

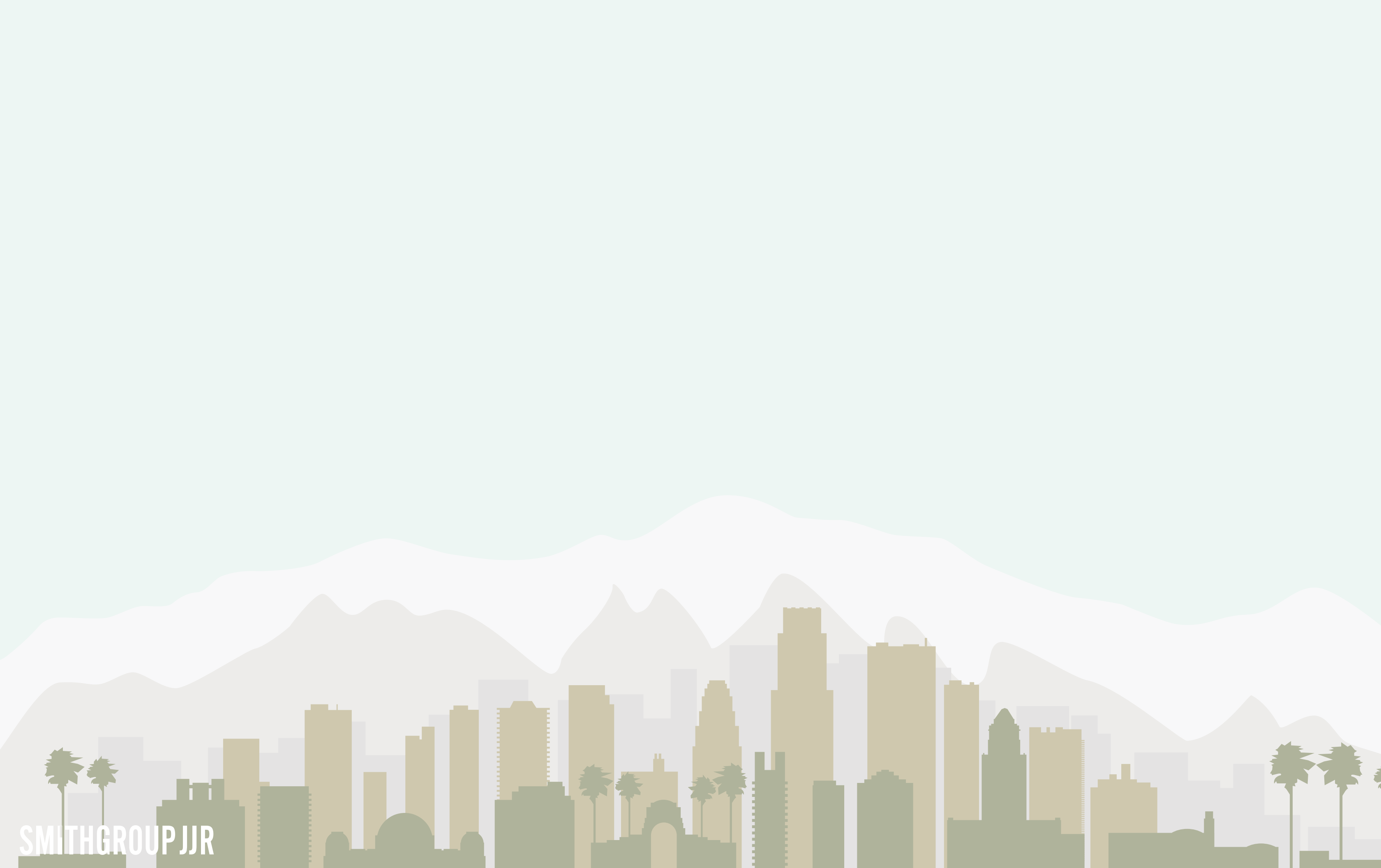
LOS ANGELES COUNTY

WORKPLACE DESIGN STANDARDS

May 18, 2018



SMITHGROUPJJR



SMITHGROUP JJR

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Setting the Stage

- Introduction
- Background + Vision Statement
- Goals
- Strategic Initiatives

Introduction

THE FUTURE WORKPLACE FOR LA COUNTY GOVERNMENT

This Strategic Workplace Design Brief is the result of a four month long engagement process where SmithGroupJJR conducted a series of exercises, work sessions, observations, and surveys to understand how a cross-section of various Los Angeles County departments currently work and most importantly how they could be working in the future.

Our findings center on five key components of Los Angeles County's workplace needs:

- More **WE** space, less **ME** space
- Creating a culture of collaboration
- Enhance productivity
- Creating a workplace that promotes health and wellness
- Creates the **Future Workplace** for LA County Government

Each of these five components form the basis of our design strategies necessary to formulate the workplace strategy.



Background + Vision Statement

Background

Los Angeles County Space Standards were previously updated in November 1998. These standards listed a handful of design recommendations, along with 8 typical levels of private office and 6 typical levels of open office workstations.

The goal in setting forth this new Space Standard is to provide LA County with the guidelines to bring workplaces into the future, replacing stratified office space with spaces that are focused more on flexibility, collaboration, enhancing productivity, and breaking down silos.

Vision Statement

To create collaborative, flexible, and sustainable workspaces that foster a culture of inclusivity and transparency, with continual sharing of knowledge and resources, in order to provide efficient and integrated services that enrich the lives of Los Angeles County residents, and foster vibrant and resilient communities.



Goals

8 LA County Workplace Goals

- 1** Create more WE space, less ME space.
- 2** Improve workplace culture.
- 3** Improve workspace productivity through collaboration spaces and by looking at various worker needs.
- 4** Promote the use and implementation of new technology.
- 5** Move into spaces with best life cycles.
- 6** Create an organizational structure that promotes collaboration.
- 7** Increase workplace satisfaction.
- 8** Focus on health and wellness.

7 Workplace Performance Metrics

- 1** Employee satisfaction measured through post-occupancy surveys.
- 2** Improve customer service and measure improvement through various means , such as kiosks, customer service surveys, feedback boxes.
- 3** Improve quality of services output.
- 4** Measured levels of recruitment and retention, validated by HR.
- 5** Use reporting devices to gather trend reports on the use of collaboration spaces and shared work spaces.
- 6** Develop thought processes that measure performance.
- 7** Increased wellness measured by higher attendance rates and reduced sick days.

Strategic Initiatives

Focusing on Areas of Strategic Initiatives

- 1 Foster vibrant and resilient communities.
- 2 Make investments that transform lives.
- 3 Enhancing client and internal relations through communication.
- 4 Utilizing new technologies to improve organizational effectiveness.
- 5 Promote information sharing that yields improved service outcomes.
- 6 Attract, develop, and maintain an exemplary and motivated work force utilizing ongoing training, mentoring and coaching.



2 Making How You Work Better

- . Key Findings
- . Key Insights
- . Defining the 'Real Problem'
- . Core Components Vision

Key Findings

14 FINDINGS DISCOVERED THROUGH CRITICAL ANALYSIS

| | | | | | |
|---|---|--|--|---|---|
| <p>MOVING FROM 'ME' TO 'WE'</p> <p>The current workplace is focused on individual space rather than collaborative spaces. Adopting a Me to We strategy will require a workplace that is focused on work as an activity rather than work as ones individual workplace.</p> | <p>THE RIGHT GROUP</p> <p>The organizational Structure/Collaboration exercise illustrates that the group choses for the pilot project is well suited to test new ways of working. They desire less structure and embrace increased collaboration, all critical attributes necessary for the success of the Pilot.</p> | <p>SILO BUSTING</p> <p>While there exists a desire for greater collaboration, current work typologies and planning strategies create silos. Moving to a focus on WE spaces should enable greater collaboration within and between departments.</p> | <p>BALANCING FOCUS + COLLABORATION</p> <p>Greater access to spaces for focus work as well as more variety of collaborative spaces is important.</p> | <p>BUILDING NEIGHBORHOODS</p> <p>Neighborhoods are important for access to team members.</p> | <p>COLLABORATION IS KEY</p> <p>Collaboration is viewed as critical for innovation, culture, comradery, and sharing.</p> |
| <p>USING EVERY INCH</p> <p>The observational study shows that on average, LA County office space is occupied 34% of the time. This illustrates that space is underutilized but also that people are doing a multitude of activities that are not based at their individual workplace.</p> | <p>OUTDATED TECHNOLOGY</p> <p>Outdated technology and information management makes ubiquitous collaboration challenging.</p> | <p>CHALLENGING OF 'ME' TO 'WE'</p> <p>There is a disparity between the findings of the survey, the work sessions and the observations concerning staff satisfaction with their current work place. The work sessions and observations support a desire for greater collaboration, yet the surveys showed that the majority of employees satisfied with current typologies.</p> | <p>ATTRACTING THE RIGHT PERSON</p> <p>Offices need to attract critical thinkers, inquisitive people, and people who are open to learning and open to change.</p> | <p>DICHOTOMY BETWEEN GROUPS</p> <p>Where there is an acceptance of the 'Me' to 'We' concept, there is a dichotomy between levels of acceptance between the pilot project group and the main project group and their respective staff.</p> | |
| <p>IMPORTANCE OF CONTROL + CHOICE</p> <p>Workers value the freedom to control their environment to meet their personal comfort and work needs. Workers value the ability to choose their work environment according to how they work.</p> | <p>PERCEPTION OF CONNECTION</p> <p>The surveys revealed that employees do not necessarily see or understand the value in greater visibility and access to colleagues as an integral component of their work process.</p> | <p>CONNECTION TO COLLEAGUES</p> <p>According to survey findings, 49% of people said that access to colleagues is critical to do their job.</p> | | | |

Key Insights

6 KEY INSIGHTS FROM OUR FINDINGS

1 Making 'Me' to 'We' Successful

Ensuring success will require strategies that include access to colleagues, creating neighborhoods of 'departments' that are permeable between each other, and building a culture of collaboration.

2 Potential Barriers to be Mitigated

The disparities between survey results, observational study and the work sessions need to be mitigated as part of a change transition program to be an integral component of the pilot project.

3 Providing the Right Balance of Spaces

While 'Me' to 'We' strategy is important, we need to provide the right balance of spaces for focus work, collaboration, and individual control.

