



**Project:** Canadian Red Cross (CRC)  
**Space Assessment & Tenant Fit-up**

**Date:** Start date: October 2014, Completion date: August 2016

**Location:** 70 Lansdowne Avenue to Loch Lomond Place, Saint John, NB

**Project size:** 20,789 sf. (1931m<sup>2</sup>)

**Owner:** CRC

**Brief Project Description:** OP&I was contracted by CRC through an RPF for a 2-step process: Step 1 to site assess their existing space & FF&E on Lansdowne Ave and determine a Go/no go to proceed with Step 1 or move to Step 2 in relocating to new space or building a new building. Either outcome involved starting from developing a space needs assessment through to construction documents.

**Key Personnel:** Colleen O'Donnell (Designer/Principal); Lynn Fullarton (Project Manager/Technologist); Andrew Phillips (Technician); Krista Arsenault (Finance Administration)

**Scope of Services:** From Oct 2014 to April 2015, OP&I inventoried the existing FF&E, measured the existing space, met with user groups & Steering Committee to develop space needs assessment, determine working space relationships/ adjacencies, growth, etc. with this programming and block planning it was determined with CRC that relocation was the best solution. In July 2015 OP&I visited various sites with CRC to help determine their relocation to Loch Lomond Place in November 2015, to a portion of a former call center that still contained 95% of the former tenants FF&E. From February to May 2016 OP&I presented total of 5 spaces plans to the Steering Committee. Working with the existing CRC FF&E and Loch Lomond's FF&E, Concept layouts were created and presented to a Steering Committee to achieve the final layout. In July 2016 the final layout and FF&E were developed into 3 Furniture Move plans (existing Lansdowne & Loch Lomond and new Loch Lomond layout) and develop Construction drawings in coordination with CRC Project Manager who in



**Project:** **Canadian Red Cross (CRC) - continued**

turn was working with CRC's selected contractor to construct the tenant fit-up. As a not-for-profit organization it was CRC's goal and OP&I's challenge to reuse as much as possible the existing; furniture from the 2 locations, walls & acoustic T Bar ceiling and lighting in the new location, while creating a space that was new, fresh and functional and reflected who CRC was and improve workflow. The minimal impact to Mechanical and Electrical was handled through CRC and selected contractor.

**Project Documents:** Project documents are the property of CRC. Project Documents consisted of Facility Planning & Design Brief (132 pages), Existing Space Floor & FF&E Plans, Space Metrics and Room Data Sheets, Space Planning, Concept Designs, FF&E Move Plans for both existing Lansdowne & Loch Lomand and new Loch Lomand layout, Construction Documents consisting of Composite Plan, Demolition Plan, Construction Plan, Reflected Ceiling Plan, Floor & Wall Finishes Plans (Spec on drawings).

**Client Testimonial:** "The Canadian Red Cross relocated our National Payment Centre in Saint John and this project's success was due in large part to the dedicated team at Optimized Planning & Interiors. Their client focused attention to detail and exceptional customer service led this project to a very successful outcome."