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Montreal Office Space Calculator for Hybrid Teams

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Executive Summary

For a Montréal team, an office space calculator should produce **a planning range**, not a single square-foot-per-employee answer. The Canadian Centre for Occupational Health and Safety (CCOHS) says there is no universal space requirement and points to movement, privacy, storage and the actual work performed. Its office-space fact sheet was last revised in **2020** and describes a traditional office, so its workstation dimensions should be treated as context rather than a hybrid-office preset. (www.ccohs.ca) (www.ccohs.ca) A hybrid calculation starts with the busiest credible day, identifies who must have an assigned workstation, then separately sizes desks, phone or focus rooms, meeting seats, storage, reception, support and circulation. A space that fits the arithmetic still requires review of accessibility, exit capacity, ventilation and the property's approved use. (accessible.canada.ca) (sim.montreal.ca)

The practical sequence is **peak attendance → concurrent seated demand → workpoints → room program → usable area → property-specific rentable area**. A ratio such as 1.25 people per desk describes a sharing policy across time; it cannot make one desk seat two people at once. For every scenario, take the greater of the policy-based desk count and the observed maximum number simultaneously needing desks. Meeting seats should be checked by time slot, not set as a fixed percentage of employees. Public Services and Procurement Canada's activity-based workplace guidance makes the same underlying point: different activities call for different settings. (www.canada.ca) CBRE's 2025 Americas occupier survey found a much wider spread between average and peak utilization than a single average would suggest; its sample is not a Montréal small-team default. (www.cbre.com)

An illustrative **18-person** team with **12** peak-day attendees, **two** assigned desks and staggered sharing of **1.25** people per shared desk needs **10 shared desks plus two assigned desks**, provided no more than **12** people need a workstation simultaneously. If every attendee needs a desk at once, the requirement is **12 desks** regardless of the sharing ratio. Those are scenario assumptions, not local benchmarks. The worksheet below then adds user-entered room and support areas, a circulation percentage and a user-entered rentable

conversion. Statistics Canada's conversion is **1 ft² = 0.09290304 m²**; the report displays both units. (www150.statcan.gc.ca) Building Owners and Managers Association (BOMA) guidance uses distinct measurement methods and load factors, which is why a generic rentable-area uplift is not supplied. (boma.org)

As of **September 2026**, Québec's applicable construction rules and Montréal's permit conditions still govern a real site. Montréal says a new occupancy permit is required when the operator, occupied area or activity changes. (montreal.ca) Hot desks, dedicated desks, private suites and conventional leases are different ways to secure the resulting capacity. **2727 Coworking** documents hot desks, dedicated desks, private offices and conference rooms in Griffintown, but its published menu is only one format option; verify actual seat and room availability against the peak schedule. (2727coworking.com) A broker, operator and qualified Québec design or code professional should validate a measured plan before a commitment.

Introduction and Background

The search phrase **“office space calculator Montréal”** sounds like a request for a square-footage number. The real decision for a founder or operations lead is more specific: how many people and activities must fit on the same busy day, and what workspace format can support them without paying for the wrong mix of desks and rooms? A team of roughly two to thirty can have the same total headcount as another team yet need very different space because one meets clients, another makes confidential calls, and a third has staff in on different shifts. CCOHS explicitly links space need to the nature of work, movement and privacy. (www.ccohs.ca)

Most public calculators begin with headcount and a density selection. LoopNet's Canadian tool, for example, offers **compact, average and spacious** presets and adds a **20% buffer** to its base estimate. Those design choices can help a quick search, but they do not reveal whether a specific team has enough workstations and meeting rooms on its busiest day. (www.loopnet.ca) This report supplies a reproducible alternative. It starts with attendance evidence or a stated policy scenario, then asks the user to enter the room program and measured area allowances. It includes a low, base and high case and an explicit growth case. Every numerical default in the worked example is labelled illustrative; it is not a Montréal market norm.

