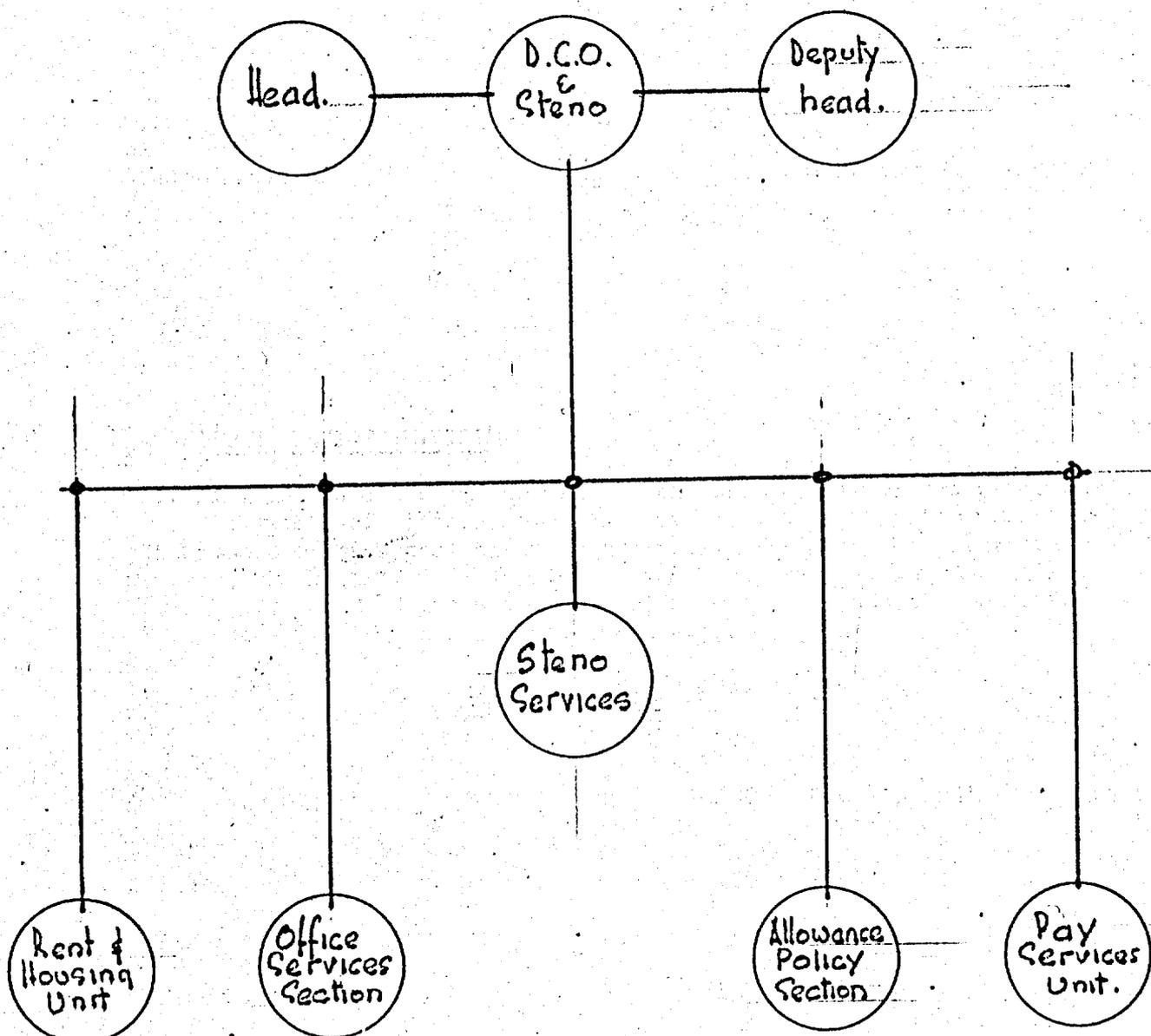
Job number:
64-12-4.

Dwg
no.

date

ADMINISTRATIVE SERVICES DIVISION

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Steno	2	210	G.O. including reception area
Deputy Head	1	200	P.O.
Steno Pool	6	690	G.O.
Staff in Training		160	G.O.
<u>Office Services Section</u>			
Officer	1	150	P.O.
Staff	4	540	G.O.
Manual Storage		200	G.O. rack storage units. - access from general office.
<u>Allowance Policy Unit</u>			
Officer	1	150	P.O.
Staff	3	330	G.O. 1 S.P. @ 210.
Clerical	3	290	G.O.
<u>Rental and Housing Unit</u>			
Officer	1	150	P.O.
Staff	4	460	G.O. including 1 S.P. @ 120.
Posting Service	4	600	1 P.O. at 150 and 1 S.P. at 120
Medical Service Unit	2	310	G.O. including 1 S.P. @ 120.
<u>Pay Services</u>			
Officer	1	150	P.O.
Pay Unit Officer	1	150	P.O.
Pay Unit	14	1,720	G.O. including 1 S.P. @ 120 and 1 S.P. @ 210 - counter and reception area.
Superannuation	3	280	G.O.
Leave and Attendance	<u>4</u>	<u>360</u>	1 S.P. at 120
Total	56	7,400	



DEPARTMENT OF PUBLIC WORKS
 BUILDING CONSTRUCTION BRANCH
 J.A. Langford
 DISTRICT ARCHITECT

Drawing title:
Administrative Divi:
 date: **March 66**

designed by:	date
drawn by:	
reviewed by:	
approved by:	
Job number:	Dwg no.

ORGANIZATION AND METHODS DIVISION

This is a new Division formed to improve the work of the Department.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
Junior Staff	3	500	G.O.
Officer	1	150	P.O.
Officer	1	150	P.O.
Officers	2	210	G.O.
Steno Services	<u>1</u>	<u>200</u>	G.O. including reception.
Total	9	1,520	

INSPECTION SERVICES DIVISION

This Division is a new one formed for the purpose of arranging for the periodic visits of liaison teams to posts abroad so that the work and performance of each post might be reviewed in relation to the requirements of the Department. The Inspection Services will be responsible for making recommendations for more efficient and economical operation of the Department as a result of the visits.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	300	G.O. including reception area.
Officer	1	150	P.O.
Officer	1	150	P.O.
Officer	1	150	P.O.
Officer	1	150	P.O.
Officers	<u>2</u>	<u>210</u>	G.O.
	9	1,410	

PERSONNEL OPERATIONS DIVISION

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O. including reception.
Deputy Head	1	200	P.O.
Steno Services	4	400	G.O.
Waiting Room		150	G.O.
<u>Posting and Assignments Section</u>			
Head	1	150	P.O.
Officers	8	1,200	8 P.O.'s @ 150.
<u>Career Development Section</u>			
Head	1	150	P.O.
Officers	3	450	3 P.O.'s @ 150.
Personnel Records	<u>5</u>	<u>600</u>	G.O.
Total	26	3,810	

