



# Allan Gardens

## Functional Program

April 2018

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Cultural Resources

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# Table of Contents

- 1. Functional Areas Overview ..... 2
  - 1.1.1 Outdoor Spaces.....2
  - 1.1.2 Public Areas.....3
  - 1.1.3 Collection and Exhibition Display .....4
  - 1.1.4 Collection Care .....4
  - 1.1.5 Office and Operations.....5
- 2. Functional Program ..... 7
  - 2.1 Program Zones .....7
  - 2.2 Preliminary Functional Program.....8
    - 2.2.1 Preliminary Functional Program Summary.....8
    - 2.2.2 Grossing and Gross Floor Area.....8
    - 2.2.3 Preliminary Detailed Functional Program .....9

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# 1. Functional Areas Overview

This section describes the spaces required to achieve the vision for the future Allan Gardens' facility in terms of Functional Areas, groups of spaces in clusters that reflect functional relationships that need to be readily accessible to each other. Spaces are described only once, in relation to their principal function.

## 1.1.1 Outdoor Spaces

The ease with which Allan Gardens' audience can find and approach the facility is important. As such, the entry should serve as a bridge between the public front entrance and any street-level outdoor spaces. Visitor and staff parking, drop off and layby areas for buses, taxi, personal cars etc. are required near related entrances (public, staff, etc.). In addition, easy access from public transportation is necessary.

The public entrance should be friendly, inviting and barrier-free to communicate that the facility is welcoming to everyone. Set in a park setting, it needs to be clearly marked from all approaches by vehicle, bike or by foot, yet remain respectful to its garden/landscape setting. It should be easily visible from the primary approach to the facility "front door". The principal exterior entry point shall have overhead protection from the weather and include a vestibule (airlock).

Outdoor public areas include:

- An Entry Courtyard
- Outdoor Gardens
- A Children's Playground
- Outdoor Activity Spaces (TBD).

Consideration of outdoor power, lighting and water services to serve outdoor installations and interpretation, events and maintenance activities is important. Seating and bike racks shall also be considered in the landscaping design.

Back of house exterior areas include:

- A **Delivery Area** which is sheltered to protect all deliveries from the elements while unloading. At a minimum the back third of a truck should be protected during transfer of exhibits. A fixed or mobile hydraulic lift, sized to accommodate the largest expected object, should be considered to safely transfer collections off trucks. Surveillance

cameras will be provided to watch this loading area on the outside and immediately inside the deliveries access door, which is also sized for safe transfer.

- A **Garbage/Recycling Area** is also required with ease of access by related trucks.

## 1.1.2 Public Areas

A **Welcome Lobby** will be the entry point into the new facility. It will be the main assembly point and gathering space for all visitors including school groups and tour groups. It will provide direct access to the Education Studios and Conservation Display Areas. Its flexible design will allow a variety of uses including as a function space in the evening. This Lobby will include:

- an **Information Desk** will be where visitors will be greeted, oriented and provided information about programming, the site and the Garden District
- A **Group Check-in/Ticketing Desk** will serve as a control point and which will be used for group check-in and ticketed events. Although admission to the gardens will likely be free to the public, visitors should still be accounted for through a centralized control point. The centralized control point will enable the garden to count visitors not only to control crowds but to establish accurate attendance figures.

Other visitor amenity spaces immediately adjacent to the lobby include:

- A **Gift Shop** which will be visible from the Lobby especially upon exiting the facility. It could have a door directly to the exterior so that it can be opened past conservatory hours, with sufficient window display area.
- **Food Services** which also visible off the Welcome Lobby, designed to accommodate approximately 20 seated persons.
- **Restrooms** will be discretely situated off the Welcome Lobby and public circulation areas, distributed on all floors including by the Education Studios. One **Gender Neutral/Family Restroom** is to be provided. Water fountains should be situated by restrooms. These restrooms are planned in the existing to-be-renovated/expanded administration building.
- A **Sick Bay/First Aid Room** shall be situated with the restrooms off the Welcome Lobby. Access to it for the emergency response team is required.
- **Coat Storage** will serve both the general public and school groups.
- **Passenger Elevator** may be required for public and staff depending if access to spaces are on different levels.