There are two area concepts to keep separate. **Usable area** is the space the occupant can actually use for its work. **Rentable area** is the lease measurement determined under the property's measurement method, potentially including allocated shared building area. A federal property standard defines usable space in terms of actual occupant use, while BOMA describes its office standard as a way to calculate rentable area. (canadabuys.canada.ca) (boma.org) This report addresses preliminary planning rather than legal occupant load or a property-specific lease measurement. Montréal's fire service says maximum meeting-space occupancy depends on exits, circulation routes and room dimensions, matters a spreadsheet cannot infer from gross area. (sim.montreal.ca)

What an Office Space Calculator Must Measure

Five inputs to collect first

The first pass should be a short evidence-gathering exercise. Record the following inputs before entering any area figure. A spreadsheet can hold one row per workday and one column per attendance or room-use time slot. The inputs should reflect the team's real policy and the expected work, not an unlabelled industry average.

- **Total headcount and roles:** List employees, regular contractors and visitors separately. Note roles requiring an assigned desk, equipment, confidential conversations or accommodation.
- **Peak concurrent attendance:** Use badge, booking or roster data where available. Otherwise set a policy scenario for the busiest plausible day and label it an assumption. CBRE's reported peak and average office-use figures show why an average is not a capacity test. (www.cbre.com)
- **Desk-sharing permission:** State which people may share a workstation across different times and whether reservations, shifts and storage make that practical. Federal activity-based workplace guidance describes unassigned workstations, but that model still requires suitable settings for the tasks performed. (www.canada.ca)
- **Room schedule:** Count simultaneous one-person calls, focus work, small meetings and client meetings. JLL's research described peak attendance on Tuesday through Thursday; Microsoft's workplace telemetry found Tuesday carried the largest share of meetings in its sample. Neither distribution is a Montréal team default. (www.jll.com) (www.microsoft.com)
- **Area basis:** Obtain a dimensioned floor plan, note any rooms or service areas already included, and ask for the measurement standard and usable-to-rentable conversion for the actual property. BOMA's guidance describes both floor-specific and building-wide load-factor methods. (boma.org)

These five inputs answer the space-needed question in Montréal more usefully than a single square-foot-per-person number. They also reveal when the team should shortlist a flexible membership rather than a fixed premises. The inputs may change over a lease term, so retain the assumptions and date the estimate.

Define the quantities before using a formula

Use **H** for total headcount, **P** for the largest number on site during the peak day, and **S** for the number of those people who need a workstation at the same instant. Use **D** for desks that must remain assigned, even when the assigned person is absent. Set **P-share** to the peak-day attendees eligible to use the shared pool, excluding people counted in D. Define **R** as the permitted number of distinct peak-day shared users per shared desk. R is a policy and scheduling assumption, not simultaneous seating capacity. For a pure one-shift office, R should usually be 1. A higher R is usable only when timetables show that users do not overlap.

The initial shared-desk calculation is **ceil(P-share ÷ R)**, where “ceil” rounds upward to the next whole desk. The physical minimum is then the greater of that result and **S-share**, the maximum number of share-eligible people needing a desk simultaneously. Add D after that: **required desks = D + max[ceil(P-share ÷ R), S-share]**. This refines the simpler shorthand “ceil(peak attendance ÷ sharing ratio) + assigned desks” so the calculator does not silently underprovide simultaneous seats. Keep a separate room-capacity check for people working in enclosed rooms. The formula is a planning rule created for this guide, not a code provision.

Build the Desk and Room Program

Convert attendance into desks without double counting

Work through a week rather than a company average. A team may require twelve workpoints on a Wednesday and only five on Friday. A survey of major occupiers is useful evidence that attendance varies, but CBRE's **2026** global benchmark covered selected clients representing **303 million ft²**, much larger than the audience of this guide. (www.cbre.ca) Density's **Q1 2025** study of more than **30,000 spaces** likewise reports a Tuesday peak, but its global sample is a comparison point, not a recommended fill rate for a Montréal startup. (density.io) Use the team's own peak-day data if it has them.

Check assigned desks independently. A dedicated workstation may be needed for assistive technology, specialized equipment, sensitive documents or a role with regular occupancy. CCOHS advises against designing for an imaginary “average” person and lists equipment, furniture, storage and privacy among relevant design variables. (www.ccohs.ca) (www.ccohs.ca) Ask an affected employee what is needed; a planner should not assume that a hot desk can replace every assigned desk. Nor should a dedicated desk be added twice: an assigned employee may appear in P, but the employee's workstation is already counted in D.