A ME to WE workplace design strategy should focus on choice of work settings that support individual and collaborative work styles.

While understanding the value of collaboration and moving to a WE strategy, employees remain tied to traditional perceptions around individual space. This should be addressed as part of the new workplace design strategy.

A change in the current program is a necessary part of the work place strategy recommendation.

4 Creating Choice and Variety

5 Emphasis on the Value of 'Me' to 'We'

6 Change is Strategic

Defining the 'Real Problem'

5 CORE COMPONENTS

Our findings center on five key components of Los Angeles County’s workplace needs. Each of these five components form the basis of our project understanding, the drivers behind the success of this project, and the design strategies necessary to formulate the workplace strategy.

1 More 'We' space,
less 'Me' space

The current workplace is focused on individual space rather than collaborative spaces. Adopting a Me to We strategy will require a workplace that is focused on work as an activity rather than work as ones individual workplace. THIS workplace design strategy should focus on choice of work settings that support individual and collaborative work styles.

2 Creating a culture of
collaboration

Collaboration is viewed as critical for innovation, culture, comradery, and sharing.

Workers value an organization-wide policy designed to support healthy behaviors and improve health outcomes while at work. Workers value the ability to choose their work environment according to how they work and have the freedom to control their environment to meet their personal comfort and work needs.

Creating a workplace
that promotes health
and wellness

3

This is an opportunity for staff across the organization to see how potentially new ways of working are successful by breaking down preconceptions and fears that usually impact employees willingness to adopt these strategies.

Creates the Future
Workplace for
LA County Government

4

Enhanced productivity is the ultimate result of a successful workplace strategy and as such, is an integral component of defining the real problem to be solved through this initiative. A key understanding of assessing productivity as a result of this project is viewing productivity through the Workplace Goals and Performance Metrics identified at the beginning of this document. Our project goals included creating a culture around collaboration along with the importance of health and wellness as integral to LA County workplace.

Enhance productivity

5

Core Components Vision

MORE WE SPACE, LESS ME SPACE



Core Components Vision

CREATING A CULTURE OF COLLABORATION



Core Components Vision

CREATING A WORKPLACE THAT PROMOTES HEALTH AND WELLNESS



Core Components Vision

Making How You Work Better

2

CREATING THE FUTURE WORKPLACE FOR LA COUNTY GOVERNMENT



3 Developing the Strategy

- Design Strategies
- Neighborhoods
- Collaboration

Design Strategies

WORKPLACE CORE COMPONENTS

Design Insight

“Creating places and programs where people from different teams can collide and bond is also a good idea, be that from hackathons, off-sites, or other types of social collisions. It can also be beneficial to design physical spaces that funnel people into the same area forcing constant, unplanned interactions. . . . people need to be mixed together to stop them becoming inward looking and defensive.”

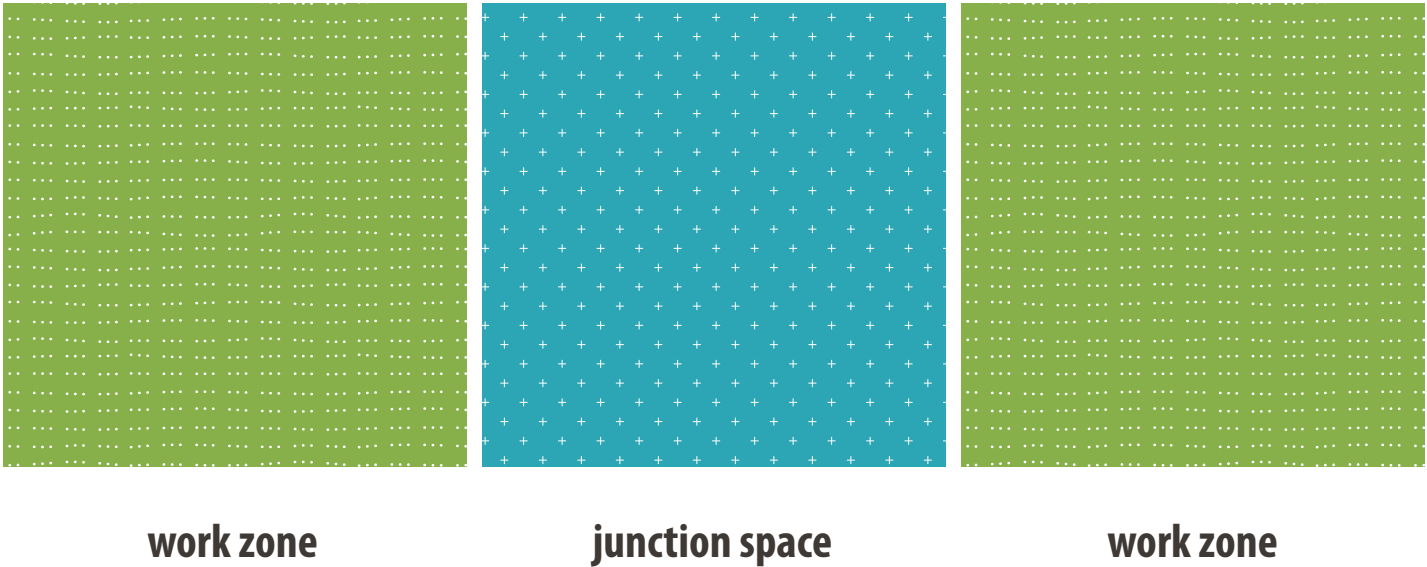
The Silo Effect – Gillian Tett

Design Strategies

The design strategy for the county is comprised of two zones:

An anchor zone of shared facilities consisting of a **JUNCTION SPACE** with **RECEPTION, COMMUNITY KITCHEN, ACTIVITY CENTERS** and **WELLNESS** area.

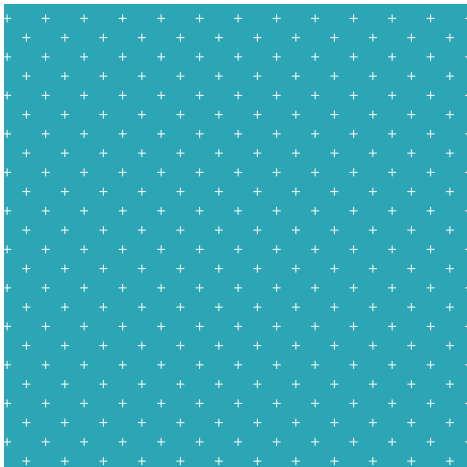
The Junction is flanked by work space comprising of **INDIVIDUAL WORK SPACES** that make up **NEIGHBORHOODS, NEIGHBORHOOD HUBS** that anchor the neighborhoods



ACTIVITY BASED WORK SETTINGS comprise the structure of the design strategy. Taken as a whole, all spaces are designed for county employees from multiple departments to work in and the floor should be viewed as a single workplace. Conceptually, we are moving from a concept of individual space as one’s work space to the entire floor as one’s work space.