Additional Public Spaces easily reached from the Welcome Lobby include:

- An **Orientation Gallery** which will serve as an introductory space, showing a short film or other displays, before entering the Conservatory Display Areas.
- A **Community/Rental Hall**, to accommodate 200 persons, consisting of a flat floor open space to accommodate various functions such as ceremonies, corporate events, small markets, etc. Consideration should be given to repurpose **Existing Greenhouse #3 – Palm House** for this use. Repurposing this 1910 Victorian style conservatory would have great appeal as a desired rental pavilion. The Palm House is not considered in the overall area for rental space. It would be in addition what has already been allocated.
- An **Indigenous Ceremony/Multi-purpose Space** dedicated for indigenous ceremonies, events and programs.
- **Education Studios**, flexible spaces for interactive learning activities including public programming and professional development workshops etc. which could be combined

into a larger space as needed. Each will have a double sink and AV capabilities. It will double as a lunch space for groups during inclement weather.

Some back of house support spaces include:

- **Lobby Storage** should be accessible by staff in the Welcome Lobby. It will accommodate stanchions, signage, brochures, etc.
- **Event Storage** will accommodate stackable chairs, signage etc. It does not need to be in proximity to event spaces but need to be moved to and from them easily when required.
- **Gift Shop Storage** will provide storage for retail needs.
- **Food Services Kitchen** and **Food Services Food Storage** will support the Food Services. The kitchen will double as a catering prep area for events and food storage area will be divided into dry, wet and refrigerated goods spaces.
- **Education Prep and Storage** adjacent to the Education Studios for staff use and teaching aides/supplies storage.

### 1.1.3 Collection and Exhibition Display

A conservatory's display spaces are its main public areas. The proposed display spaces include existing spaces and new spaces. They can be divided into the following sub-categories:

- A new **Permanent Display Biome** approximately equal to the size of the Palm House, Arid and Tropical House combined.
- A new **Multi-purpose Temporary Exhibition Space** will would serve as a space for plant displays and/or other types of exhibits relating to plants.
- **Existing Greenhouse #1 – Arid House**
- **Existing Greenhouse #2 – Tropical Landscape**
- **Existing Greenhouse #4 – Cool Temperature**
- **Existing Greenhouses #5 and 6 – Tropical House**
- **Existing Greenhouse #7 – Children's Conservatory**

As mentioned, **Existing Greenhouse #3 – Palm House's** current use should be reviewed as it could become a rental pavilion for events/ceremonies hence not included in this section. To pay homage to its original function, interpretation signage and some botanical experience could still remain in the space.

The Multi-purpose Temporary Exhibition Space must also meet the requirements of external Lenders for lighting, finishes, communications systems, environmental conditions and security with additional provision for microclimates as required. It needs to be separated from public spaces, for both security reasons and to maintain the required level of environmental controls. Direct access from Delivery Area is ideal. No food or garbage shall cross paths with routes of travel to this Exhibition space.

### 1.1.4 Collection Care

Exhibition Support spaces include:

- **Support Space** is provided in existing space west of Children’s Conservatory where some packing/unpacking could take place.
- **General Transit Storage** to hold collections on loan from other institutions awaiting displayed or onward shipment.

Plant Collection Care Spaces include:

- **Existing Plant Storage**
- **Plant Collection Workroom**, a plant preparation space.

Excellent access between all collections support spaces on-site and ease of access to the display spaces is needed, without steps, ramps or turns, via back of house movement corridors. A **Freight Elevator** to move collections from the delivery level to any other floor level it needs access to should be considered if stairs cannot be safely used. This elevator requires keyed access to every floor on which collections are stored, processed or exhibited. It is understood that this elevator will be shared with non-exhibit/collection deliveries.

In addition, the following non-collection spaces will be required for support:

- **Moving Equipment Storage Room** situated near the Delivery Area. It will include a charging station.
- **Dirty Workshop** to support exhibitions. Tools, equipment and bulk supplies will need to be accommodated in this space, along with flammable paint/products storage for exhibits props and maintenance. This space needs access from the service loading area for delivery of raw materials and supplies, and access to the garbage/recycling area. Any exhaust vents shall be vented directly to the exterior.
- **Exhibition Support Storage** to hold props such as plinths, moveable walls etc., along with lights fixtures and other related exhibition equipment.
- **Conservation Supplies Storage**
- **Packing Supplies**

## 1.1.5 Office and Operations

Dedicated administrative spaces will be provided including:

- **Private Offices** for head and managers.
- **Open Offices** will be provided for the remainder of staff.