When attendance is genuinely staggered, a reservation record can support an R greater than one. For example, two people may use the same desk on different days, or a morning and evening shift may use it on the same day. If they need that desk at the same time, sharing is impossible. CBRE's 2026 benchmarking says many respondent clients target **1.01 to 1.49 people per seat**, a statement about those organizations' targets, not an endorsement for any particular small team. (philippines.cbre.com) The calculator should display the policy ratio beside the observed simultaneous-seat maximum so a reviewer can see which bound actually controls.

Size meeting and focus rooms by time slot

Treat a meeting seat as a different resource from a desk. A scheduled meeting may temporarily free desks, but its room and audio-visual setup must exist at the same time. Some teams need several one-person call booths and few large rooms; others need one client room and open collaboration space. Federal activity-based workplace guidance explicitly distinguishes confidential calls, small-group work and other tasks. (www.canada.ca) Gensler's **2025** research asked nearly **17,000 office workers** across **15 countries** about collaborative work and suitable spaces, illustrating the scale of activity variation without supplying a Montréal small-team default. (www.gensler.com)

For each room type, enter **number of rooms × user-entered usable area per room**. Also enter seats per room and calculate **meeting-seat ratio = total formal meeting seats ÷ peak attendance**. That ratio is an output to inspect, not a design target. If peak attendance is 12 and the plan provides a six-seat room plus a four-seat room, the ratio is 10 ÷ 12, or **0.83**. The question is whether the busiest hour needs those seats at the same time. Arup's documented space-utilization audit measured room frequency and occupancy by hour during a busy week; a smaller team can use the same principle with a simple booking log. (www.arup.com)

The schedule should show calls and meetings separately. A room labelled “conference” may not be the right place for a confidential one-person call, and a phone booth may not support a group video meeting. Include visitors in the seat count when relevant. For a flexible operator, ask whether meeting rooms are reservable,

whether access is shared across members, and what the stated room capacity is. WeWork's on-demand terms, for example, limit the number of people including the host to a room's stated capacity. (www.wework.com) That is an operator rule for its rooms, not a general building occupancy limit.

Table 1 is the calculator input sheet. The example values are invented solely to demonstrate the arithmetic; blank fields require a measurement or a team decision.

Input	Illustrative base entry	How to substantiate it
Total headcount H	18	Current roster plus expected regular users.
Peak-day attendance P	12	Dated attendance or policy scenario; do not substitute an average. (www.cbre.com)
Mandatory assigned desks D	2	Individual work or accommodation requirements. (www.ccohs.ca)
Share-eligible peak attendees P-share	10	P less peak attendees already counted in D.
Permitted users per shared desk R	1.25	A team scheduling assumption; confirm simultaneous use.
Simultaneous share-eligible desk users S-share	10	Maximum observed or planned at one time.
Room count, seats and area	1 six-seat room; 1 four-seat room; area blank	Use a measured plan or room brief, not a universal area preset. (www.canada.ca)
Storage, reception and support area	Blank	Enter each function once. CCOHS identifies storage and equipment needs. (www.ccohs.ca)
Circulation share	Blank	Derive from a drawn layout and confirm accessibility. (accessible.canada.ca)
Growth percentage and rentable conversion	Blank	Management scenario and property-specific measurement. (boma.org)

The example yields **ceil(10 ÷ 1.25) = 8** shared desks by policy, but the simultaneous requirement is **10**, so the result is **12 desks** after the two assigned desks. The **10 meeting seats** are separate from those 12 desks. This is why a calculator that multiplies headcount by one area allowance can give a deceptively precise answer. Entering blank allowances should produce “data needed,” not an invented square-foot total.