Design Strategies

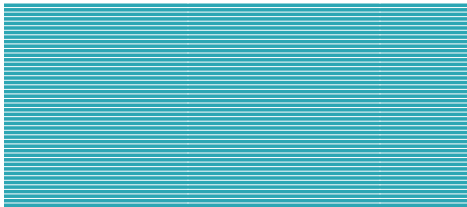
WORKPLACE COMPONENTS



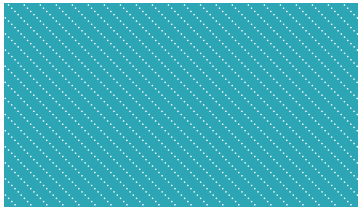
community hub / kitchen



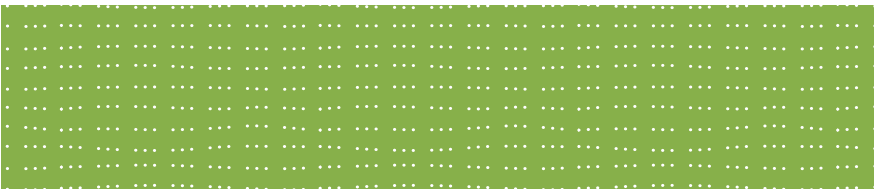
multi-purpose



lobby / reception



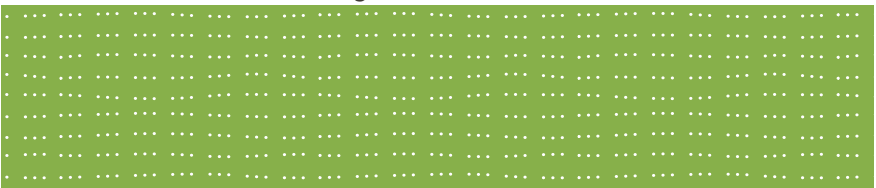
wellness



individual work spaces



neighborhood hub



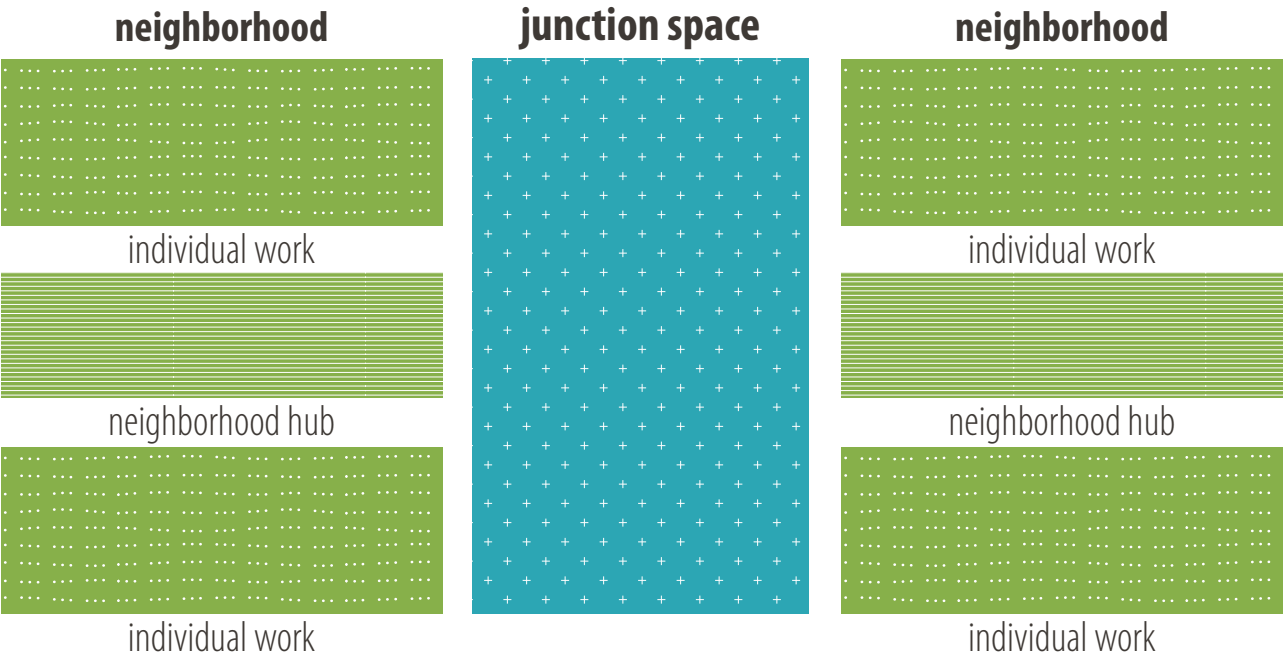
individual work spaces

junction space

work zone

Welcome to the Neighborhood

The basic core work component is comprised of neighborhoods. These neighborhoods are conceived of as consisting of individual work areas, and group or team work areas and are anchored with **NEIGHBORHOOD HUBS**. These Hubs contain common collaboration areas as well as individual rooms for teleconferencing or video conferencing as well as individual focus work.

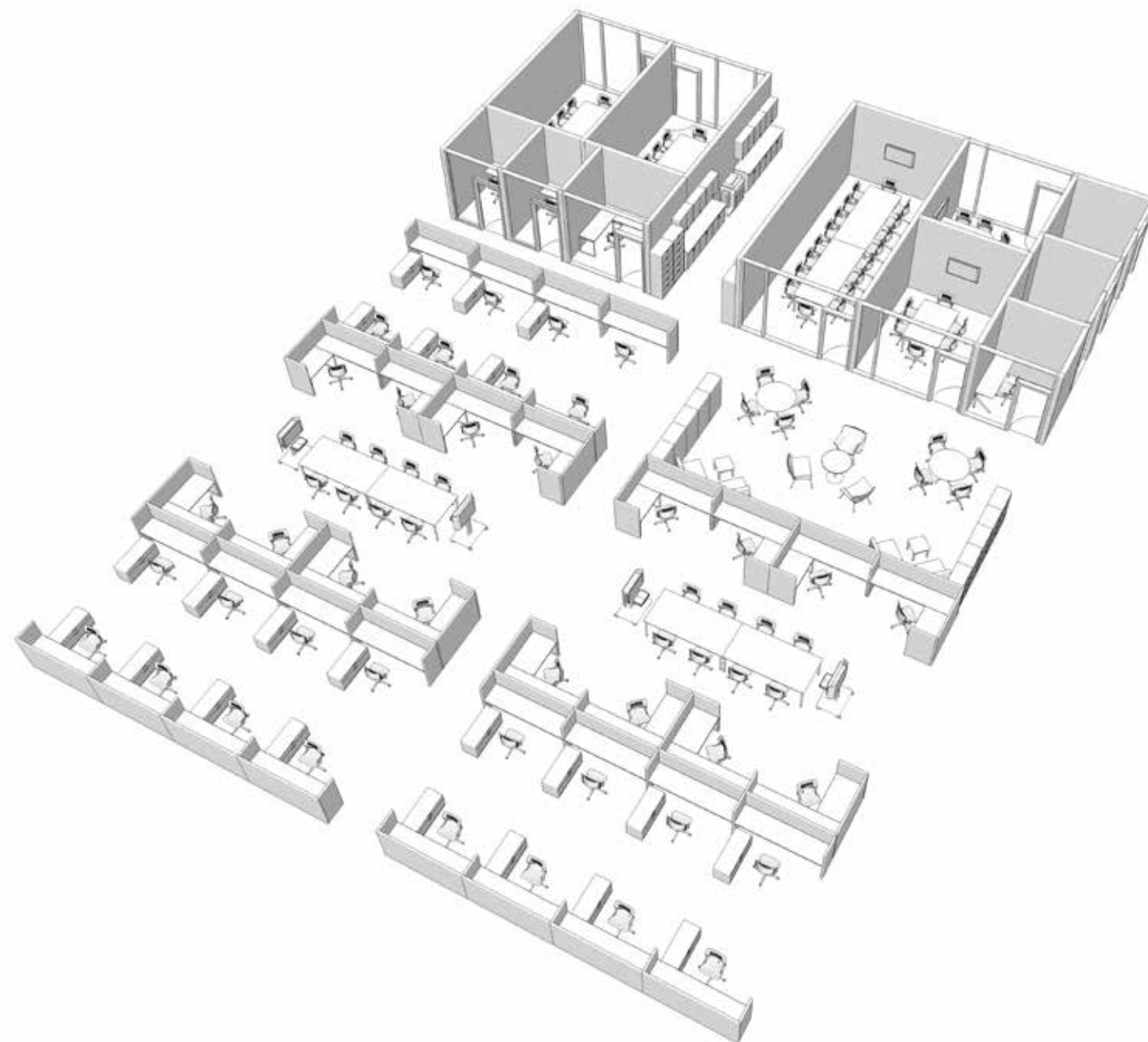


Each floor is comprised of a series of neighborhoods with a **FLOOR HUB** located directly off of the elevator core. This Floor Hub is comprised of additional meeting spaces, work rooms and open collaboration spaces. The floor café is the focal point of these hubs.

Neighborhoods

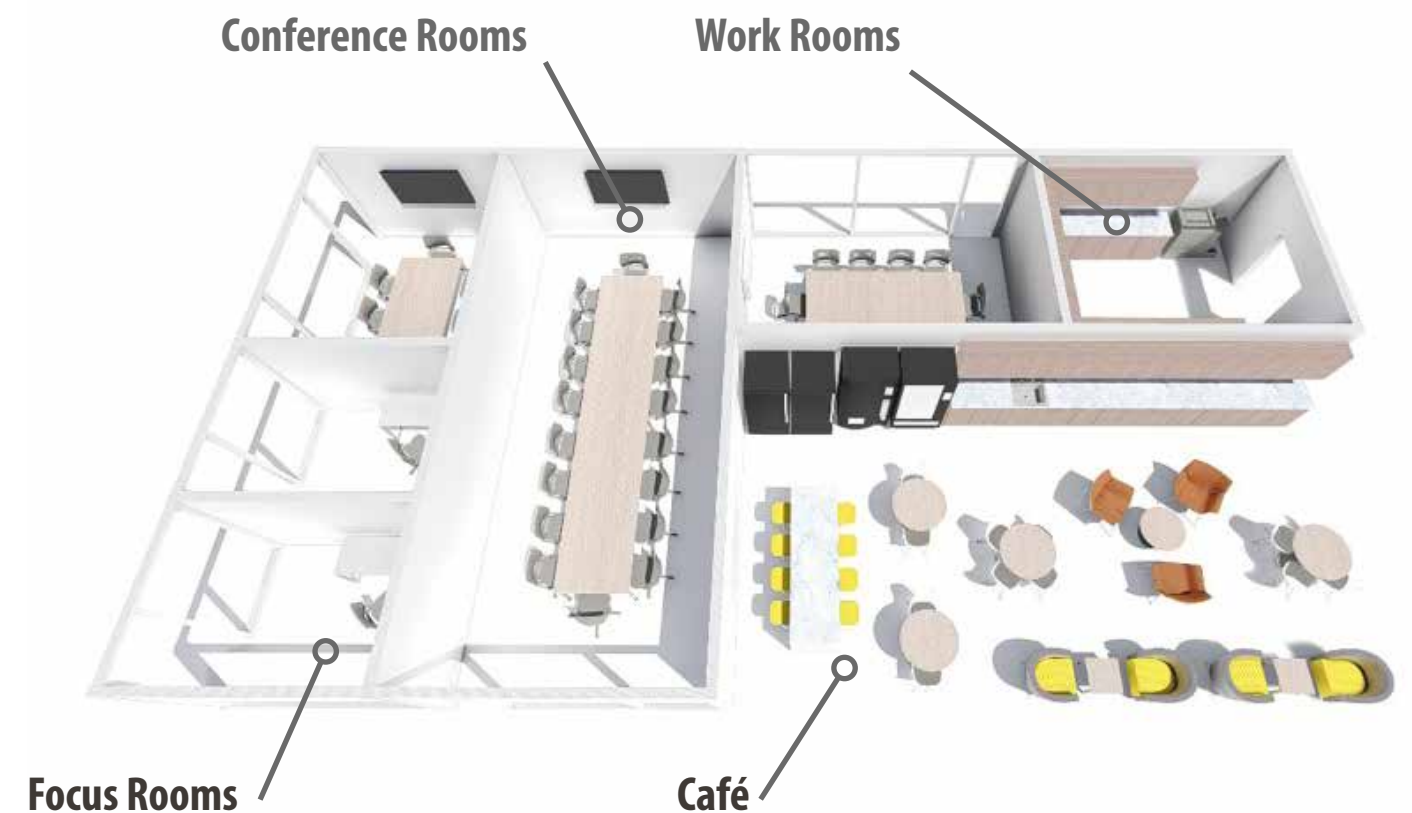
A PROTOTYPICAL LAYOUT AND SPACES

A prototypical floor layout showing a series of individual work neighborhoods separated by neighborhood hubs.