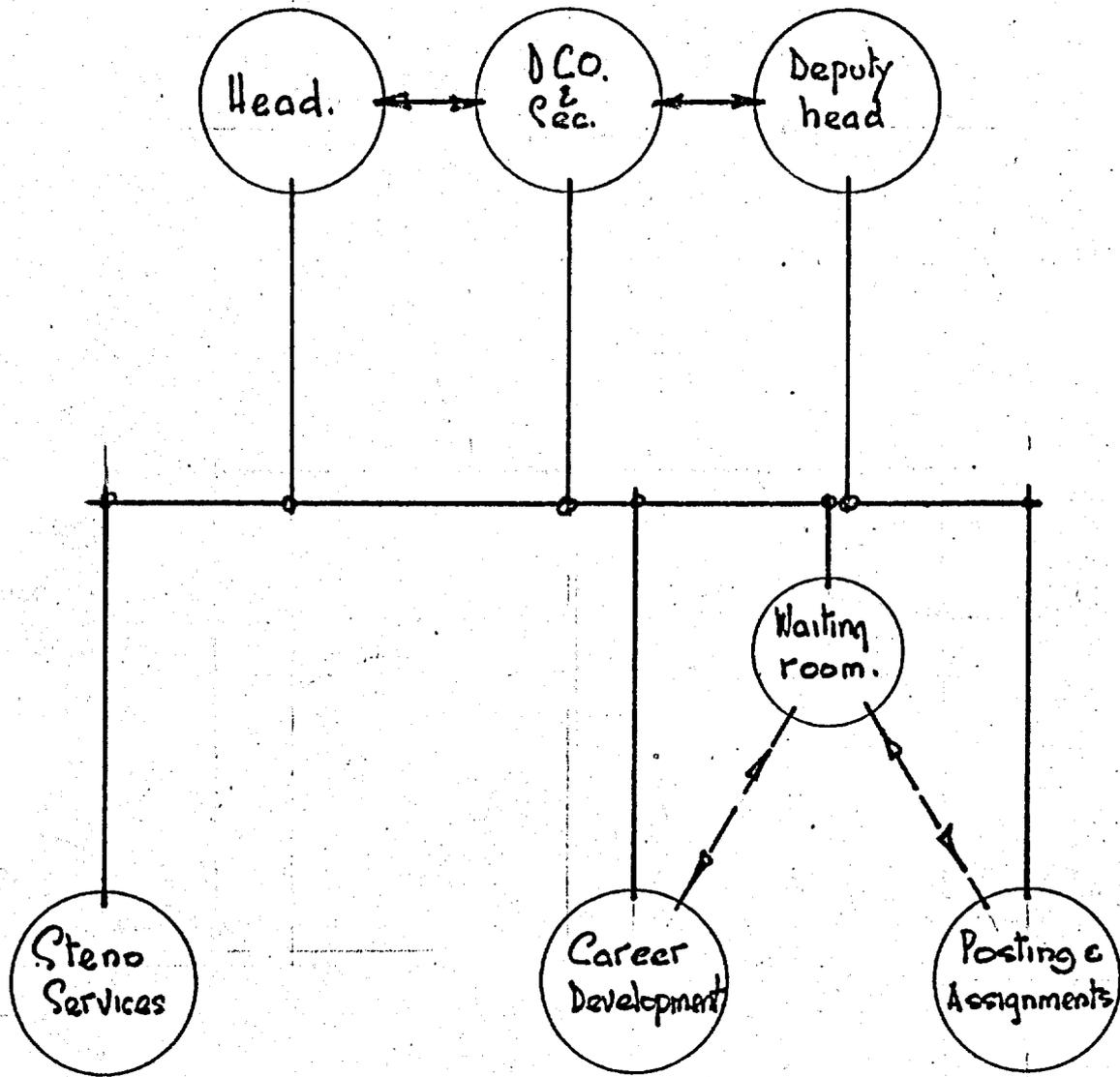
PERSONNEL SERVICES DIVISION

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Steno	2	210	G.O. including reception area.
<u>Establishments and Classification</u>			
Head	1	150	P.O.
Supervisor	1	150	P.O.
Officer	1	150	P.O.
Officers	4	420	2 G.O.'s at 210
Local Staff	1	150	P.O.
Staff	3	300	G.O.
Special Projects	1	150	P.O.
<u>Employment</u>			
Head	1	150	P.O.

PERSONNEL SERVICES DIVISION

Employment

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Recruiting Officers	3	450	3 P.O.'s @ 150.
Induction Officer	1	150	P.O.
Records Clerk	1	120	G.O.
<u>Training and Development</u>			
Head	1	150	P.O.
Officers	2	300	2 P.O.'s @ 150.
Officers	2	210	G.O.
Records	5	500	G.O. including 1 S.P. @ 120.
<u>Staff Relations</u>			
Supervisor	1	150	P.O.
Staff	1	150	.O.
<u>Personnel Research</u>			
Head	1	150	P.O.
Staff	1	150	P.O.
Steno Pool	<u>8</u>	<u>720</u>	G.O. including 1 S.P. @ 120
Total	43	5,330	
<u>Training Facilities</u>			
Classrooms		860	G.O.
Assembly room		800	G.O.
Language Lab		800	G.O. including 22 language Booths.
Study Rooms		600	G.O.
Storage		<u>300</u>	G.O.
	<u>43</u>	<u>8,690</u>	



CANADA

DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

J. A. Langford CHIEF ARCHITECT

DISTRICT ARCHITECT.....

Drawing title:

Personnel Operations Div.