Turn the Program into Usable and Rentable Area

Add functions, then circulation

Calculate a **net programmed area** by summing user-entered allowances for shared and assigned desk zones, enclosed focus rooms, meeting rooms, reception, storage and any dedicated support spaces. A workstation allowance should state what it includes. If it already contains adjacent aisle space, do not add that aisle a

second time. CCOHS says office layouts must allow movement, visitors and storage and notes that its guidance addresses a traditional office; it offers no one-size-fits-all hybrid plan. (www.ccohs.ca) (www.ccohs.ca)

Apply a **circulation percentage** only to the appropriate subtotal, then inspect a layout. The simplest transparent convention is **usable area = programmed net area × (1 + user-entered circulation fraction)**. It is a worksheet convention, not a building-code formula. Where a floor plan separately measures corridors, use the measured corridor area and set the percentage to zero for that component. A broad allowance should never replace checking door swings, accessible routes, turning space and equipment clearances. Accessibility Standards Canada's **CSA/ASC B651:2023** addresses making buildings and facilities accessible, and federal inclusive-meeting guidance calls for enough room to move freely. (accessible.canada.ca) (www.canada.ca)

For French-language plans, show both **mètres carrés (m²)** and **pieds carrés (pi²)**. Multiply square feet by **0.09290304** for square metres; divide square metres by that value for square feet. (www150.statcan.gc.ca) Keep decimals in the calculation, then round the displayed range outward so a shortlist does not imply sub-square-foot certainty. Label whether every source plan uses internal usable area, rentable area or another measurement basis. A nominal “100 m² office” cannot safely be compared with a 100 m² rentable listing until the basis is known.

Convert with the property's own measurement basis

The calculator should offer a blank **rentable conversion factor F**, defined as rentable area divided by usable area for the candidate property. Then **rentable area = usable area × F**. If the landlord instead provides a usable-to-rentable ratio or a stated load factor, record its definition before entering it; similarly named percentages are often expressed on different denominators. BOMA's **2024** office standard focuses on rentable-area measurement. Its published guidance for an older office standard distinguishes a unique factor by floor from a factor for an entire building, underscoring why the actual lease measurement matters. (boma.org) (boma.org)

Ask the broker or landlord for a measured plan, the standard and version used, and the exact area on which the proposed lease is based. Compare alternatives using the same basis. A federal property standard describes usable area as space actually usable by the occupant and includes some base-building areas in its description of rentable space. (canadabuys.canada.ca) That does not authorize a fixed uplift for every Montréal building. When F is unavailable, show the usable result and mark the rentable result **“pending property data.”** Do not silently substitute a generic loss factor.

Run Scenarios and Check Constraints

Low, base, high and growth cases

A single point estimate hides the assumptions that matter most. Build **low, base and high** cases by changing peak attendance, simultaneous desk demand and room concurrency. Keep the physical room dimensions the same where the scenario refers to one specific candidate; change room counts only if the shortlist could use a

different layout. A separate growth case raises headcount and the expected peak according to an explicit management assumption. The scenarios should show desks, meeting seats, usable area and rentable area when F is known.

Table 2 shows a calculation path, using an invented 18-person roster and an invented scheduling policy. Its area results are formulas because the room sizes, support allowances, circulation and property conversion must be entered for the real site.

Scenario	Peak day	Assigned D	Share-eligible peak	R	Simultaneous shared desk users	Required desks	Area output
Low, illustrative	9	2	7	1.25	7	2 + max(6, 7) = **9**	Programmed area × (1 + circulation); × F if known.
Base, illustrative	12	2	10	1.25	10	2 + max(8, 10) = **12**	Enter room and support areas before reporting m² or ft².
High, illustrative	15	2	13	1.25	13	2 + max(11, 13) = **15**	Recheck room concurrency and routes.
Growth, illustrative	18-person roster raised by a user-entered growth rate	Reassess	Recalculate	Reassess	Recalculate	Recalculate	No numerical area until the new roster and room plan are entered.