Junction Space: Activity Zones

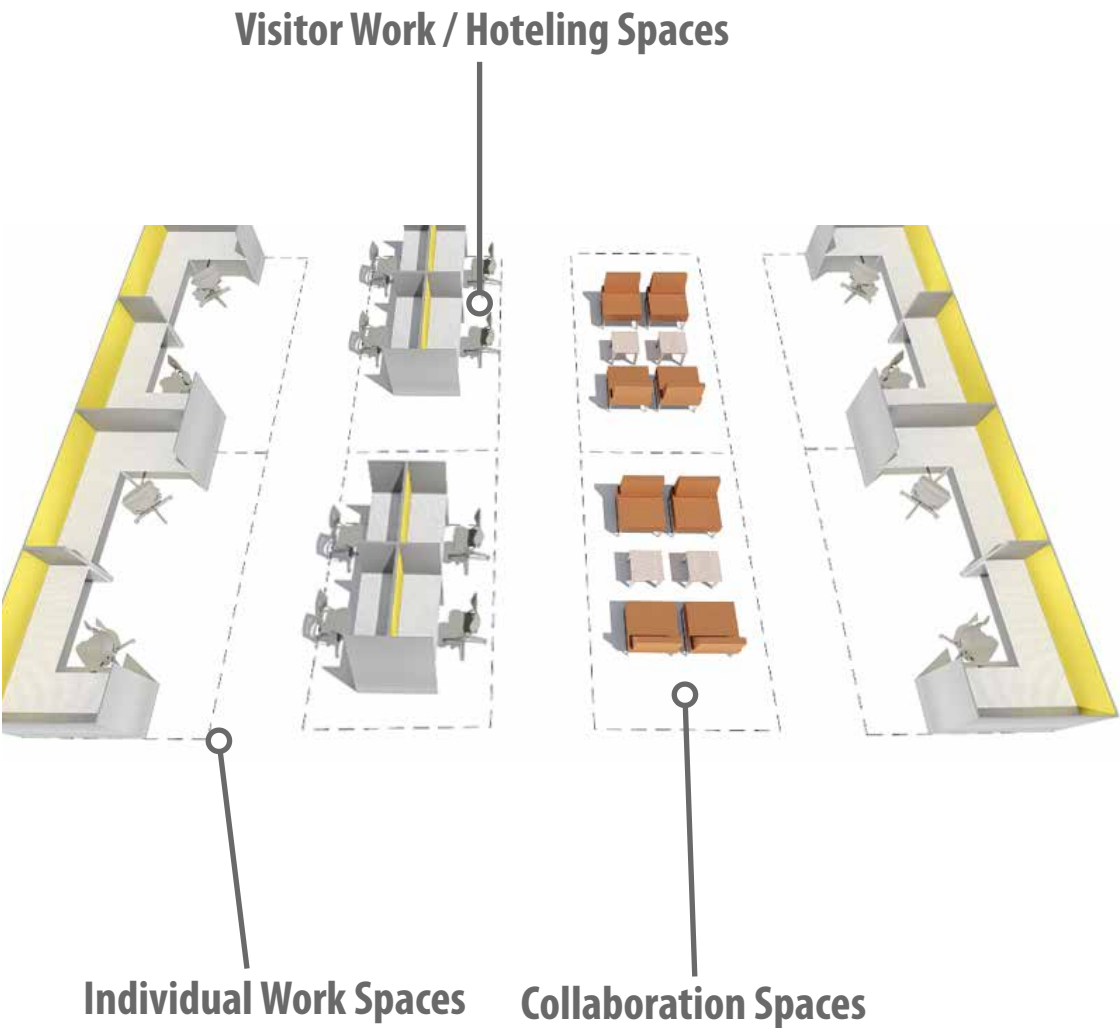
The Floor Hubs are the anchors of each floor. They are designed to be the first point of entry on each floor, located directly **OPPOSITE** the floor elevator cores. They represent the energy and activity on each floor and contain the café, open collaboration areas and a **VARIETY** of meeting and work rooms.



Neighborhoods

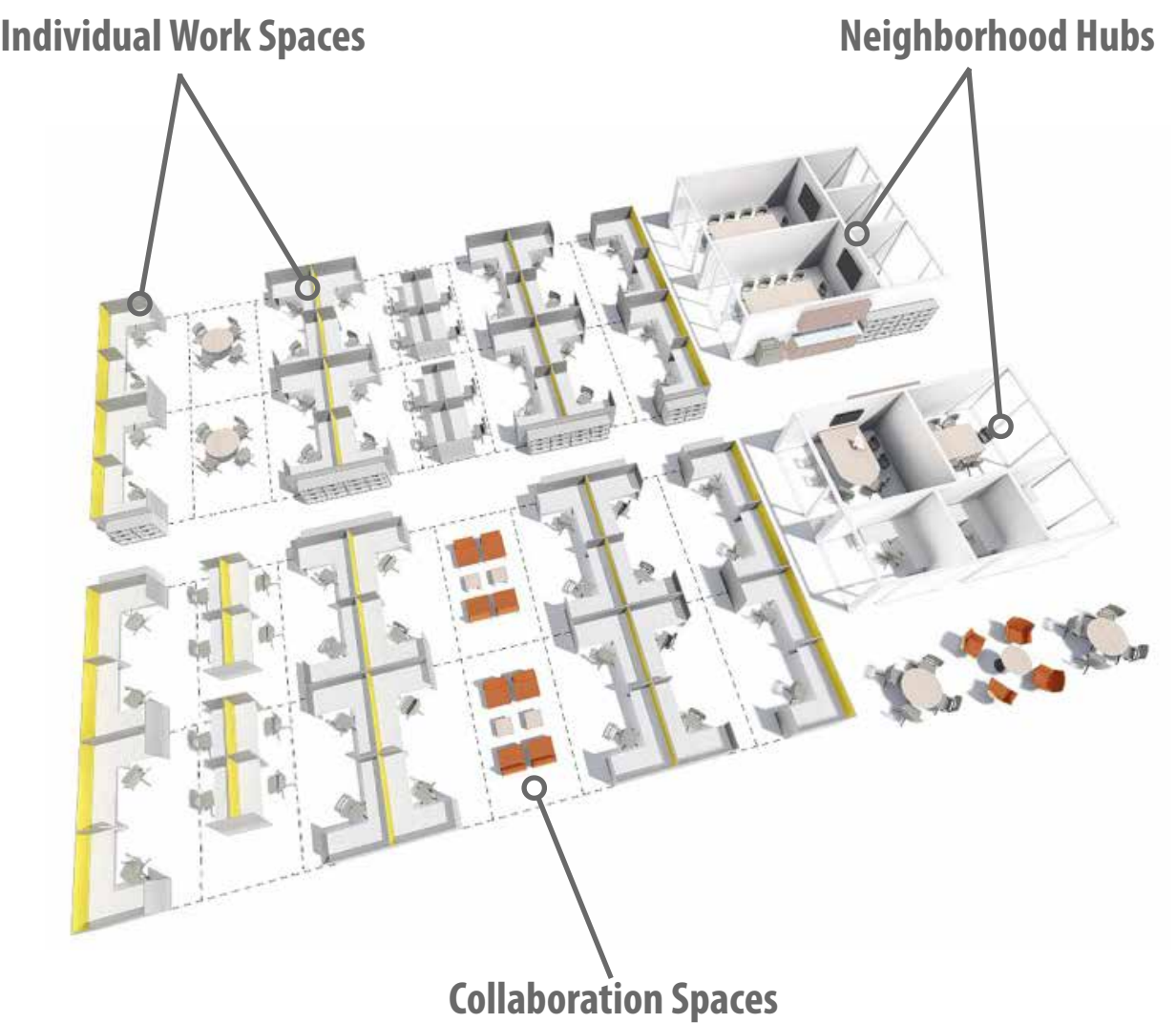
THE BASIC WORK MODULE

Each work group is built from a module that is interchangeable and can be customized for the particular working style of each department and or group. The individual work typologies consist of 4 units. That same module can accommodate central open work collaboration spaces, visitor work spaces, and informal collaboration areas.



The Basic Neighborhood

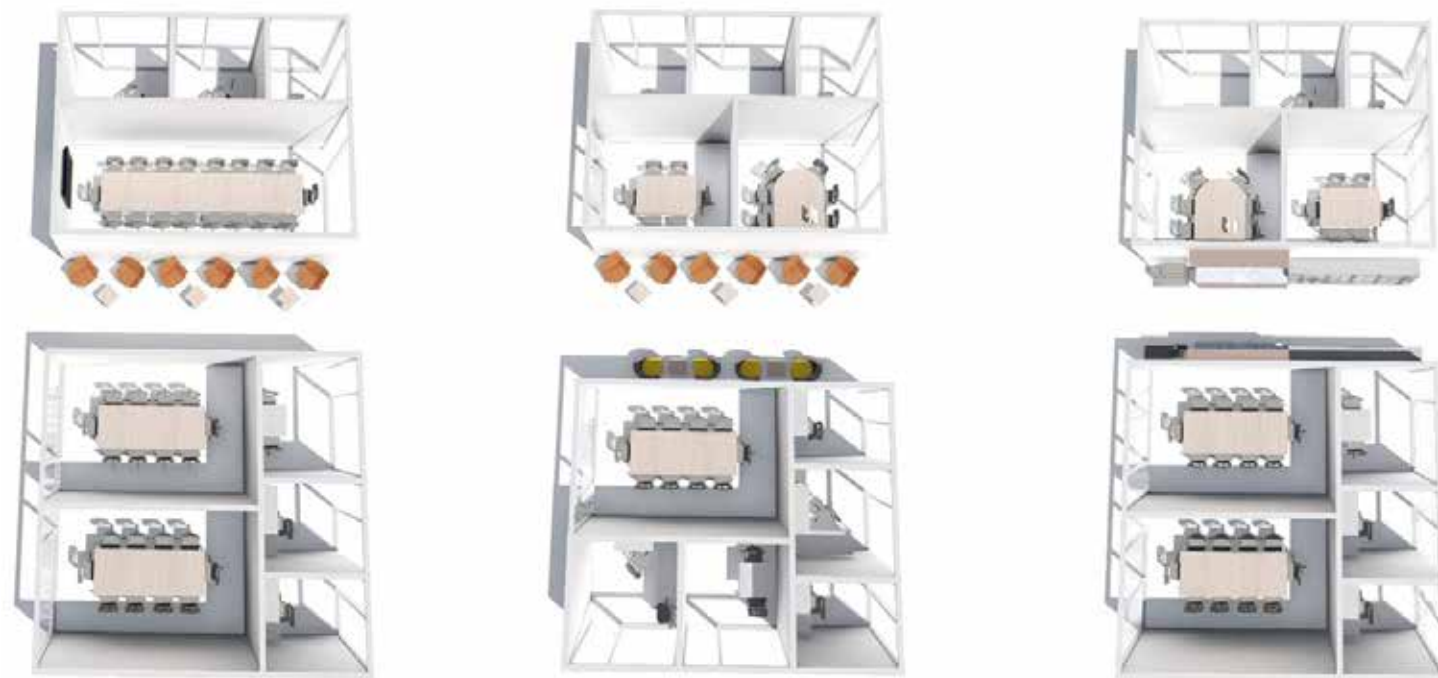
Individual work typologies shown with individual work settings and variety of visitor and collaboration hubs.