Office support includes:

- **Storage Area**
- **Conference Room** to accommodate 8-12 persons.
- **Communal Area**, a multi-purpose space for staff which can be rented by public for meetings and events when not in use by staff.
- A **Staff Room** for breaks and lunch.
- **Staff Changeroom**
- **Staff Restroom**

General Building Support includes:

- **Custodial Maintenance Storage**
- **Custodial Closets** to be located near restrooms.
- **Server, IT and equipment Room**

- Facility Storage
- Site Maintenance Storage

The size and location of **Mechanical/Electrical Rooms** are to be determined by the Architect/Engineering team based on design and service needs.



# 2. Functional Program

This chapter sets out the anticipated physical space needs to achieve the vision for the new Allan Garden's facility. It looks to communicate sizes, space descriptions, as well as key spatial relationships.

## 2.1 Program Zones

The space program is organized according to a system of zones. This system looks to capture spaces in terms of functions. The zones are based on whether or not the space accommodates plant collections or related exhibitions, and whether or not the space is normally open to the public. They are as follows:

- **Zone O — Outdoor Spaces:** This zone tracks critical program elements not located inside the building.
- **Zone A — Public Areas:** In this zone, visitors are present, but sensitive collections items are not. Zone A is among the most expensive to build, due to the high level of finish required, but it is less expensive to operate than spaces housing collections due to more lenient environmental controls.  
Functional areas within this zone are:
  - Entry, Visitor Amenities and Social Spaces
  - Educational Programming
- **Zone B — Collection and Exhibition Display:** Here, visitors encounter the plant collections and special exhibitions. This is the most costly part of the building (capital and operating), since it requires both high levels of finish to meet public expectations and environmental controls and security for collections and exhibitions. Functional areas within this zone are:
  - Conservation Display Areas
  - Other Exhibition Areas
- **Zone C — Collections Care:** Access is typically restricted. It is less expensive to build, as it only requires a basic level of finish, but it is more expensive to operate, since some

spaces may require special temperature and humidity controls. Functional areas within this zone are:

- Exhibition Support
  - Plant Collection Care
- **Zone D — Offices and Operations:** This includes areas that do not normally host the public or require specific environmental or security controls. It is frequently the lowest-cost part of the building, since it requires neither a high level of environmental control and security nor the level of finish necessary to meet public expectations. Functional areas within this zone are:
    - Administration Suite
    - Building Support

Broken down into zones, the space program provides a valuable tool in engineering, capital cost, and operating cost considerations. Each of the zones has specific characteristics and requirements, such as mechanical systems and level of finish, and cost per square foot varies from zone to zone as noted above.

## 2.2 Preliminary Functional Program

### 2.2.1 Preliminary Functional Program Summary

Below is a summary of the functional program broken down into zones. Zone O is not included as it is an outdoor area and is not considered in the net square feet. Eight percent of the program will be open to the public and approximately 60% will be dedicated to Collections and Exhibition Display.

Zone Summary	Total Net Floor Area Proposed (NSF)	% Distribution Proposed
Zone A - Public Areas	10,238	22%
Zone B - Collection and Exhibition Display	29,537	62%
Zone C - Collection Care	3,147	7%
Zone D - Office and Operations	4,455	9%
<b>Total Estimated NSF</b>	<b>47,377</b>	<b>100%</b>

### 2.2.2 Grossing and Gross Floor Area

At this stage in planning, certain factors are indeterminate in design. A grossing factor is necessary in order to account for such factors which will become determinable in the course of the design process. The below table shares what these typically and how much percentage to the net floor area is typically contributed to each:

Part of Grossing	% to be added to NSF
Wall Thickness and Structural	10%
Horizontal and Vertical Circulation: Corridors, Elevator Shafts & Fire Exits/Stairwells	10%
Mechanical Rooms/Electrical and Mechanical Runs	20%
Grossing Factor (multiplier)	40%

The above grossing factor of 1.4 has been attributed only to the total net square feet of the new proposed spaces to calculate the gross square feet. By definition, net square feet represents occupiable (usable) spaces and grossing are typically unoccupied accessory areas. Since the existing built structures will remain, renovated with minor expansion, the grossing for those parts is assumed to consist only of the area of the existing boiler (4,646 sq.ft.) The breakdown of net square feet, grossing and gross floor area, a combination of net square feet and grossing, is provided below.