The table deliberately makes the simultaneous-seat check controlling in every shown case. A different schedule might make the policy calculation controlling, but only if the times do not overlap. The cases are **illustrative arithmetic**, not Montreal office-space-per-employee benchmarks. If a plan provides only ten desks, the base case fails the workstation check even if average weekly attendance is lower. A government audit of federal offices stresses understanding both available supply and actual demand, and describes monitoring on-site use; the same reasoning applies at a smaller scale. (www.canada.ca)

Use constraints as pass/fail reviews

Area is only the first screen. A qualified professional should test the candidate against the actual building and intended use. Montréal's fire service says maximum occupancy for meeting spaces depends in part on the width of exit doors, hallways and stairs. It identifies architects, engineers and technologists as people who can calculate floor-space and exit capacity. (sim.montreal.ca) A calculator result must therefore be labelled **planning area, not certified occupant load**. Ask about washroom provision and mechanical capacity for the proposed peak rather than inferring either from a square-foot total. CCOHS advises checking that heating, ventilation and air conditioning (HVAC) can support the number of occupants and their activities. (www.ccohs.ca)

- **Accessibility:** Verify access to the entrance, route, workpoints and rooms for the specific users and visitors. CSA/ASC B651 is an accessibility standard; its application to a project requires checking the applicable rules. (accessible.canada.ca)

- **Privacy and acoustics:** Test call confidentiality and concentration needs in the actual floor plan. CCOHS lists acoustic and visual privacy among office design questions. (www.ccohs.ca)
- **Egress and legal load:** Request the approved use and occupancy information, then have a local professional and authority assess the proposed layout. (sim.montreal.ca)
- **HVAC and washrooms:** Obtain building information for the expected peak and verify it with the property team and reviewer. (www.ccohs.ca)
- **Permits and alterations:** Check the borough's process before altering rooms or changing use. Montréal may ask for professional scale plans for interior work. (montreal.ca)

As of **23 September 2026**, Québec's construction code incorporates the **2020 National Building Code** with provincial amendments, while the federal **2025** code page itself directs readers to local authorities for applicability. (www.legisquebec.gouv.qc.ca) (nrc.canada.ca) Québec's building-code transition was extended in **September 2026** so eligible work begun before **17 October 2027** may use prior building provisions. (www.rbq.gouv.qc.ca) Which rule applies to a particular project depends on its facts and timing. Montréal's occupancy permit is attached to the premises and the operator; the city says a new permit is required if the operator, occupied area or activity changes. (montreal.ca) Obtain a Québec architect or other appropriate code professional's review of these constraints before treating a candidate plan as viable.

Match the Result to a Workspace Format

The output is a shortlist criterion, not a command to lease a particular number of square feet. A **hot-desk membership** can work when attendance and room bookings are variable and the team can tolerate unassigned seating. A **dedicated desk** preserves a specific workpoint in a shared setting. A **private suite or serviced office** puts a more predictable group behind a door, although room access and expansion rights still require confirmation. A **conventional lease** gives the team control over its own layout, subject to the building, lease and permit process. WeWork describes dedicated desks as designated workstations in shared lockable offices. (www.wework.com)

Table 3 compares formats by the constraints produced by the calculator. The provider examples illustrate documented models, not a ranked recommendation or a price comparison. **2727 Coworking** appears because it directly offers several of these formats in Montréal.

Format or documented example	Best fit in the sizing model	What to confirm before choosing
Hot desks, including **2727 Coworking**	Variable attendance with no need for assigned workpoints. The operator documents hot desks. (2727coworking.com)	Peak-day seat access, reservation policy, phone-call setting and meeting-room availability.
Dedicated desks, including **2727 Coworking** and **Halte 24-7**	Persistent assigned workpoints within a shared workplace. Both operators list dedicated desks. (2727coworking.com) (www.halte24-7.com)	Exact assigned locations, storage, accessibility, visitor access and whether rooms are shared.
Private office or suite, including **2727 Coworking**, **Crew Collective** and **Metspace**	A defined team area or confidentiality requirement. The cited operators document offices or suites. (2727coworking.com) (crewcollectivecafe.com) (metspace.com)	Actual seats, room dimensions, permitted occupancy, expansion path and included shared rooms.

Format or documented example	Best fit in the sizing model	What to confirm before choosing
Serviced or short-term workspace, such as **Cova**	A trial or uneven schedule where rooms and offices can be booked for different durations. (www.covaworks.com)	Booking limits, stated capacities and whether a recurring peak can be accommodated.
Conventional lease	Team needs layout control and can obtain a measured plan. BOMA's office standard supplies a rentable-area measurement framework. (boma.org)	Usable and rentable definitions, permitted use, fit-out scope and code review.