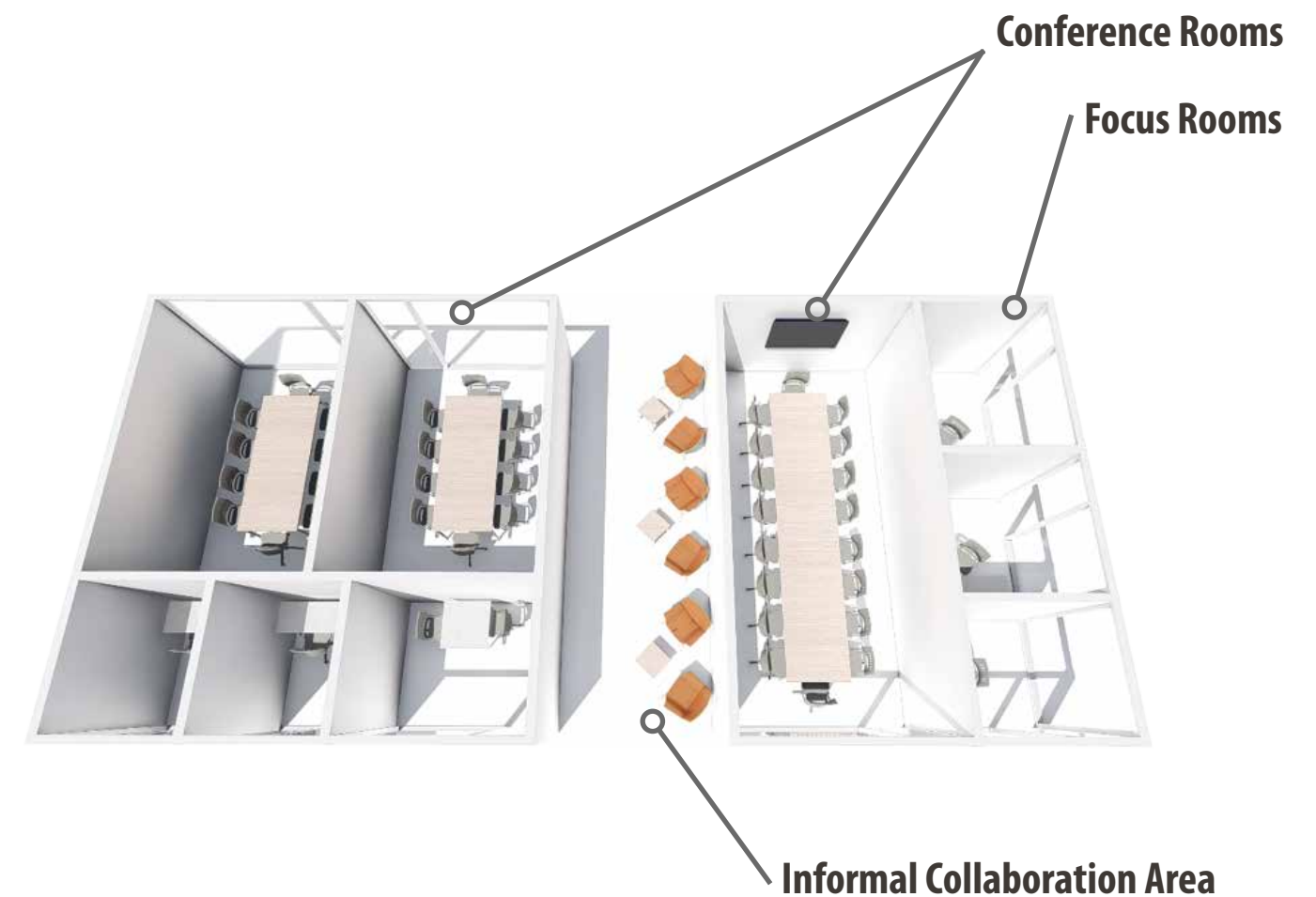
Neighborhoods

THE NEIGHBORHOOD HUB

Neighborhood Hubs are designed for maximum flexibility and choice. There are components of various enclosed spaces such as focus rooms, hubs and conference rooms. In the center is open space that can be used in a variety of ways such as open collaboration, open work areas or file and storage. The full height elements are based on a module. Each module is interchangeable so that individual departments can chose the combination of work spaces that best support their processes.