Totals and Grossing	Existing post renovation/addition (NSF)	Expansion Net Floor Area Proposed (NSF)
Subtotal Estimated NSF	21,273	26,104
<b>Grand Total Estimated NSF</b>	<b>47,377</b>	
Estimated Gross Area	4,646	62,650
Subtotal Estimated GFA	25,919	88,754
<b>Grand Total Estimated NSF</b>	<b>114,673</b>	

### 2.2.3 Preliminary Detailed Functional Program

The information in the following preliminary functional program is based on information gathered in correspondence with Baird Sampson Neuert Architects, background information, site visit and Lord's experience. Columns provide the following information:

- Name of space
- Net floor areas for the Existing buildings post renovation/addition in square feet
- Proposed net floor areas for the Expansion in square feet.
- Space descriptions
- Adjacencies.

## Allan Gardens

Preliminary Functional Program

May 2018

Zone A - Public Areas
Zone B - Collection and Exhibition Display
Zone C - Collection Care
Zone D - Office and Operations
Zone O - Outdoor

Zone O: Outdoor Spaces					
	Space Name	Existing post renovation/ addition Net Floor Area (NSF)	Expansion Net Floor Area Proposed (NSF)	Space Description	Adjacency
	Visitor Parking		TBD		Public Entrances
	Staff Parking		TBD		Public Entrances
	Bus Lay-by		TBD		Public Entrances, Reception/Ticketing Desk, Gift Shop, Food Services, Coat Check.
	Taxi/Personal Car Pick Up/Drop Off		TBD		Public Entrances, Reception/Ticketing Desk, Gift Shop, Food Services, Coat Storage.
	Fire/Emergency Lane		TBD		Accessible Public Entrances that leads to Sick Bay/First Aid Room.
	Delivery Area		TBD	For all deliveries. Security screening will need to be provided for access into building. A sheltered area is recommended for travelling exhibit delivery.	Shipping/Receiving
	Garbage/Recycling Area		TBD	Exterior space where garbage and recycling is kept for pick up.	Access for garbage and recycling trucks.
	Entry Courtyard		TBD	Connects arriving visitors to public entrance.	Public Entrances, access from parking, laybys, drop-off area, public transit, pedestrian/bike pathways leading to principal entrance of facility.
	Outdoor Gardens		TBD	Includes therapeutic and enabling gardens/ hands-on teaching gardens accessible to all.	Public Entrances, Food Services.
	Outdoor Children's Playground		TBD		Public Entrances
	Other Outdoor Activities		TBD		Public Entrances

