



TO: Chair and Members of the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 February 05

FLOOR PLAN – FINAL DRAFT

Recommendation

It is recommended that the Relocation Advisory Committee receive Report No. 002-19RAC re: “Floor Plan - Final Draft” for information.

Key Points

- Multiple consultations have generated floor plans that creates a highly functional environment for client service, makes efficient use of space, and ensures that staff can be productive.
- Clinical process flow consultations that included current and future state value stream mapping assisted the architectural team in finalizing draft floor plans.
- An Infection Control and Prevention (IPAC) consultant has been hired to work with teams on process changes to compliment the new clinic layout.
- The Project Plan (Appendix A) indicates that the project is behind schedule due to additional time required to address the complexity of MLHU space needs. Floor plans now meet all necessary requirements in order to authorize approval for sign-off.

Background

Multiple consultations have generated floor plans for MLHU’s future space at Citi Plaza that creates a highly functional environment for client service, makes efficient use of space, and ensures that staff can be productive. Final draft floor plans will be presented in hard copy for the information of the Relocation Advisory Committee (RAC) at the Committee’s February meeting. There will be a crucial decision point for RAC and the Board of Health once costing is available.

Consultations to Date

As of November 2018, twenty-six consultations were completed by the Architectural Team from Endri Poletti Architect (EPA) Inc. During the consultations, information was gathered from staff on the role of the teams, required adjacencies, storage needs, and other considerations. A needs assessment questionnaire (see [Appendix A](#)) was distributed to teams, and staff were asked to collate responses in advance to maximize the efficiency and effectiveness of the consultation meetings. The questionnaire also created an opportunity for staff unable to attend consultation meetings to provide input and feedback on the process.

In early December 2018, the creation of the block plans was underway followed by detailed floor plan development of the first and second floor of Citi Plaza. The project team and Senior Leadership Team met with the architectural team on numerous occasions to review the layout and confirm alignment with the needs of clients and the questionnaires completed by each team.

Clinical Process Flow and IPAC Consultations

In January 2019, an external process improvement consultant from Leading Edge Group delivered Lean training to staff in order to assist with clinic flow design. Management and staff representatives from the four clinical areas (Sexual Health, Vaccine Preventable Diseases, Infectious Diseases and Control and Oral Health) participated in current and future state value stream mapping exercises to examine clinical processes. The clinical process flow mapping assisted the architectural team in finalizing draft floor plans.

To enhance infection control practices at the new location an Infection Prevention and Control (IPAC) consultant has been hired to examine the design layout and provide recommendations that will ensure all IPAC standards are met within the clinical spaces. Clinical teams will continue to collaborate and work through process changes in response to the IPAC assessment and recommendations.

Floor Plan Criteria

As part of the floor plan finalization process the project team with the assistance of the architectural team was accountable for confirming that the floor plans met the following design criteria:

- Functional requirements for program areas;
- Building code;
- Occupational Health and Safety requirements;
- Accessibility for Ontarians with Disabilities requirements; and
- Square footage allocation in accordance with the lease agreement.

On January 28, 2019 the Senior Leadership Team had an opportunity to complete a review of the updated floor plans presented by the architectural team. On January 30, 2019, program managers were invited to attend a presentation delivered by the architectural team to view the final draft plans.

Staff have been invited to attend information sessions on February 13, 2019 where the final draft floor plans will be presented by the architectural team. This is an opportunity for staff to visualize the layout of the new location and recognize how the consultations were incorporated into the final plans.

Project Plan Timeline and Next Steps

The project plan ([Appendix B](#)) indicates the project is currently behind schedule. Written approval for design development was scheduled to be obtained from the Health Unit by January 28, 2019. The target completion date for sign-off has been delayed by 10 days due to the complexity of MLHU space needs required to ensure that all criteria had been met.

To avoid further implications to the project schedule, the floor plans will be authorized as soon as possible. Once floor plans are authorized, staff will obtain a cost consultant's estimate on build costs and bring this forward for approval prior to initiating a tender process.

This report was prepared by the Healthy Organization Division.



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