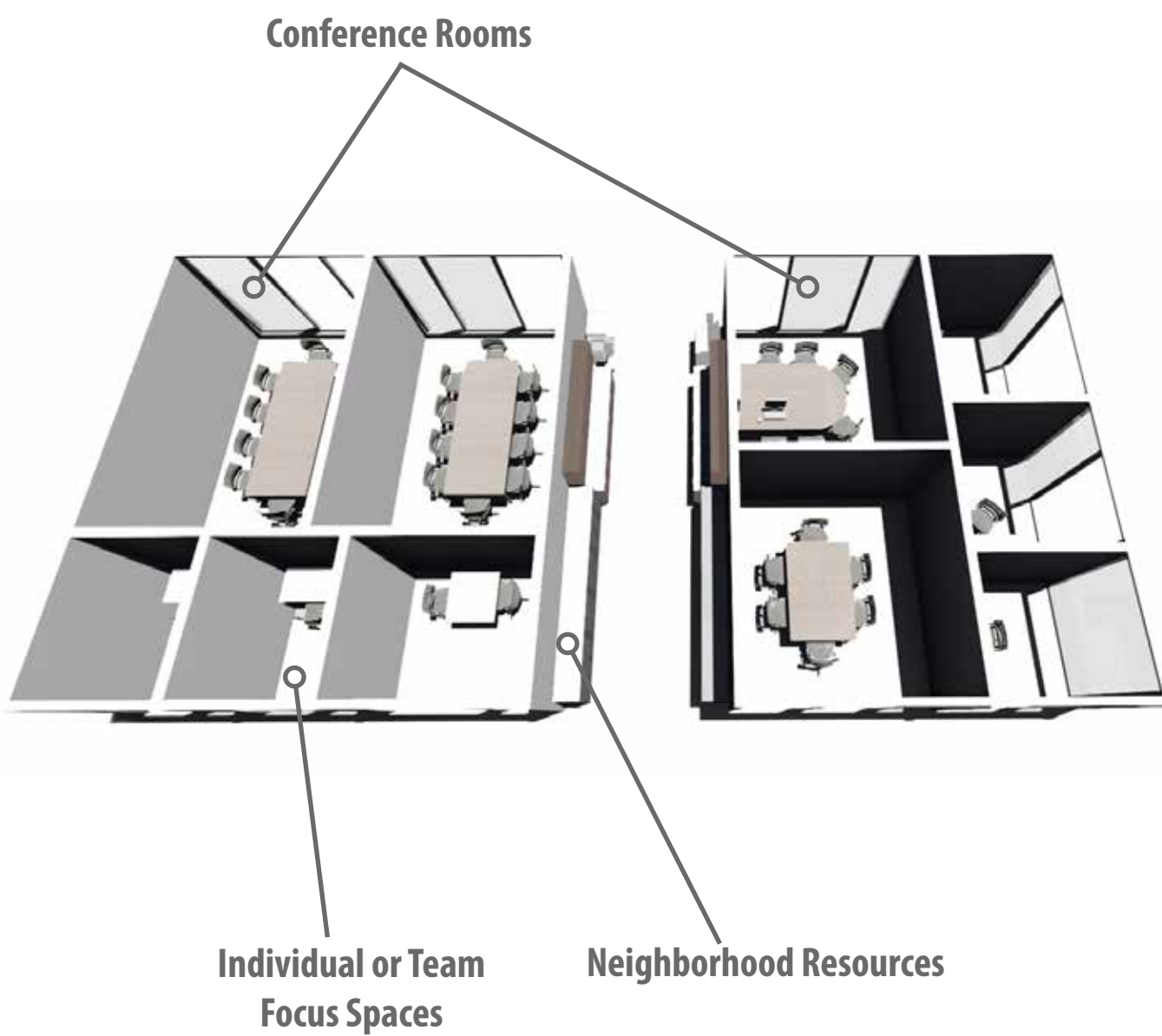
Neighborhood Hub Options



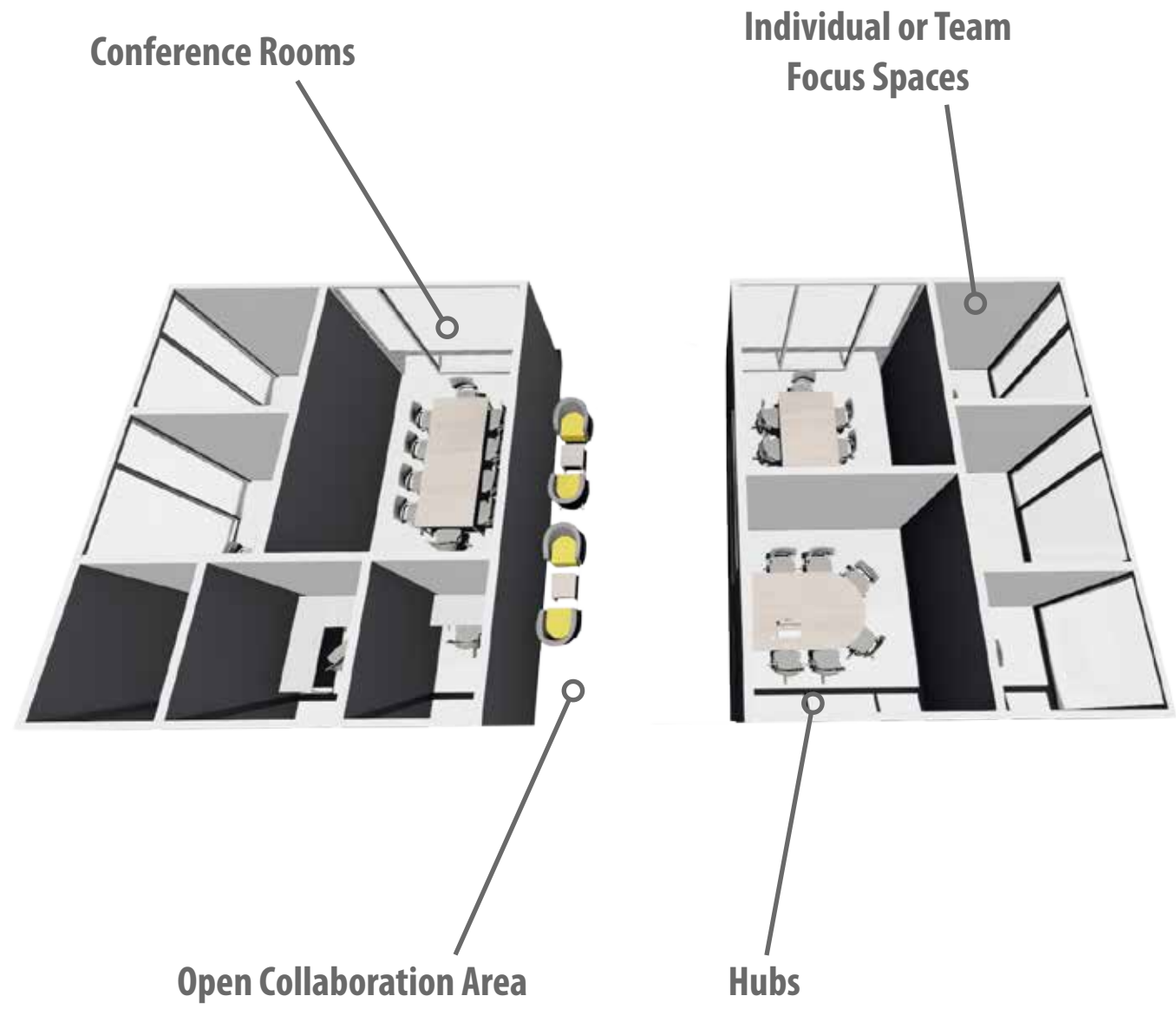
Neighborhoods

THE NEIGHBORHOOD HUB

Neighborhood Hub Options



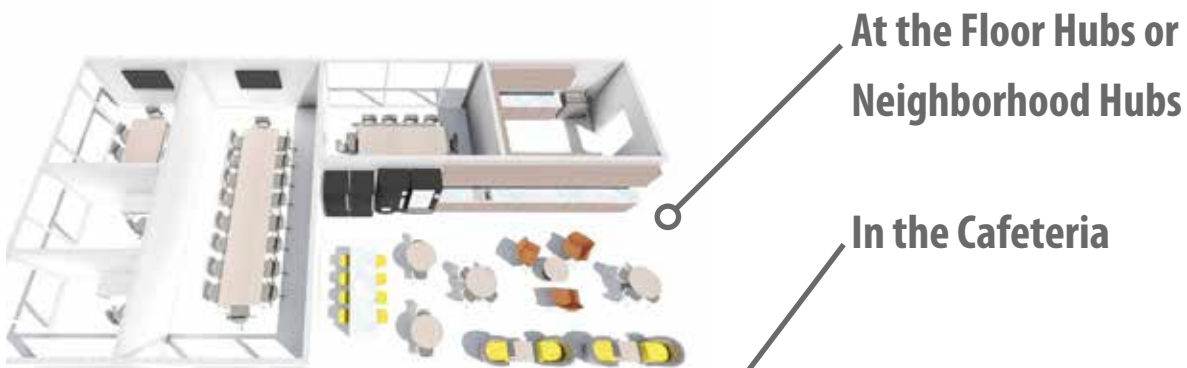
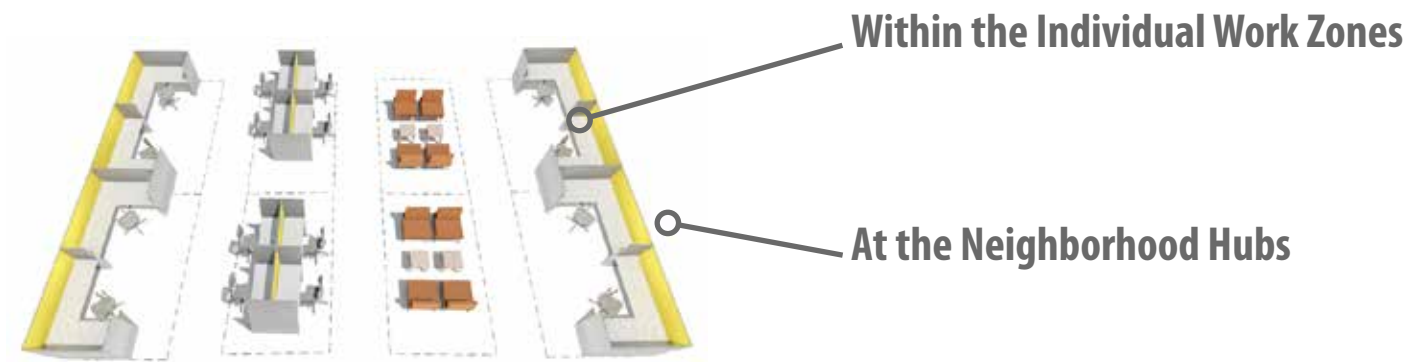
Neighborhood Hub Options



Collaboration

COLLABORATION

Collaboration opportunities are designed to occur in multiple settings:



Breaking Down Siloes



Coming Together at Hubs



Coming Together at the Café



Coming Together Serendipitously

4

Workplace Standards

- . Workplace Standards Recommendations
- . Workplace Kit of Parts
- . Focus Work
- . Social Interaction
- . Collaboration
- . Resources + Support
- . Exhibit A + B

Workplace Standards Recommendations

A PROGRESSIVE APPROACH

In developing these new space standards, the number of typicals have been decreased significantly to support the County's goal to increase productivity, break down silos and encourage collaboration among workers. Room criteria has also been developed for each space in the workplace kit of parts to provide guidelines and consistency in the design of future workplaces for Los Angeles County.

A progressive approach is identified as having the following space components and considerations:

- Aspirational goal to plan for 100% of employees working in an open plan office with assigned desks
- Workplace hoteling stations are recommended for staff who are mostly mobile or are often out of the office
- Private offices may be needed, and may be approved by the CEO following a justifications report prepared by Department Heads
- Collaboration Ratio Range of 1:4 to 1:5

Calculating the Collaboration Ratio:

The collaboration ratio, or the ratio of work station seats to collaborative spaces, is based on two elements:

- The level of importance placed on collaboration as a core organizational process.
- The degree of elimination of individual private office space.

Organizations that are placing a high degree of importance in enabling a culture of collaboration to permeate every facet of operations, use a ratio where there are more collaboration spaces per individual seats. In relation to this, those organizations that are focusing their organizational culture around collaboration are substantially reducing the amount of private individual office space. To make up for this switching paradigm, it is important to develop a collaboration ratio that allows individuals to have more collaborative work opportunities. In benchmarking other organizations across a wide range of industries, one can see that those entities that are highly collaborative have a closer ratio between individual seats to collaboration spaces.

Workplace Standards Recommendations

THE RATIO OF 'ME' TO 'WE'

Moving from a ME to WE workplace strategy, determining a ratio for planning purposes is useful in implementation of that strategy. Finalizing on a 'proper ratio' is often difficult and cannot accurately be determined through analytic formulas. The greater the ratio of WE spaces to individual spaces however, the greater the new workplace strategy will enable and facilitate a culture of collaboration. The determining factor falls more to what supports the organization's philosophy, defining the importance of WE spaces, along with the organization's use and integration of collaboration into its operational strategies. The final ratio should include a WE collection of multiple collaborative opportunities, ranging from a variety of enclosed formal spaces to informal typologies, where serendipitous encounters can occur. More often, it is these serendipitous WE spaces that provide opportunities for chance encounters and 'bump-ins' that will have a significant influence on moving an organizational culture from ME to WE. Based on both experience and benchmarking data from other organizations, we know that **a ratio range of 1:4 to 1:5 provides the best opportunities**, especially when moving from an enclosed office environment to an open collaborative environment.

In the final analysis, the critical factor in developing collaboration ratios is alignment with the organization's definition of ME to WE, the messaging to staff on the overall importance and access to collaborative spaces and how collaboration is integrated into the work culture of the organization.

Note:

For information purposes, the following organizations are using a 1:7 collaboration ratio:

Lake Trust

Ally Financial

Ford Motor Company

Google uses a 1:1 ratio, placing high value on the role of collaboration and WE spaces as integral to their work methodologies.

Workplace Standards Recommendations

TYPICAL OFFICE SPACES

120_{Manager}

150_{Senior Manager}

250_{Department Director}

USF/PP

TYPICAL WORKSTATION SIZES

36

Square Feet per Staff Workstation

72

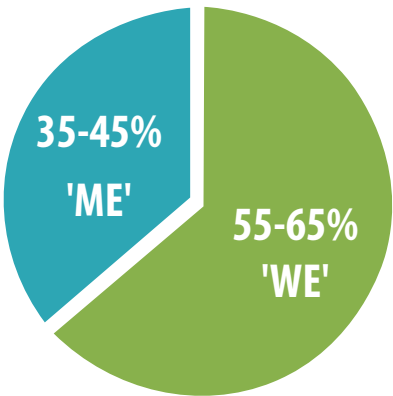
Square Feet per Manager Workstation

COLLABORATION SPACE RATIO RANGE

1:4 to 1:5

Collaboration Space : People

ME VS. WE



Note: The above data is from an LA County pilot project.