scale: _____

date March 66, revisions

designed by : _____ date

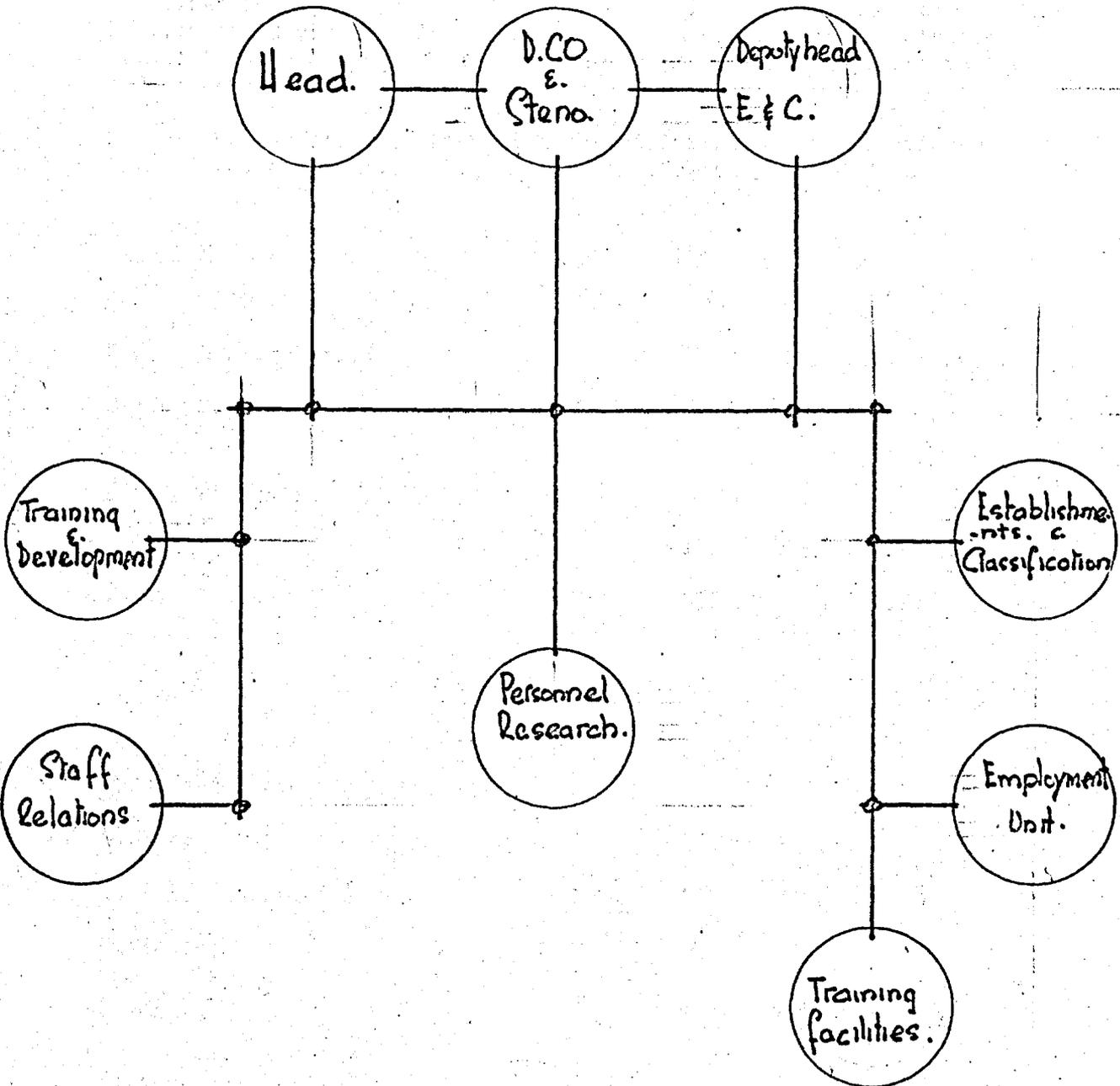
drawn by : _____

reviewed by : _____

approved by : _____

Job number:

Dwg no.



CANADA

DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

J. A. Langford CHIEF ARCHITECT

DISTRICT ARCHITECT.....

Drawing title:

Personnel Services Div.

scale:

date March 66. revisions

date

designed by :

drawn by :

reviewed by :

approved by :

Job numbers:

Dwg no.

FINANCE DIVISION

This Division is responsible for the administrative work of the Department in conjunction with the Supplies & Properties, Registry and General Services Divisions.

The Division prepares the main and supplementary estimates for the Department and has general financial control over departmental expenditures, the financing of missions and auditing of mission accounts, the handling of travel and removal claims, payment to international organizations, and administrative arrangements for Canadian participation at international conferences.

Besides having close contact with the divisions already mentioned, it will also require close liaison with the Treasury Board Unit.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. & Secretaries	2	210	Including reception
Deputy Head	1	200	P.O.
<u>Travel and Removal Section</u>			
Officer i/c	1	150	P.O.
Travel Claims	7	835	G.O. to include S.P. at 120
Travel Procurement	4	595	G.O. to include S.P. at 120
<u>Plans and Estimates Section</u>			
Officer (Systems)	1	150	P.O.
Officer (Estimates)	1	150	P.O.
Officers	2	210	G.O.
Staff	2	260	G.O.
<u>Accounts Section</u>			
Staff	7	620	G.O. to include S.P. at 120
<u>Audit Section</u>			
Staff	4	460	G.O. to include S.P. at 120

FINANCE DIVISION (Cont'd)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
<u>Financial Briefing Section</u>			
Officer	1	150	P.O.
Officer	1	150	P.O.
Instruction		400	G.O. to include 2 S.P.'s at 160
Steno Services	5	460	G.O.
Photocopy and Supply Store		<u>185</u>	G.O.
Total	40	5,485	