Zone A: Public Areas						
	Space Name	Existing post renovation/addition Net Floor Area (NSF)	Expansion Net Floor Area Proposed (NSF)	Space Description	Adjacency	
A1	Entry, Visitor Amenities and Social Spaces					
A1.2	Welcome Lobby ( including vestibule)		1,200	Serves as the main public entry point for all visitors and the key public gathering space. This may function as an event space in the evening. Assuming that it will support 120 standing persons @ 6sqft/person plus circulation space. (hourly peak of 100 general visitors during a busy weekend and 120 school groups during a school week day.)	Entry Vestibules, Public Entrances, Group Check-in/Ticketing Desk, Gift Shop, Food Services, Coat Storage, Restrooms, Lobby Storage.	
A1.3	Information Desk		100	To provide information about programming, site and Garden District. Wheelchair and stroller storage will signed out by this staff member. This should be easily visible upon arrival and is part of the Welcome Lobby.	Entry Vestibules, Welcome Lobby, Group Check-in/Ticketing Desk, Gift Shop, Food Services, Coat Storage, Lobby Storage.	
A1.4	Group Check-in/Ticketing Desk		150	A desk is required for group check in. It is assumed that this will be a free facility but that there may be ticketed events so it may double for ticketed events when needed. Also services as a control point.	Entry Vestibules, Welcome Lobby, Information Desk, Gift Shop, Food Services, Coat Storage, Restrooms, Lobby Storage.	
A1.5	Gift Shop		700	Display cases, retail lighting. It will contain POS system. Tributes and dedications gifts could be considered. Should be visible upon exiting. Could have door directly to the exterior so that it can be opened past conservatory hours. Ideally would have sufficient window display area.	Exterior entrance (TBD), Entry Vestibules, Welcome Lobby, Gift Shop Storage	
A1.6	Food Services		500	Cashier, food display and dining area for 20 persons. Prepared to a standard commercial level of interior finishes, furnishings, fittings and equipment. Could have door directly to the exterior so that it can be opened past conservatory hours.	Exterior entrance (TBD), Entry Vestibules, Welcome Lobby, Restrooms, Food Service Kitchen and Wet and Dry Storage.	
A1.7	Coat Storage	26	249	To include cubbies for coats and backpacks and bins for lunches. Assuming it will support 2 bus loads per morning shift and 2 per afternoon shift (120 persons). Will serve both school groups and general public. 26 sq.ft. has been allocated in the existing to-be-renovated/expanded administration building equalling a total of 275 sq.ft.	Welcome Lobby, Information Desk, Group Check-in/Ticketing Desk, Education Spaces.	

Zone A: Public Areas					
	Space Name	Existing post renovation/addition Net Floor Area (NSF)	Expansion Net Floor Area Proposed (NSF)	Space Description	Adjacency
<b>A1</b>	<b>Entry, Visitor Amenities and Social Spaces</b>				
A1.8	Men's & Women's Restrooms	333		To meet or exceed local/governing building code requirements. To be distributed, as needed, on each main floor in public areas. High-durability finishes, barrier-free fittings. Sized to support Special Events of 250 persons. Water fountains should be situated by restrooms. These restrooms are planned in the existing to-be-renovated/expanded administration building.	A majority to be discretely located off of main entrance lobby. Others to be distributed, as needed, on each main floor in public areas and near Education Studios.
A1.11	Gender Neutral/Family Restroom		120	To meet or exceed local/governing building code requirements. Off main entrance lobby by other public restrooms. High-durability finishes, barrier-free fittings. Includes diaper changing facilities, and chair for nursing mother.	Off Welcome Lobby by other public restrooms.
A1.12	Sick Bay/First Aid Room		160	Requires sink, examination table, storage. First aid supplies will be stored in this space.	Off Welcome Lobby by public restrooms. Access from emergency response team needed.
A1.13	Orientation Gallery		600	Serves as an introductory space before entering into each of the conservatory spaces. Provides orientation ( could be short film or other displays) that describes what visitors will see and do.	Welcome Lobby, Public Display Areas.
A1.14	Community/Rental Hall		3,000	Flat floor open space to accommodate various functions such as ceremonies, corporate events, small markets. To accommodate 200 persons seated. Greenhouse #3 - Palm House to be considered as a venue for this space.	Welcome Lobby, Restrooms, Coat Storage, Catering Kitchen.
A1.15	Indigenous Ceremony/Multi-purpose Space		1,500	Specifically dedicated space for indigenous ceremonies, events and programs	Adjacent to community and rental.
A1.16	Passenger Elevator		TBD	May be required if public spaces and staff areas are on different levels.	Public/Staff circulation areas.
<b>A2</b>	<b>Educational Programming</b>				
A2.1	Education Studios		1,600	Flexible space for interactive activities including public programs, professional development workshops etc. One space which can be, divided by acoustical moveable wall, into two smaller spaces that could accommodate 30 persons. Each designed to support wet activities, complete with double sink, one with floor sink, and counter. AV/wireless internet video conferencing. Lunches would take place in these rooms but groups welcome to eat in outdoor garden	Welcome Lobby, Outdoor primary public entrances for Education Spaces, restrooms, Group Coat Storage, Education Prep and Storage Room.
<b>Zone A Subtotal</b>		<b>359</b>	<b>9,879</b>		