This Workplace Design Standards document, and this section in particular on staff : collaboration ratios are intended to be used as target goals that each project is to be striving to attain. The objective for each project utilizing these Workplace Standards is to come as close as possible to achieving these ratios. It is recognized that when using these guidelines for planning and design purposes, not all buildings and spaces within those buildings that will be under consideration will have the same efficiencies. Floor plates will therefore be impacted by floor plate shapes, building loss factors, core locations, etc, resulting in certain buildings being more or less efficient in meeting these target goals. LA County government is committed to providing a workplace strategy and space utilization that places high value on creating a work culture around migrating from and enabling ‘me’ to ‘we’ spaces as core principles. It is the responsibility for each project to use these guidelines in order to come as close to the target ratios described in this section and in the Workplace Standards document.

Office Usable Square Footage:

The area of office space that includes all offices, workstations, related collaboration spaces, amenities, support space such as print/copy/file that support the specific office functions on a given floor, and circulation within office space. It excludes vertical circulation elements, building core function such as toilet rooms, MEP closets, vertical penetrations, circulation around core, and shared building amenities that support all occupants of the building (i.e. dining facilities, ancillary labs, and conference centers).

Ratio of number of collaborative spaces (open and enclosed) to total number of people in a given neighborhood. Measures availability of meeting space for use by employees within the immediate vicinity. i.e. One collaboration space available for every 4 to 5 people.

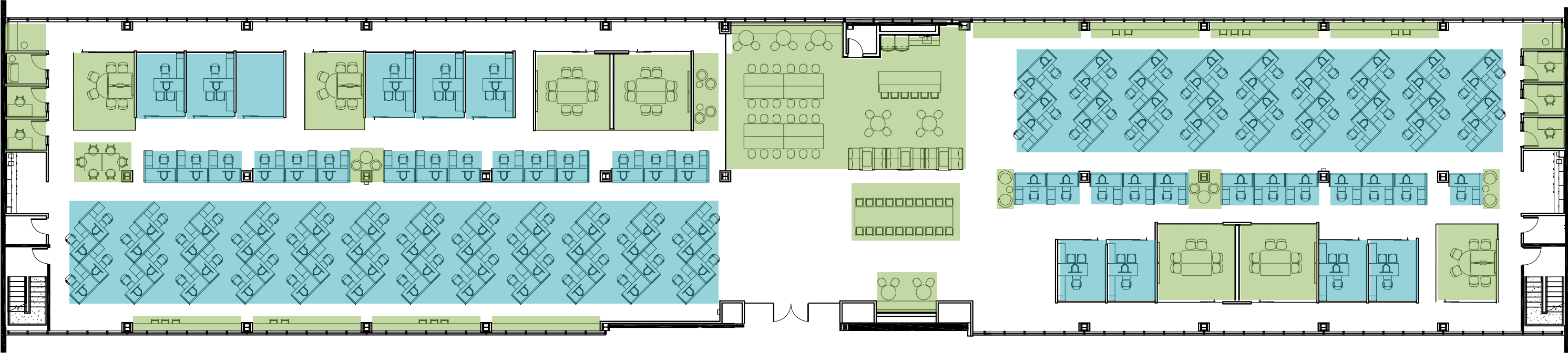
Note: Collaboration space includes Breakout Spaces, Meeting Rooms, Team Rooms, Huddle Rooms and Social Interaction Spaces.

SF of 'ME':
Total SF of workstations, shared aisles to access workstations & enclosed offices.

SF of 'WE':
Total SF of collaboration spaces available (open/enclosed)

Note: Resources such as print/copy/file rooms are not included in this calculation. Only includes 'Me' and 'We' space, not entry lobbies or walls in circulation corridors.

COLLABORATION RATIO CALCULATION



- KEY LEGEND:
- PEOPLE (121)
 - COLLABORATION SPACES (27)

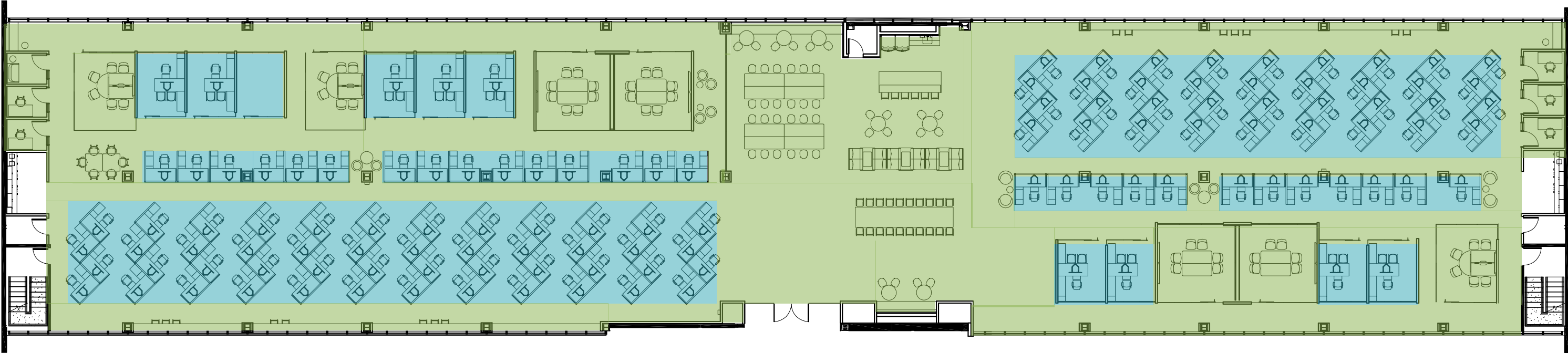
121 Individual Workstations / 27 Collaboration Spaces = 4.48
This calculation provides 1 Collaboration Space for every 4 to 5 employees

COLLABORATION SPACE
RATIO RANGE

1:4 to 1:5

Collaboration Space : People

ME VS. WE SPACE CALCULATION



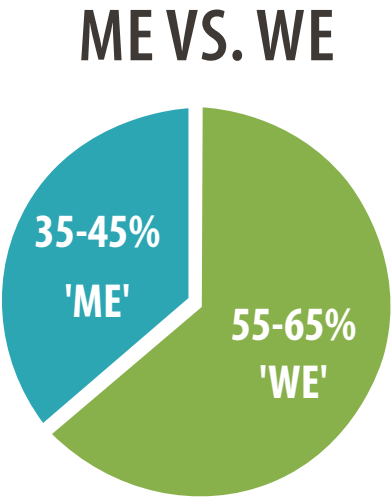
KEY LEGEND:

- ME SPACE (7,035 SF)
- WE SPACE (11,228 SF)

Me: 7,035 SF Me Space / 18,263 SF Total Floor = 0.385 (39% - Me)

We: 11,228 SF We Space / 18,263 SF Total Floor = 0.614 (61% - We)

This calculation provides 39% Me Space and 61% We Space



Workplace Standards Recommendations

RECOMMENDED SPACE PLANNING RATIOS















1. Individual / Workstation Seats : Collaboration Seats
2 collaboration seats for every 1 workstation seat
2. Number of Individual / Seats : Variety of Collaborative Meeting Rooms
Small Meeting Room (70 - 100 SF) - 1:25 people
Medium Meeting Room (180 SF) - 1:50 people
Large Meeting Room (240 SF) - 1:100 people
X-Large Meeting Room (240 SF - Varies) - 1:300
3. Print Stations
Large Rooms (100 SF) - 1:100
Local Print Areas (36 SF) - 1:50
4. Pantries
(130 - 150 SF) 1:150
5. Wellness Rooms
(100 SF) 1:100



Workplace Kit of Parts Summary

TABLE SUMMARY OF CORE COMPONENTS OF THE WORKPLACE

Recommended Usable Square Footage per Person (USF/PP) : 140 to 160 square feet per person *

| SPACE TYPE | CORE COMPONENT TYPE | PROGRAMMED SQ. FT. | DESCRIPTION |
|---|--|--|---|
| pg. 37 Typical Workstation 1 |  Open Focus | 36 SQ. FT. | Standard for all employees. "Honeycomb" shape workstation with height adjustable desk and cushion-top file storage. |
| pg. 38 Typical Workstation 2 |  Open Focus | 36 SQ. FT. | Standard for all employees. "H" shape workstation with height adjustable desk, cushion-top file storage and vertical pull out storage. |
| pg. 39 Typical Manager Workstation |  Open Focus | 36 - 72 SQ. FT. | Standard for all managers. "H" shape workstation with height adjustable desk, vertical pull out storage and built-in meeting space with incorporated file storage. |
| pg. 40 Typical Hoteling Workstation |  Open Focus | 15 SQ. FT. | Standard for mobile workers, resident workers, visitors and consultants. Height adjustable workstation with cushion-top mobile pedestal. |
| pg. 41 Typical Private Office - Manager/Division Head |  Closed Focus | 120 SQ. FT. | Requires approval. Typical workstations are standard for managers and division heads. Enclosed room with height adjustable worksurface, shelving, storage and side seating for up to 3 guests. |
| pg. 42 Typical Private Office - Senior Manager/Assistant Director |  Closed Focus | 150 SQ. FT. | Requires approval. Typical workstations are standard for senior managers and assistant directors. Enclosed room with height adjustable worksurface, shelving, vertical pull out storage, side seating for up to 3 guests and a small collaboration space. |
| pg. 43 Typical Private Office - Department Director |  Closed Focus | 250 SQ. FT. | Requires approval. Typical workstations are standard for department directors. Enclosed room with height adjustable worksurface, shelving, side seating for up to 2 guests and a meeting space with integrated technology for up to 6 guests. |
| pg. 44 Typical Individual/Team Focus Room |  Closed Focus | 50 SQ. FT. (1 - 2 PERSON) | Acoustically sound and enclosed space. Worksurface with integrated technology and seating for up to 2 people. |
| pg. 45 Breakout Spaces |  Open Collaboration | 25 - 50 SQ. FT. (1 - 2 PERSON) 50 - 100 SQ. FT. (2 - 4 PERSON) | Open collaboration space. Flexible furniture with integrated technology. |
| pg. 46 Typical Meeting Room |  Closed Collaboration | 70 - 100 SQ. FT. (4 - 6 PERSON) 180 SQ. FT. (8 - 12 PERSON) 240 SQ. FT. (12 - 16 PERSON) | Reservable formal meeting space. Conference room table with integrated technology and seating for 4 to 16 people. |
| pg. 47 Typical Team Room |  Closed Collaboration | 75 - 250 SQ. FT. (3 - 6 PERSON) | Reservable informal or formal closed collaboration space. Meeting table with integrated technology and seating for up to 6 people. |
| pg. 48 Typical Huddle Room |  Closed Collaboration | 75 - 250 SQ. FT. (3 - 6 PERSON) | Reservable informal closed collaboration space. Meeting table with seating for up to 6 people. Can be used with or without technology. |
| pg. 49 The Junction Space |  Social Interaction | SIZE VARIES | Social interaction and central gathering space typically with a kitchen. Flexible furniture arrangements, integrated technology, and amenities. |
| pg. 50 Print + Copy |  Resources + Support | SIZE VARIES | Print and copy room with upper and lower cabinet storage. |

* Excludes lobby/reception areas.
Note: Program square footage is for "typical" space types. Some variance is anticipated as long as the space plan falls within 140 - 160 square feet per person.

