

September 10 2024 - Schematic Design				
Township of Rideau Lakes - New Municipal Offices				
Functional Space Program Matrix				
Room No.	Room Name	Proposed Net Area (SF)	Proposed Net Area (m²)	Comments
	(1)	(6)	(7)	
Area A - Public Areas				
Public Common Spaces				
	Universal Washroom	90.00	8.4	
	Private Washroom	50.00	4.6	
27	Reception	150.00	13.9	
	Lobby/Vestibule	200.00	18.6	
	Subtotal	490.00	45.5	
Area B - Administrative Areas				
Private Offices				
1	CAO	150.00	13.9	
2	Mayor	120.00	11.2	
3	Admin	120.00	11.2	
4	Clerk	120.00	11.2	
5	Recreation Coordinator	120.00	11.2	
6	Economic Development and Cultural Heritage Coordinator	120.00	11.2	
7	Treasurer	120.00	11.2	
8	Deputy Treasurer	120.00	11.2	
9	Tax Administrator	120.00	11.2	
10	Manager of Development Services	120.00	11.2	
11	CBO	120.00	11.2	
12	DCBO	120.00	11.2	
13	Building Inspector	120.00	11.2	
14	Manager of Facilities and Parks	120.00	11.2	
15	Associate Planner	120.00	11.2	
16	Works and Facility Coordinator	120.00	11.2	
17	Manager of Roads and Parks	120.00	11.2	
18	Development Services Analyst	120.00	11.2	
19	Development Services Analyst	120.00	11.2	
20	Development Services Analyst	120.00	11.2	
21	Payroll Administrator/Human Resources Assistant	120.00	11.2	
22	Municipal Properties Supervisor	120.00	11.2	
23	Reception	120.00	11.2	
24	Finance Analyst	120.00	11.2	
25	Student office/growth	120.00	11.2	
	Subtotal	3,030.00	281.6	
IT				
26	IT Office	120.00	11.2	
	Server Room	120.00	11.2	
	Coper Printer Area	150.00	13.9	
	Subtotal	390.00	36.2	
Meeting Rooms				
	Council Chambers	750.00	69.7	
	Conference Room	300.00	27.9	
	Public Meeting Room	120.00	11.2	
	Subtotal	1170.00	108.7	
Area C - Miscellaneous				
Miscellaneous Spaces				
	Electrical/Mechanical Services	200.00	18.6	
	Vestibule Office	150.00	13.9	
	Mens Common Washroom	200.00	18.6	
	Womens Common Washroom	200.00	18.6	
	Lunch Room (Office)	400.00	37.2	
	Kitchen	150.00	13.9	
	Janitor	100.00	9.3	
	Records Storage	300.00	27.9	
	Secure Storage (Vault)	150.00	13.9	
	Maintenance Garage	850.00	79.0	
	Subtotal	2,700.00	250.9	
	Area A - Public Areas Subtotal	490.00	45.54	
	Area B - Administrative Areas Subtotal	4,590.00	426.58	
	Area C - Miscellaneous Areas Subtotal	2,700.00	250.9	
	Net Total Building Area	7,780.00	723.05	
	Gross up Factor (10%)	778.00	72.3	
	Total Building Area	8,558.00	795.35	