Zone B: Collection and Exhibition Display					
	Space Name	Existing post renovation/ addition (NSF)	Expansion Net Floor Area Proposed (NSF)	Space Description	Adjacency
<b>B1 Conservatory Display Areas</b>					
B1.1	Permanent Display Biome	-	10,000	Could includes indigenous and heirloom gardens but will be determined based on Interpretive Plan. Approximately equal to the size of the Palm House, Arid and Tropical House combined.	Orientation Gallery, other similar exhibition spaces, back of house plant collection care support areas.
B1.2	Greenhouse #1 - Arid House	2,077		Gallery space to display permanent exhibitions. Houses collections of plants	
B1.3	Greenhouse #2 - Tropical Landscape	3,487			
B1.4	Greenhouse #3 - Palm House & Vestibules (TBD)	3,918			
B1.5	Greenhouse #4 - Cool Temperature	3,563			
B1.6	Greenhouse #5 & 6- Tropical House	3,444			
B1.7	Greenhouse #7 - Children's Conservatory	1,248			
<b>B2 Other Exhibition Areas</b>					
B2.1	Multi-purpose Temporary Exhibition Space	-	1,800	Would serve as a space for plant displays and/or other types of exhibits related to plants i.e. photography, art and design.	
<b>Zone B Subtotal</b>		<b>17,737</b>	<b>11,800</b>		

Zone C: Collection Care					
	Space Name	Existing post renovation/ addition (NSF)	Expansion Net Floor Area Proposed (NSF)	Space Description	Adjacency
C1	<b>Exhibition Support</b>				
C1.1	General Transit Storage		600	"Clean" travelling exhibits are kept here when not in display/waiting for transit.	Multi-purpose Temporary Exhibition Space, Support Space.
C1.2	Support Space	742		Existing support space west of Children's Conservatory	
C2	<b>Plant Collection Care</b>				
				<b>No propagation on site; no quarantine on site.</b>	
C2.1	Existing Plant Storage	1205			
C2.2	Plant Collection Workroom	365	235	Preparing plant area. Includes work tables, storage shelves, racks. A total of 600 sq.ft. is recommended - 365 sq.ft. exists in admin building.	Conservatory Display Areas; Access to Conservatory Supplies Storage, Exhibit Prop Storage, and Packing Supplies.

<b>Zone C Subtotal</b>	<b>2,312</b>	<b>835</b>
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Zone D: Office and Operations					
	Space Name	Existing post renovation/ addition (NSF)	Expansion Net Floor Area Proposed (NSF)	Space Description	Adjacency
D1	<b>Administration Suite</b>				
	<b>Offices</b>			<b>Assumes a total of 8 staff given the additional programming on site.</b>	
D1.1	Private Office - Head		102	Private office for upper management. Requires finishes, lighting, telephone and data service to office standard. Planned for new addition.	All offices and support spaces; staff restrooms in proximity.
D1.2	Private Offices - Managers		229	Private office for upper management. Requires finishes, lighting, telephone and data service to office standard. Assuming 2 offices @ 100sqft each and one at 129 sq.ft. The 129 sq.ft. office is planned for new addition.	All offices and support spaces; staff restrooms in proximity.
D1.3	Open Offices		160	Open workstations. Systems furniture in flexible configurations based on functional and operational need. Final configuration and size to conform with municipal workspace planning policies if applicable. Assuming 4-6 workstations @ 80sqft each.	All offices and support spaces; staff restrooms in proximity.