The comparison makes a practical point: **desk count and room access are separate promises**. A membership that offers a desk does not automatically supply a private call room at the required hour. A private office may still rely on shared conference rooms. **2727 Coworking's** virtual tour lists private offices, hot and dedicated desks, and conference rooms; its home page lists specific office capacities, but any tour should confirm the current available configuration and booking terms. (2727coworking.com) (2727coworking.com) Montréal alternatives also vary: Crew Collective describes coworking, meeting and conference rooms, and private offices, while Montréal CoWork lists flexible desks, dedicated desks and private offices. (crewcollectivecafe.com) (montrealcowork.com)

Bring the low/base/high schedule to each operator or broker. Ask what the stated seat and room capacities mean, whether a room can be held on the busiest day, and whether visitors count toward a room's limit. For a fixed site, request the dimensioned plan and ask how the rentable area was measured. For any format, test the actual route, noise and room schedule in person. A virtual tour can identify candidate configurations, but it cannot validate a team's simultaneous use.

Data Analysis and Evidence

The available published data justify scenario planning, not a local default. Statistics Canada reported that **9.8%** of employed Canadians had a hybrid work arrangement in **May 2026** and that **78.8%** worked exclusively outside the home (www150.statcan.gc.ca). Those are labour-force shares, not office-attendance percentages for a company. (www150.statcan.gc.ca) An earlier Statistics Canada estimate put the share of employed people in the Montréal census metropolitan area working mostly from home at **20.6% in May 2024**. That is a different measure and date; neither number should be inserted as a peak-day percentage for a particular team. (www150.statcan.gc.ca)

Commercial research shows how much the choice of metric can change a plan. In CBRE's **Q2 2025 Americas** occupier survey, **73%** of respondents reported **61% to 100%** utilization on peak days, while **34%** reported that utilization range on average days. (www.cbre.com) CBRE's **2024** occupancy-management data for its largest clients reported an Americas peak of **56%** versus a five-day average of **33%**. (www.cbre.ca) These are different samples and definitions, so the report does not combine them into one estimate. Their consistent planning lesson is that average occupancy can mask peak pressure. CBRE's separate **2026** global workplace benchmark reported average building utilization of **53%** and average peak utilization of **80%**; its client sample represented **303 million ft²**. (philippines.cbre.com) (www.cbre.ca) None of these results establishes the right desk count for a two-to-thirty-person Montréal team.

Room demand also has a time dimension. Microsoft's **2025** Microsoft 365 telemetry assigned **23%** of measured meetings to Tuesday and **16%** to Friday, evidence of an uneven weekly pattern in that ecosystem. (www.microsoft.com) JLL's **2023** global research described peak office attendance on Tuesday, Wednesday and Thursday and reported that office workers spent **51%** of their time in the office on individual tasks. (www.jll.com) (www.jll.com) These figures reinforce the need to test both meetings and focus work on the same busy day; they are not room-seat ratios. JLL's later **2025** Workforce Preference Barometer surveyed **8,700 workers** in **31 countries** at organizations with more than **1,000 employees**, another reminder that published surveys may not represent a small local firm. (www.jll.com)

The most defensible quantitative output is therefore the team's own range. Record each day for several representative weeks, preserve the highest plausible simultaneous seated and meeting demand, and run a growth assumption separately. If data are sparse, state the assumed peak percentage in the report and widen the low/high cases. Do not treat the search-volume figures supplied for this topic as office-demand evidence: advertising search estimates describe query interest, not how many square feet a team needs. A calculator can be transparent about uncertainty without pretending the answer is unknowable.