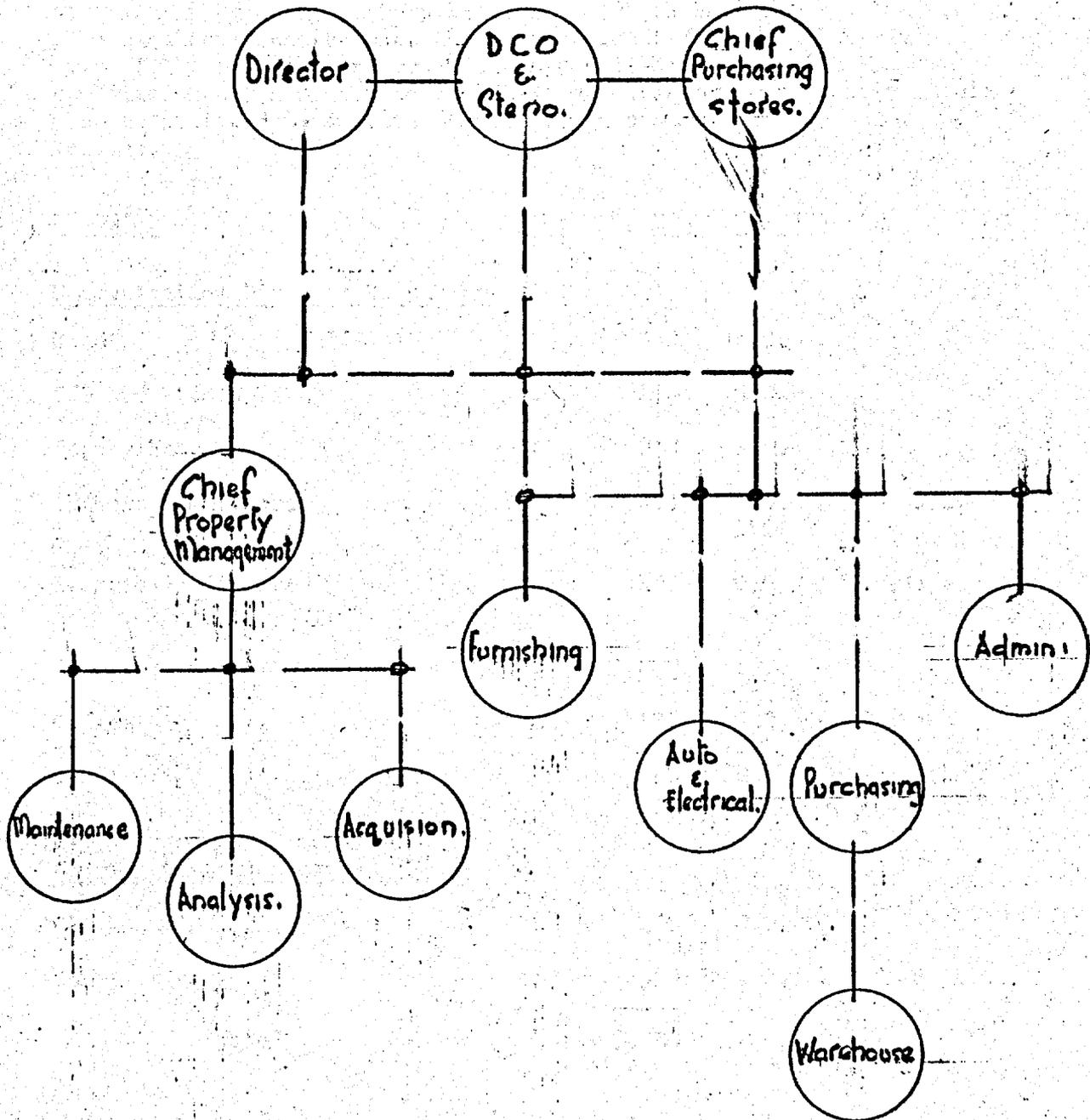
SUPPLIES AND PROPERTIES DIVISION

This Division arranges for the purchase of sites and premises for departmental use at posts abroad as well as the planning and development of construction projects. It is also responsible for the leasing of office accommodation, official residences for heads of post and accommodation for staff in certain cases. The maintenance and upkeep of all government-owned or leased properties controlled by the Department at posts abroad from a part of this Division's activities. It is also responsible for the purchase of furniture, furnishings and equipment for chanceries, residences and staff quarters, together with the carrying out of major schemes of interior decoration related to such properties. All official vehicles for the Department's use abroad are purchased through this division and it is responsible for subsequent maintenance. The ordering, packing and shipping of all stationery, office supplies and equipment including the removal of personal effects in, and out of Canada are also handled by the Division.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Director	1	300	P.O.
DCO & Section	2	340	G.O.
Deputy Head (P. & S.)	1	180	P.O.
<u>Furnishing Section</u>			
Head	1	180	P.O.
Deputy	1	170	P.O. including drafting table
Sample and Records		800	G.O. to include interview area at 100; fabric samples at 150; files and plan cabinets at 350 and vault storage for pictures at 200.
Office	5	850	G.O. with 5 S.P.'s at 170 - require access to sample area.
Office	2	300	G.O.
Clerical	3	300	G.O.
<u>Auto and Electric Section</u>			
Head	1	150	P.O.
Deputy	1	150	P.O.
Clerical and Records	5	580	G.O.
Office	3	400	G.O.

SUPPLIES AND PROPERTIES DIVISION (Cont'd)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
<u>General Purchasing Section</u>			
Head	1	150	P.O.
Clerical	10	980	G.O. to include S.P. at 120
Storage		200	G.O.
<u>Administration</u>			
Officer	1	150	P.O.
Steno Services	9	800	G.O.
Inventory Unit	7	705	G.O.
Supplies and Photo Store		100	G.O.
Records Vault		100	G.O.
Staff Instruction		240	G.O.
<u>Property Management Section</u>			
Chief (Deputy Head)	1	180	P.O.
Secretary	1	180	G.O.
<u>Acquisition</u>			
Head	1	150	P.O.
Deputy	1	170	P.O.
Office	3	565	G.O. - drafting
<u>Maintenance</u>			
Head	1	150	P.O.
Deputy	1	170	G.O. - drafting
Officer	1	170	G.O. - drafting
Officers	3	400	G.O. - drafting
Clerical	3	320	G.O.
Plan Store		170	G.O.
<u>Programme Analysis Section</u>			
Head	1	150	P.O.
Officer	1	150	P.O.
	<u>72</u>	<u>11,050</u>	



DEPARTMENT OF PUBLIC WORKS
BUILDING CONSTRUCTION BRANCH

CANADA

J.A. Langford

DISTRICT ARCHITECT

DISTRICT ARCHITECT

Drawing title:
Supplies & Properties Div.

scale:

date

April 66.

revisions

designed by: _____ date _____

drawn by: _____

reviewed by: _____

approved by: _____

Job number:

Dwg no.:

COMMUNICATIONS DIVISION

This Division is responsible for the dispatch and receipt of communications by telegram, teletype, cypher and diplomatic courier between Ottawa and the mission posts abroad.

The Division is divided into two sections, the Headquarters Unit and the Communications Centre. Although the two units are part of one Division, they need not be planned adjacent to each other. The Communications Centre must, however, be located in a full basement area of the building and be completely self-contained with its own ventilation and humidity control system. Standby power supply should also be provided to operate the centre in case of outside power failure.

<u>FUNCTION</u>	<u>STAFF</u>	<u>AREA</u>	<u>REMARKS</u>
<u>Communication Division Headquarters</u>			
Head	1	300	P.O.
DCO and Stenos	4	490	G.O.
Deputy Head	1	200	P.O.
Technical Officers	6	900	P.O. 6 P.O.'s at 150
Technical Officers	4	420	G.O. 2 S.P.'s at 210
Accounts Clerk	2	210	G.O.
Office	2	290	G.O. drafting
Vault		50	G.O. access from drafting room.
<u>Courier Control Section</u>			
Clerks	4	420	G.O.
Couriers	17	330	G.O. 1 S.P. at 210
Total	41	3,610	
<u>Communications Centre</u>			
Officer i/c	1	150	P.O.
Officer	1	120	S.P.
Maintenance	1	120	S.P.
Clerical	2	210	G.O.
Line Room	56	1,800	G.O. Top security area. Air conditioning and humidity control required.

COMMUNICATIONS DIVISION (Cont'd)