Zone D: Office and Operations					
	Space Name	Existing post renovation/addition (NSF)	Expansion Net Floor Area Proposed (NSF)	Space Description	Adjacency
<b>D1 Administration Suite</b>					
<b>Office Support</b>					
D1.4	Storage Area			Space accommodation for nesting of lateral files storage. Suggest distributed storage at multiple locations within administrative suite.	All offices.
D1.5	Conference Room		275	Meeting room of standard configuration to seat 8-12 persons. Network connectivity with video conference capability. Upper and lower cabinetry, small counter surface.	All offices, staff restrooms.
D1.6	Communal Area		375	Multi-purpose space for staff. It can also be rented by public for meetings and events when not in use by staff. Included in the new planned space.	Restrooms. Access to public so ideally off public circulation route.
D1.7	Staff Room		269	Space for staff, volunteers, docents to meet, take breaks and eat lunch. Hourly/part-time/floor staff to use before and after their shifts. Bag/purse storage for staff/students without workstations. Assumption is that this will be shared with custodial/maintenance staff.	All offices and staff restrooms.
D1.8	Staff Changeroom		265	Staff changeroom includes showers and lockers.	All offices and workrooms and staff restrooms.
D1.9	Staff Restroom		15	Area to be confirmed; to meet or exceed local/governing building code requirements. High-durability finishes, barrier-free fittings. Assumption is that security and custodial/maintenance staff will change in the staff restroom at end of shift; Security Staff will arrive in uniform but use these restrooms when	All offices, Staff Room, Conference Room, Communal Room, Custodial and Maintenance Staff require access to this space.
<b>D2 Building Support</b>					
<b>Retail and Food Services Support</b>					
D2.1	Gift Shop Storage		100	Storage for retail needs (dry goods, packing materials etc.) Open floor space. Shelving and racks as required.	Gift Shop. Access from Shipping/Receiving.
D2.3	Food Services Kitchen		250	To support Food Services and double as catering prep area for events.	Food Services Storage, Community/Rental Hall.
D2.4	Food Services Food Storage		150	Storage for dry goods, wet goods and refrigerated goods in separate compartments, as needed.	Food Services Kitchen. Access from Shipping/Receiving.
<b>Education Support</b>					
D2.5	Education Prep and Storage		125	Ample lockable storage-cabinet space for teaching aids and supplies. Cabinetry, drying racks, and cubbies.	Education Studios.

Zone D: Office and Operations					
	Space Name	Existing post renovation/addition (NSF)	Expansion Net Floor Area Proposed (NSF)	Space Description	Adjacency
<b>D1 Administration Suite</b>					
<b>Exhibition/Collection Support</b>					
D2.6	Moving Equipment Storage Room	100		Equipment to assist in loading/unloading of deliveries. Existing space in lower level of admin building.	Service Loading/Unloading.
D2.7	Conservatory Supplies Storage	275		Storage area for bags of soil, pots, gardening tools and equipment. Existing space in lower level of admin building.	Service Loading/Unloading, Plant Collection Workroom, Conservatory Display Areas.
D2.8	Exhibit Support Storage	100		Storage for plinths, urns, pots, lighting fixtures etc. Existing space in lower level of admin building.	Plant Collection Workroom, Conservatory Display Areas.
D2.9	Packing Supplies	40		Existing space in lower level of admin building.	Plant Collection Workroom, General Transit Storage.
D2.10	Dirty Workshop	350		For construction and preparation of exhibits. Existing space in lower level of admin building.	Delivery Area and Garbage/recycling Area.
<b>Shared Support</b>					
D2.11	Shipping/Receiving		150	For all collection, plant material and supplies deliveries.	Exterior Service Loading/Unloading Area.
D2.12	Freight Elevator		TBD	Required if there are level changes where collections or supplies need to be safely transferred when stairs don't suffice.	Back of House Collection/Exhibition and Service areas.
<b>General Support</b>					
D2.13	Lobby Storage		100	Storage for stanchions, signage, brochures, etc.	Welcome Lobby.
D2.14	Event Storage		200	Storage for tables and chairs.	Community Hall.
D2.15	Custodial Maintenance Storage		100	General building storage for miscellaneous items. Standard configuration including shelving etc.	
D2.16	Custodial Closets		150	Slop sink, floor drains in each. Storage for cleaning carts. 50sqft/each. One provided on each floor.	Near restrooms, education spaces.
D2.17	Facility Storage		200	Storage general tools and equipment to support the facility.	
D2.18	Site Maintenance Storage		275	Storage for landscaping tools and equipment to support the grounds.	
D2.19	Server, IT and equipment Room		100	To accommodate building servers and IT systems only. No workroom space is programmed.	
<b>Zone D Subtotal</b>		<b>865</b>	<b>3,590</b>		