

## University of Toronto Classroom Standards Introduction

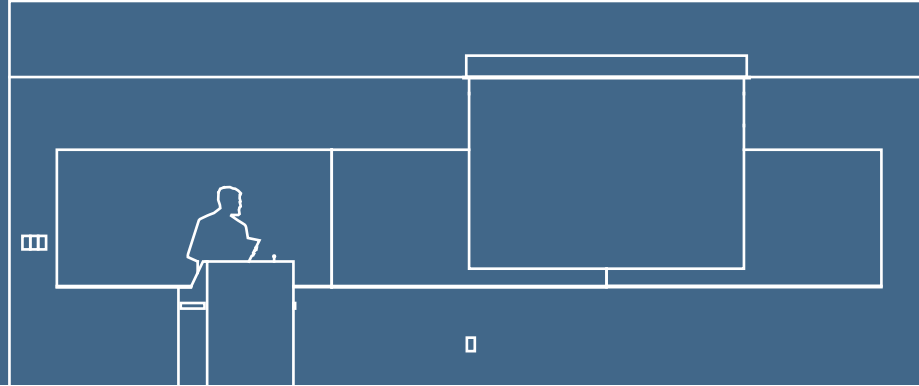
The UofT Classroom Design standards are a ‘menu’ of classroom design guidelines to be applied to your project. The client (the University department) should select the room types they require and instruct the architect to design those rooms according to the standards.

Departments should view the guidelines as a ‘minimum standard’ which they can augment with better finishes, better A/V, etc. Use the project classroom data sheets to indicate which room types / parts of the design standards apply, and indicate exceptions / changes to particular details. For example, the only reason the standards do not require smartboards and document cameras is budget; if you want them and can afford them, add them.

The design standards are not intended as a restriction on the wants of a department. They are a free public resource for your benefit. OSM can act as a consultant on your project, with resources and advice that you can either adopt or reject.

In several years experience designing and renovating classrooms, it has become clear that there is a void in the architectural profession with regards to the details of functional classroom design. These standards are intended to fill that gap, making your design process faster and providing a guarantee of function for a wide spectrum of end users.

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## Do's for your project

### **PROVIDE**

Provide as much detail as possible to the architect, in coherent, dated, written form, as early as possible. You know more about classrooms than the architect. The more client work you do the better the outcome will be.

### **REVIEW**

Have a small group (including an instructor) review the plans throughout the project to ensure they meet your instructions and intentions.

### **SPECIFY**

Be very specific in requirements for screen size, screen location, lighting layout, location of lighting controls, power and data. If you don't stipulate it then it will not be in the project. For example, 'Adequate lighting levels' is a typical stipulation that is of no use whatsoever to the architect or contractor.

## Don'ts for your project

### **DON'T LOSE FOCUS**

Don't waste time early in the design process arguing about finishes. Get all the essentials sorted out first and do finishes last. Best is to stipulate a level of finish and let the architect make the actual decisions.

### **DON'T DIY**

Don't tell the architect how to design. You provide a functional requirement; the architect makes a proposal for satisfying that requirement. Don't try to take over the duties of the professionals you have hired - they will lose interest in your project and that is very bad.

### **DON'T CHIT CHAT**

Don't rely on verbal communication. The construction industry works on written minutes from project meetings and written, dated documents (and emails) from the client.

If it's not written down it does not exist.