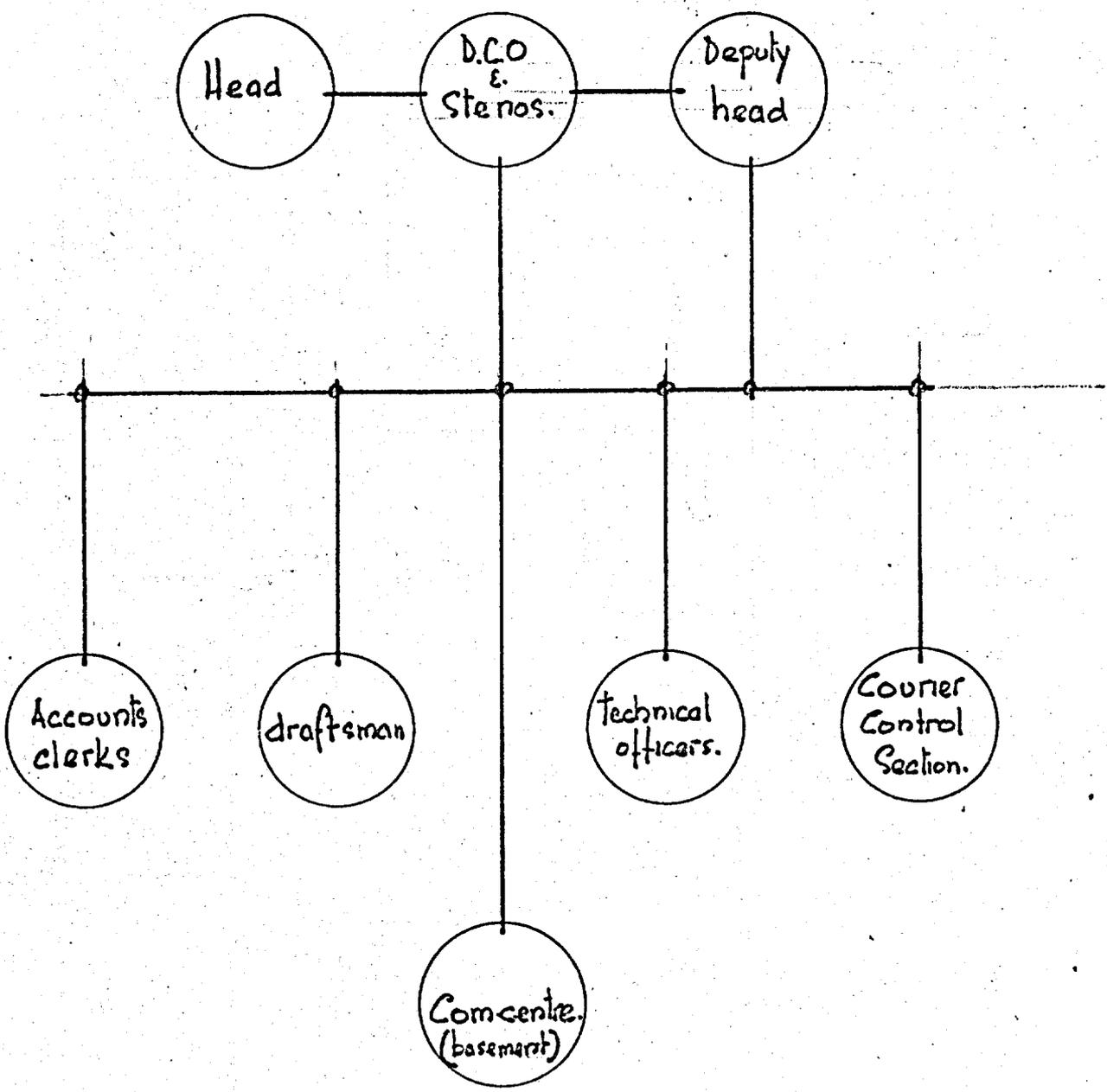
<u>FUNCTION</u>	<u>STAFF</u>	<u>AREA</u>	<u>REMARKS</u>
<u>Communications Centre</u>			
Signal Master	1	120	S.P. with Line Room
Duplicating Room	20	800	G.O. Top security area.
Cypher Room #1	20	750	G.O. Top security area. Sound proofing required.
Cypher Room #2	2	240	G.O. Top security area.
Cypher Room #3	1	240	G.O. Top security area.
Cypher Room #4	4	300	G.O. Top security area
Tape and Teletype Store		200	G.O.
Vault		100	G.O.
Lunch Room		240	G.O. Kitchen counter and sink required.
Locker Room		100	G.O.
Bag Room	12	1,600	G.O. Top security area.
Mail Room	8	500	G.O.
Storage		150	
Maintenance Section	9	900	G.O.
Janitor's Closet	<u>1</u>	<u>40</u>	
Total	139	8,680	

Within the Communications Centre area, there should be an area of 500 sq.ft. for a telephone line room which will house the incoming telephone cables and switchboard.

Also within the comcentre area will be the special room '77' shown under the DL2 division and the Duty Officer and Emergency Operations Room shown under DL1 division.

All electrical installations within the comcentre area for equipment will be carried out by their own staff. All that will be required of the general contractor will be the provision of ducts and panel boards in each room where special equipment is located. This information will be provided at final sketch plan stage.

Although no final decision has been taken, there is the possibility of installing a mail tube service between the comcentre and the local file room on each floor of the building for the transmittal and reception of important messages.