Implications and Future Directions

The biggest improvement over a headcount multiplier is **auditability**. A founder can see whether a larger result came from a higher peak, a new client room, assigned equipment, circulation or a building's measured load factor. If a candidate suite is too small, the team can adjust its attendance policy only when that policy is operationally realistic, rather than quietly crowding the floor. If a flexible workspace covers the peak, the team can ask the operator for a capacity statement and room-booking rules. The federal government's activity-based workplace guidance similarly starts with employee activities before selecting work settings. (www.canada.ca)

An embeddable calculator or downloadable spreadsheet should expose every assumption. Inputs should include headcount, peak-day percentage, simultaneous desk users, assigned desks, sharing ratio, each room's count, seats and usable area, storage, reception, support, circulation, growth and the candidate property's rentable conversion. Outputs should show desks, meeting-seat ratio, usable and rentable ranges, and the four scenarios. Each numerical default should carry a source and date, or the field should remain blank. The CCOHS fact sheet's revision date and BOMA's current measurement standard should be visible where those sources inform explanatory text, without turning their examples into hidden presets. (www.ccohs.ca) (boma.org)

The evidence base will evolve, but the model should be refreshed from the team's own schedule first. Review attendance when the work policy changes, when a team adds a role with special equipment, when client meetings become more frequent, and before a renewal or move. Recheck the official code and permit pages annually and again before construction or a change of use. The **September 2026** Québec transition update is a concrete example of why an old code-date note can become stale. (www.rbq.gouv.qc.ca) The next decision should be a measured site or operator conversation, supported by a transparent worksheet rather than a purported certified capacity.

Frequently Asked Questions (FAQs)

How much office space per employee should a Montréal office use?

No one figure works for every team. CCOHS says office space depends on the task, movement and other needs, and its dimensional guidance is for traditional offices. (www.ccohs.ca) Calculate the program from peak attendance and work activities, then divide the resulting usable area by peak users only as a descriptive output. Do not use that quotient as the input that determines the area.

How many desks does a hybrid team need?

Count mandatory assigned desks, then use the greater of the scheduled shared-desk requirement and the maximum number of share-eligible people who need a desk simultaneously. A desk-sharing ratio must describe users at different times; it cannot multiply physical seats. Federal activity-based workplace guidance confirms that unassigned workpoints are one model, while other settings are needed for different activities. (www.canada.ca)

Can meeting-room seats replace desks in the calculation?

Only when the timetable shows that particular people will be in a meeting rather than at desks at the same time, and the room is actually available. Keep workpoint and room counts visible as separate outputs. Ask a flexible operator for each room's stated capacity and booking conditions. (www.wework.com)

Is the calculator's rentable square footage the lease area?

It is a provisional estimate only when the property's own conversion factor is entered. BOMA's rentable-area standard and method guidance show why measurement details matter. (boma.org) If the factor is missing, ask for the landlord's measured rentable figure rather than reporting a fabricated conversion.

Does a calculated area establish legal occupancy in Montréal?

No. Montréal's fire service ties meeting-space maximums to exits and room dimensions. The city also requires an occupancy permit for commercial activity and identifies circumstances that require a new permit. (sim.montreal.ca) (montreal.ca) Ask a Québec architect or other qualified reviewer to assess the actual floor plan, applicable rules and permit needs.

Conclusion

A useful Montréal office space calculator is a **documented decision model**. It begins with a credible peak, protects assigned workpoints, checks simultaneous seating, sizes rooms by the activities that happen together, and adds support and circulation without double counting. It reports usable area first and converts to rentable area only from a candidate property's own measurement data. The low, base, high and growth cases make the uncertainty visible.

For a small hybrid team, the decisive comparison is between its busiest workable schedule and each candidate format's actual seat, room and accessibility conditions. Hot desks, dedicated desks, a private suite and a conventional lease can all be suitable under different schedules. The model narrows what to tour and

what to ask; the measured plan, operator rules and local professional review determine whether a real space works. CCOHS's no-single-answer guidance and Montréal's permit and fire-safety information support keeping that distinction explicit. (www.ccohs.ca) (montreal.ca)

Source links

Links cited in this article, in order of first appearance. Full addresses are provided for readers using extracted text.

1. https://www.ccohs.ca/oshanswers/ergonomics/office/working_space.html
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A workspace that fits the day

Our workspace options include private offices, day passes and desks, and a conference room. These formats help individuals and teams compare a dedicated office with more flexible ways to work or hold a meeting. Prospective members can explore the virtual tour, review current pricing and book a visit before choosing a workspace.

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A business address alone does not establish tax residence, immigration status, banking approval or eligibility for a government program.

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