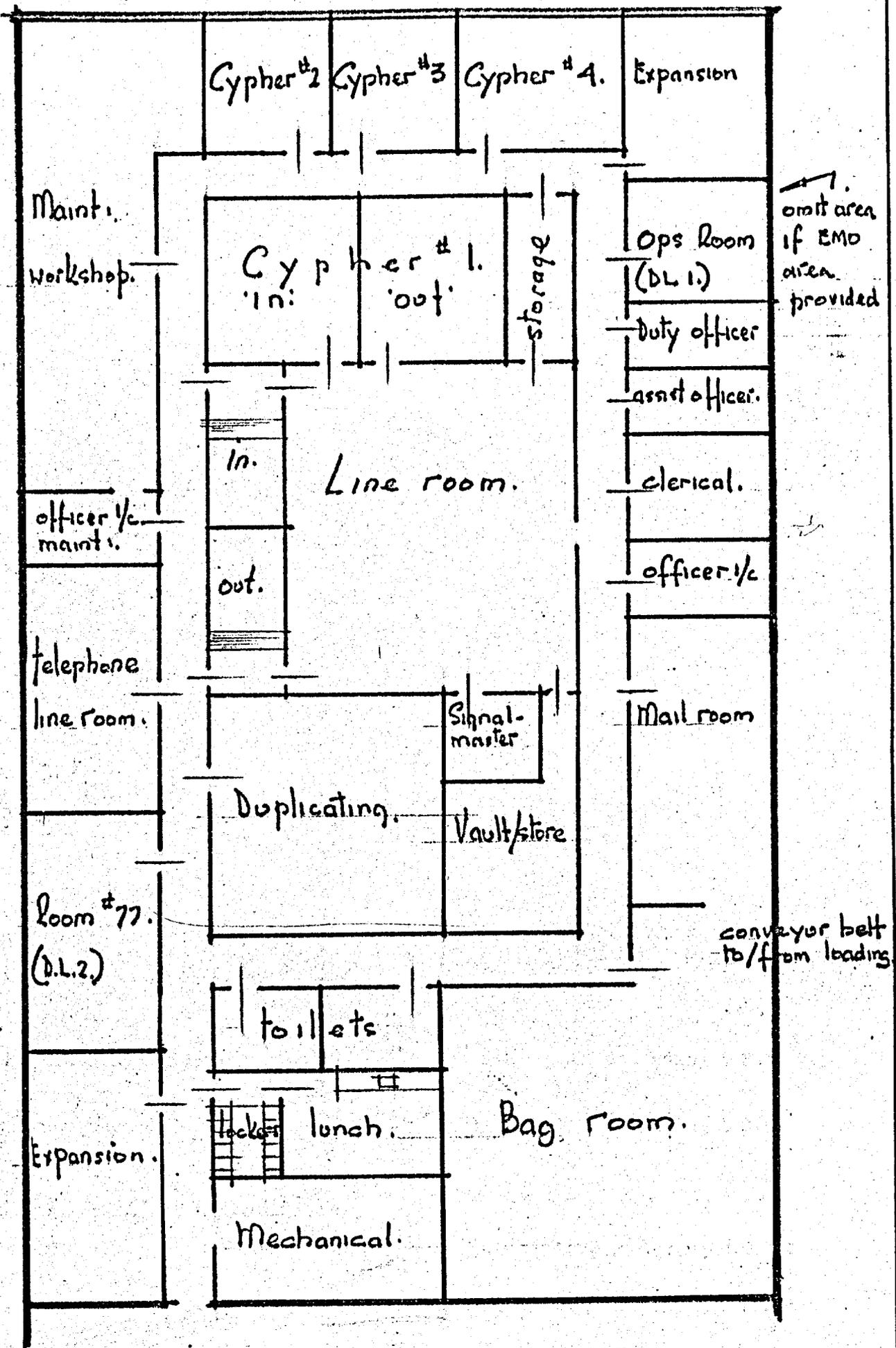


DEPARTMENT OF PUBLIC WORKS
 BUILDING CONSTRUCTION BRANCH

 J. A. Langford CHIEF ARCHITECT
 DISTRICT ARCHITECT.....

Drawing title:
Communications Div
 scale: _____
 date **March 66** revisions

designed by :		date
drawn by :		
reviewed by :		
approved by :		
Job number:	Dwg no.	



DEPARTMENT OF PUBLIC WORKS
 BUILDING CONSTRUCTION BRANCH
 J.A. Langford
 DISTRICT ARCHITECT

Drawing title
Comcentre
 scale: 1/16"
 date: **April 66.**

date _____
 designed by: _____
 drawn by: _____
 reviewed by: _____
 approved by: _____
 Job number: _____
 Dwg no.: _____

TREASURY OFFICE

This unit is attached to the Department of External Affairs. As well as serving External Affairs, the unit offers its services to an additional fourteen Departments.

The unit will require close liaison with the following groups in order or preference.

- a) Finance
- b) Admin. Services
- c) Supplies and Properties
- d) Personnel

The unit will be divided into two sections:

- a) Audit
- b) Accounting and Revenue

<u>Function</u>	<u>Staff</u>	<u>Areas</u>	<u>Remarks</u>
Chief	1	210	P.O.
Secretary and Steno	2	240	G.O.
Assistant Chief	1	180	P.O.
Admin. Officer	1	120	P.O.
Typing Pool	4	400	G.O.
External Aid Section	10	920	G.O. including S.P. at 90
<u>Audit Section</u>			
Accounts	7	860	G.O. including 1 S.P. at 90 and 1 P.O. at 150
Allowances	5	470	G.O.
Travel Claims Unit	9	800	G.O. including 1 S.P. at 90
Mission Accounts	13	1,190	G.O. including 1 S.P. at 90
<u>Accounting and Revenue Section</u>			
Revenue	5	520	G.O. including P.O. at 150
Vault		80	Adjacent revenue offices
Cheque Issue	2	220	G.O. with counter
Accounting	6	600	G.O.
Stationery Storage		120	Basement
Semi Dormant Storage		500	Basement
Total	66	7,430	

AUDITOR GENERAL

Adjacent to Treasury Office.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Office	3	540	G.O.

SECRETARY OF STATE - TRANSLATION SECTION

This Section will handle all translations for the Department.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Chief	1	210	P.O.
Secretary	1	150	P.O.
Assistant	1	180	P.O.
Translators	7	720	G.O. divided into 4 S.P.'s at 180
Library Research		300	G.O. to include library shelving on two end walls and one side wall - 18" deep.
Typists	<u>4</u>	<u>320</u>	
Total	14	1,880	

REGISTRY DIVISION

It is proposed to develop this Division along the lines of a central and decentralized operation and control. Local file rooms are to be planned on each floor of the building in the centre core to handle files for the Divisions located on that floor. Staff in these file rooms will handle requests for files, movements and file maintenance relating to correspondence.

These local file rooms will be operating on a decentralized basis; the classification of incoming mail will be carried out from a central location on the ground floor. Here incoming mail from the Mail Room will be opened, classified and sent to the various floors for local filing and action. This vertical flow of work will be handled by a continuous vertical conveyor system, which will be entirely automatic, feeding each file room with the necessary information. Vertical communication between floors will also be carried out by this method. Horizontal transportation on each floor will be carried out by the local messenger service.

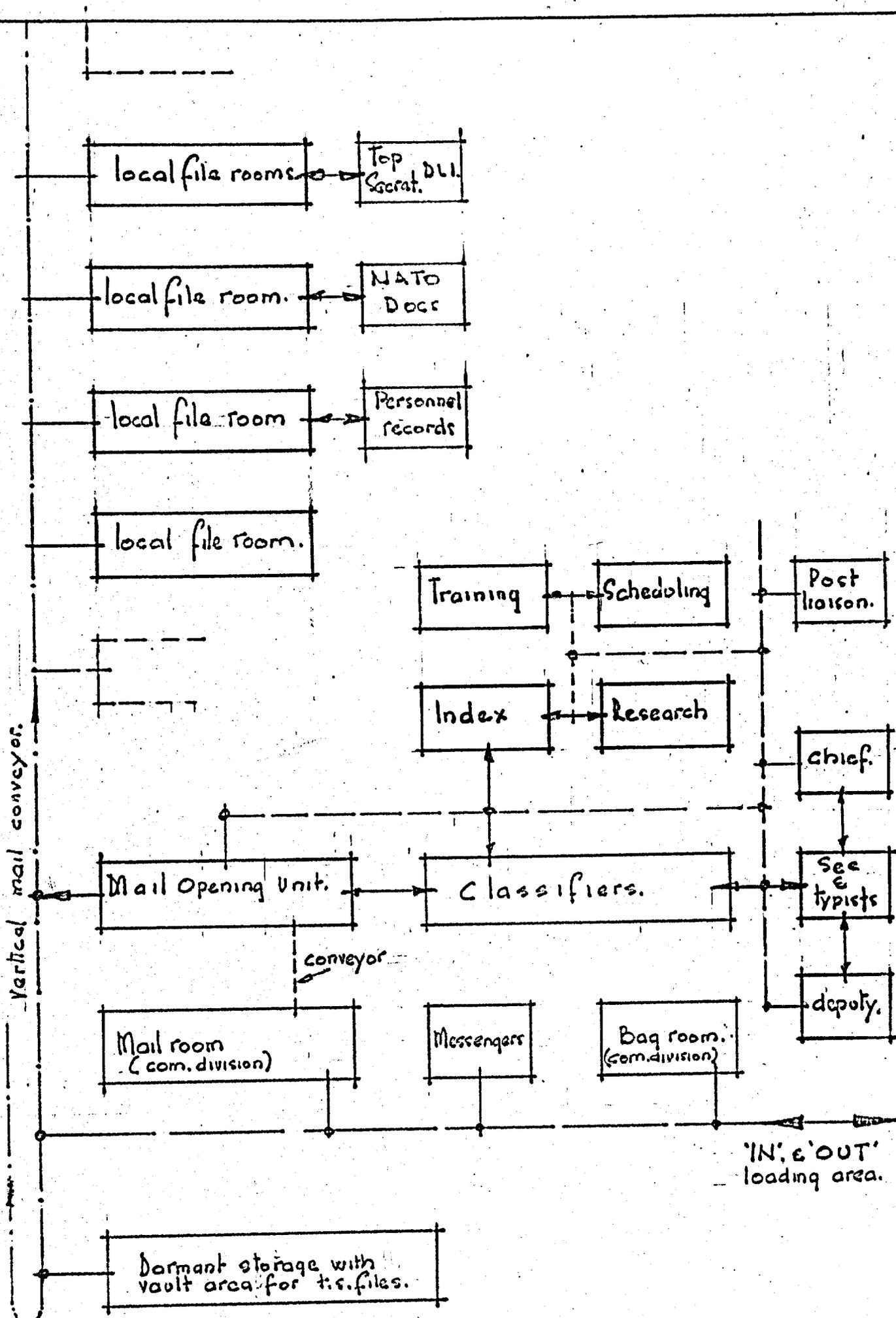
This method of vertical transportation will be used by the Library Services, Legal Library, U.N. Documents and the Production Services Unit. Much of the heavy loads produced by these Divisions will, however, be transported by the freight elevator.

Although the incoming Mail Room is under the jurisdiction of the Communications Division, it should be physically, if not organizationally, integrated into the Registry Division and vertical flow of work. It is suggested that this area should be at grade level to obtain the best possible access to loading bays and truck access.

<u>FUNCTION</u>	<u>STAFF</u>	<u>AREA</u>	<u>REMARKS</u>
Head	1	210	P.O.
Secretary and Typists	5	440	G.O.
Deputy Head	1	180	P.O.
Post Liaison	1	150	P.O.
Training Unit	2	380	G.O. including S.P. at 120
Classifiers	20	1,400	G.O. including 5 S.P.'s at 280
Mail Opening Unit	3	480	G.O. including cashier cage at 100
Main Index Unit	3	420	G.O. including S.P. at 90
Research Unit	1	120	G.O.
Scheduling Unit	7	570	G.O. including S.P. at 90
Supply Room		180	G.O. with rack storage
Messenger Unit	19	330	G.O. including S.P. at 90

REGISTRY DIVISION (Cont'd)

<u>FUNCTION</u>	<u>STAFF</u>	<u>AREA</u>	<u>REMARKS</u>
Personnel Registry Unit	5	910	G.O. located in Personnel Division
NATO Documents Room	2	910	G.O. located in DL1 Division. Top security required.
Special 'Top Secret' Registry	3	660	G.O. located in DL1 and DL2 Divisions adjacent to NATO documents room. Including S.P. at 90.
Local File Room (All floors)	27	7,500	G.O. area of each room 750
Semi Dormant Files		1,500	G.O.
Semi Dormant (top secret)		500	G.O.
Semi Dormant (NATO)		500	G.O.
Total	<u>100</u>	<u>17,340</u>	



 <p>DEPARTMENT OF PUBLIC WORKS BUILDING CONSTRUCTION BRANCH</p> <p>J.A. Langford CHIEF ARCHITECT</p> <p>DISTRICT ARCHITECT</p>	<p>Drawing title: Registry Division.</p>	<p>date</p>
	<p>scale:</p>	<p>designed by:</p>
	<p>date March 66. revisions</p>	<p>drawn by:</p>
		<p>reviewed by:</p>
		<p>approved by:</p>
	<p>job numbers</p>	<p>Dwg no.</p>

STORES AND SHIPPING DEPOT

Although this unit is under the authority of the Supplies and Properties Division, it need not be in close relation to the Division. This Depot ships all new equipment and supplies to the mission posts abroad. It also takes delivery of materials from manufacturers.

It should be located at grade level with good access to loading bays for tractor trailers and panel trucks. Height of the warehouse area should be approximately 14'-0".

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	150	P.O.
Staff	9	800	G.O.
Warehouse	6	19,500	G.O. Secure storage at 400
			Receiving 1000
			Shipping 1000
			Packing 2500
			Storage 1000
			Materials 800
			Stationery
			Storage and
			Supplies 11,600
			Bulk Storage <u>1,200</u>
Total	16	20,450	

PRODUCTION SERVICES

This unit does reproduction work for all divisions of the Department. Because of the type work, packing and storage areas are required and should be located on the ground or sub-basement floor level.

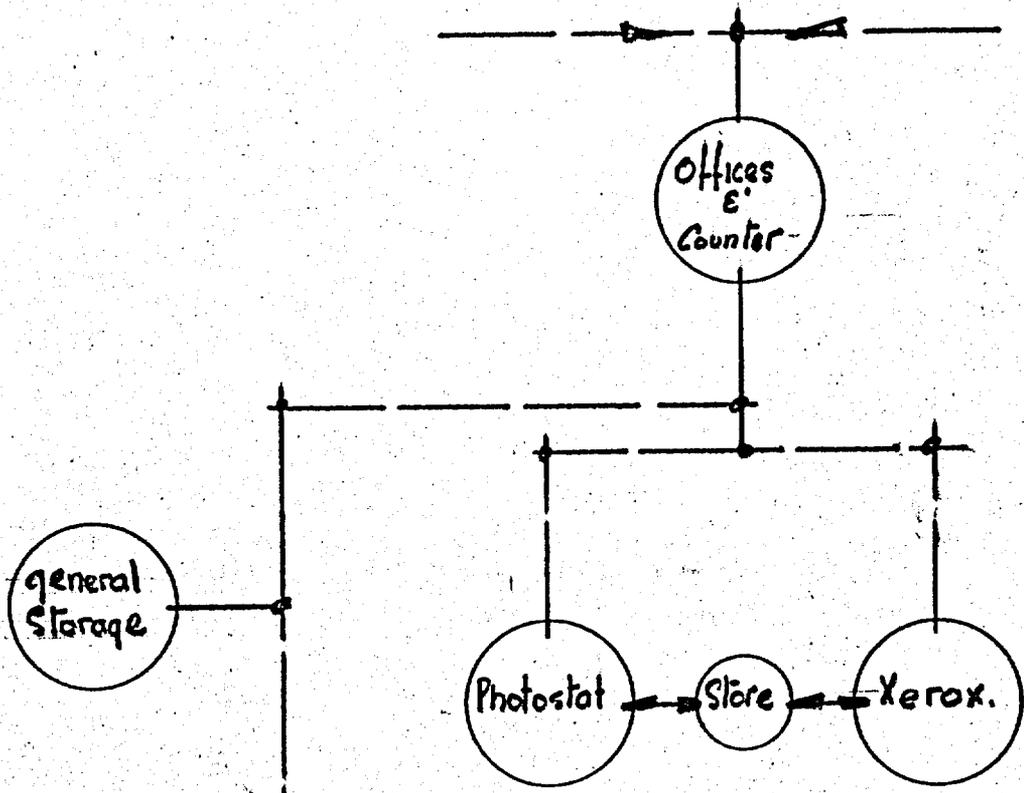
Loading requirements for the storage area should be in the 250 lbs./sq. ft. region if located on the first floor. If on grade, then this factor can be reduced.

Design for floor in the working areas should be similarly designed.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Officer	1	150	P.O.
Staff	4	570	G.O. including reception area and counter.
<u>Composing Section</u>			
Proof Reading		180	G.O. with S.P. @ 90.
Typing Pool	7	825	G.O.
Varitype	4	550	G.O. to include sink.
<u>Production Section</u>			
Supervisor	1	120	S.P.
Xerox	3	370	G.O.
Adheograph	2	380	G.O.
Photostat	2	600	G.O. 1 photostat at 215. 1 headliner @ 30 1 duplicator @ 60 3 compartment s/s sink. 30" x 24" x 8" exhaust fan. store room @ 100.
Multilith	5	1,810	G.O. Space for 6 machines @ 300. Area required for large deep sink for cleaning plates. Electric knife @ 200 Electric drill @ 100 Slacker @ 100 Stapler @ 100.
<u>Collating and Binding</u>	5	1,850	G.O. automatic collator including work areas in area of 50 x 20.
Mail	1	300	G.O.
Secure Storage		120	Fire door.

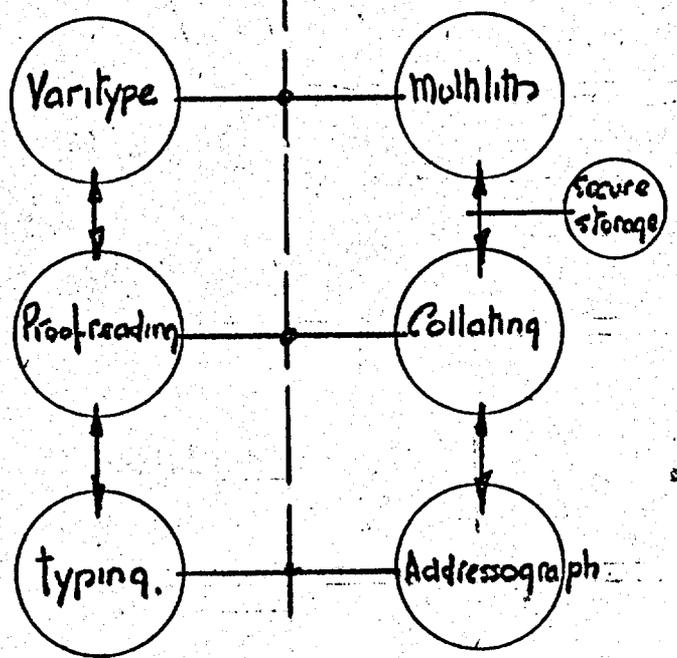
PRODUCTION SERVICES (Cont'd)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
<u>Addressograph Section</u>	1	1,125	G.O. 4 machines at 80, with work tables. Sink required.
Paper Storage		1,500	G.O.
Parts Store		500	G.O.
Locker Rooms		200	Men and women.
Documents Store		1,200	G.O. rack storage for an assembled documents.
	<hr/>	<hr/>	
Total	36	12,350	includes 10 year expansion program.



Composition Section.

Production Services.




DEPARTMENT OF PUBLIC WORKS
 BUILDING CONSTRUCTION BRANCH

 J.A. Longford
 DISTRICT ARCHITECT

Drawing title:
Production Services Div.
 scale:
 date **April 66.**

designed by:	date
drawn by:	
reviewed by:	
approved by:	
Job number:	Dwg no.

COMMUNICATION DEPOT

The function of this unit is to service, maintain and modify all electronic equipment installed in missions abroad. Much of this work is highly secret and requires the maximum security requirements.

The unit should be located in the basement area or at grade level with good access to loading bays for the receipt and despatch of crated equipment.

Heating and air conditioning can be taken from the main building systems.

Electrical supplies to all rooms, other than the office accommodation, should be 220 V and 110 V AC installation, preferably in one outlet unit.

Where windows occur, they should be protected by metal grills.

Technical staff are only in Ottawa for two months of the year, the remaining time is spent in traveling.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Officer l/c	1	150	P.O.
<u>Technical Plans Section</u>			
Office	1	150	P.O.
Work area	20	1,600	Inspection, modification of electronic equipment, with office area of 560 for preparation of reports, etc. Work space for 10 benches @ 600, space for assembly area @ 150. Secure storage area of 300 for miscellaneous items and toolkits.
Workshop	1	200	G.O.
<u>Technical Training Section</u>			
Office	1	120	P.O.
Training Area	1	1,500	Classroom area, 200, with wall blackboard and pin board. Instruction area 480, containing eight work benches, practical set up area 580, storage and testing area 240.
Electrical requirements 220V-110V AC and 110V DC Acoustic treatment required.			

Technical Training Section (Cont'd)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Telephone Training	1	1,000	Training of technical and operating staff. Secure vault storage 30.
<u>Crypto Training</u>			
Office	1	120	P.O.
Training Area		820	Bookroom 240. remaining area semi-partitioned into 3 bays with acoustic treatment for cypher operating machines.
Modification Area	2	400	2 offices at 200 fitted with work benches and shelving area.
<u>Document Section</u>			
Office	2	240	G.O. with S.P. @ 120.
Documents	2	1,750	Vaulted area storage of cypher tapes for all missions, requires humidity control. Bag storage and despatch area, work bench 10' long @ 300 sq. ft.
<u>Stores</u>			
Office	1	120	P.O.
Heavy Storage	1	1,500	Rack storage for large electronic equipment - telephone switch boards, etc. double door entry.
Light Storage	1	1,000	Rack storage of 10,000 parts, crating area 100, service counter area 80.
Workshop	4	1,500	Light machine work - largest machine 2000 lbs. (36" x 24"). Small area required for paint spraying - 100 with extract fan. Overhead rail track full length of room with 1/2 ton motorhoist 220 V. Min 9'-0" ceiling height.

Stores (cont'd)

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Photo Room		150	Size 10' x 15'.
Dark Room		120	Access from photo room fitted with work bench 2 s/s sinks, 10" x 14" x 24" and filtered water supply. 220 V and 110 V AC outlets.
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Total	40	12,440	
Future Expansions for 10 years	16	2,000	



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