Workplace Kit of Parts

CORE COMPONENTS OF THE WORKPLACE

OPEN FOCUS | WORKSTATIONS

- Focus space for tasks that require high levels of concentration
- Useful for tasks such as reading and writing
- Can be used to work individually with headphones
- Provides a homebase focus space for workers



CLOSED FOCUS | WORKSTATIONS

- Focus space for tasks that require high levels of concentration
- Use for leading or participating in a teleconferences
- Use for impromptu discussions when privacy is needed
- Used for duration of focus task, but time limited when in high demand
- Used as a collaboration space for up to two individuals



OPEN COLLABORATION

- Provides spaces for individuals to connect and collaborate with their colleagues
- Provide a variety of tools and different technology to meet a variety of work needs and styles
- A dedicated open and casual space for collaboration



CLOSED COLLABORATION

- Provides space for individuals to connect and collaborate with colleagues when acoustic privacy is needed
- Provides a variety of tools and different technology to meet a variety of work needs and styles
- Utilization of telecommunication technology to share information and connect with colleagues globally



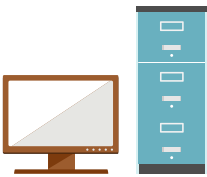
SOCIAL INTERACTION

- A central gathering space for colleagues to interact and connect with one another
- Giving individuals a choice in their work environment through a variety of seating arrangements
- Short-term stay destinations varying in size foster comradery and impromptu collaboration amongst colleagues



RESOURCES + SUPPORT

- Provide various amenities that enhance the worker experience
- Utilization of new tools and technology to make work more fluid and efficient



OPEN FOCUS | TYPICAL WORKSTATION 1

A reserved open plan seat that supports both focus work and light collaboration.

DESIGN CONSIDERATIONS

- Workstations are an integral part of the office neighborhood structure and collaborative office culture
- Orient workstations to have maximum access to natural lighting
- Electrical / data convenience ports at surface level are easy to access and provide maintenance when necessary
- Provide additional acoustic solutions to reduce and control ambient noise from the open work area
- Worksurfaces with integrated lockable storage (key, code, or RFID badge) for files and personal items
- Low or no privacy panel workstations open the office environment and allow workers to connect and collaborate with one another
- Ergonomic furniture allows workers to adjust their workstation to meet their personal comfort and work style needs

KEY SPACE COMPONENTS

ENVIRONMENT

- Access to natural light + exterior views
- Use of headset or phone room for making phone calls
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

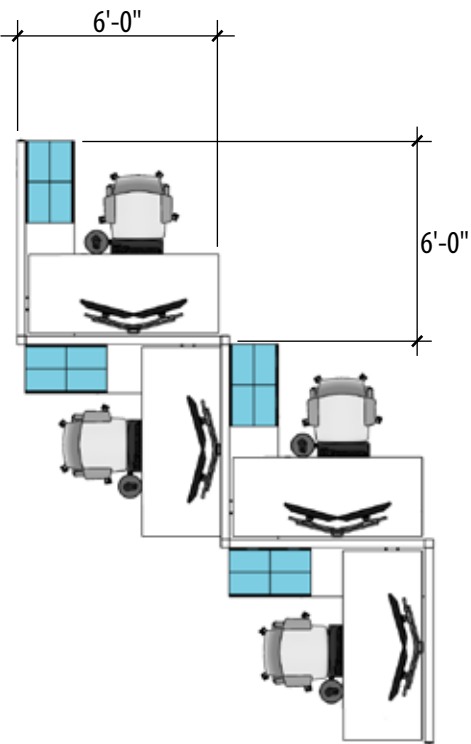
- Task Chair
- Worksurface (height-adjustable) w/ keyboard tray
- Low height workstation panels w/ acoustical treatments
- Open personal storage
- Lockable file storage w/ cushion top

TECHNOLOGY

- (2) flat screen monitors w/ arms
- Keyboard + mouse + laptop docking station
- Headset for telephone calls
- Electrical/data/USB ports at surface level

MATERIALITY

- Low-height workstation panels (42" max. height)
- Acoustic tackable surface
- Plastic laminate workstation panels to the floor
- Plastic laminate worksurface
- Metal worksurface legs + storage



PLAN VIEW

KEY NOTES

- Individual workstations can be **grouped in packs of 4, 6, or 8**.
- **Ergonomic work tools**, task chair, and height-adjustable desk supports a wide range of work styles and comfort needs.
- Various groupings of workstations foster **collaboration** and **innovation** within the work environment.
- Low panels provide **access to natural daylight** and create **visual connections** between colleagues.

SIZE + OCCUPANCY

6' x 6' FOOTPRINT PER WORKSTATION (STANDARD)

1 PERSON PER WORKSTATION

Focus Work

OPEN FOCUS | TYPICAL WORKSTATION 2

A reserved open plan seat that supports both focus work and light collaboration.

DESIGN CONSIDERATIONS

- Workstations are an integral part of the office neighborhood structure and collaborative office culture
- Orient workstations to have maximum access to natural lighting
- Electrical / data convenience ports at surface level are easy to access and provide maintenance when necessary
- Provide additional acoustic solutions to reduce and control ambient noise from the open office workspace
- Worksurfaces with integrated lockable storage (key, code, or RFID badge) for files and personal items
- Low or no privacy panel workstations open up the open office environment and allow workers to connect and collaborate with one another
- Ergonomic furniture allows workers to adjust their workstation to meet their personal comfort and work style needs

KEY SPACE COMPONENT

ENVIRONMENT

- Access to natural light + exterior views
- Use of headset or phone room during phone calls
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

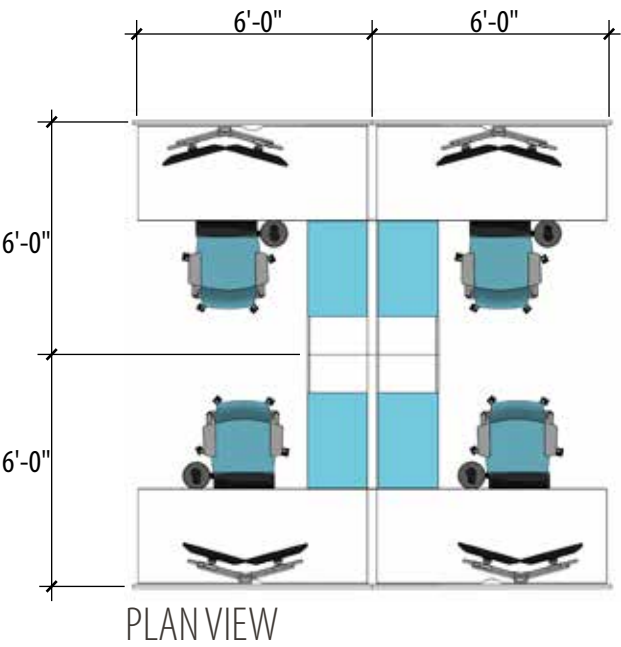
- Task Chair
- Worksurface (height-adjustable) w/ keyboard tray
- Low height workstation panels w/ acoustical treatments
- Open personal storage
- Lockable file storage w/ cushion top
- Lockable vertical pull-out storage for personal items

TECHNOLOGY

- (2) flat screen monitors w/ arms
- Keyboard + mouse + laptop docking station
- Headset for telephone calls
- Electrical / data / USB ports at surface level

MATERIALITY

- Low-height workstation panels (42" max. height)
- Acoustic tackable surface
- Plastic laminate workstation panels to the floor
- Plastic laminate worksurface
- Metal worksurface legs + storage



KEY NOTES

- Individual workstations can be **grouped in packs of 4, 6, or 8.**
- **Ergonomic work tools**, task chair, and height-adjustable desk supports a wide range of work styles and comfort needs.
- Various groupings of workstations foster **collaboration** and **innovation** within the work environment.
- Low panels provide **access to natural daylight** and create **visual connections** between colleagues.

SIZE + OCCUPANCY

6' x 6' FOOTPRINT PER WORKSTATION (STANDARD)

1 PERSON PER WORKSTATION

Focus Work

OPEN FOCUS | TYPICAL MANAGER WORKSTATION

A reserved open plan seat that supports both focus work and light collaboration.

DESIGN CONSIDERATIONS

- Workstations with built-in seating creates space for impromptu meetings and collaboration
- Orient manager workstations near open and closed meeting spaces
- Electrical / data convenience ports at surface level are easy to access and provide maintenance when necessary
- Provide additional acoustic solutions to reduce and control ambient noise from the open office workspace
- Worksurfaces with integrated lockable storage (key, code, or RFID badge) for files and personal items
- Low or no privacy panel workstations open up the open office environment and allow workers to connect and collaborate with one another
- Modesty panels at worksurface provide privacy and conceal wires and cables
- Ergonomic furniture allows workers to adjust their workstation to meet their personal comfort and work style needs

KEY SPACE COMPONENTS

ENVIRONMENT

- Access to natural light + exterior views
- Use of headset or phone room during phone calls
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

- Task Chair
- Worksurface (height-adjustable) w/ keyboard tray
- Modesty panel w/ integrated wire management
- Low height workstation panel w/acoustical treatments
- Open personal storage
- Lockable file storage
- Lockable vertical pull-out storage for personal items
- Small side table (fixed or mobile) + chairs for meetings / informal collaboration

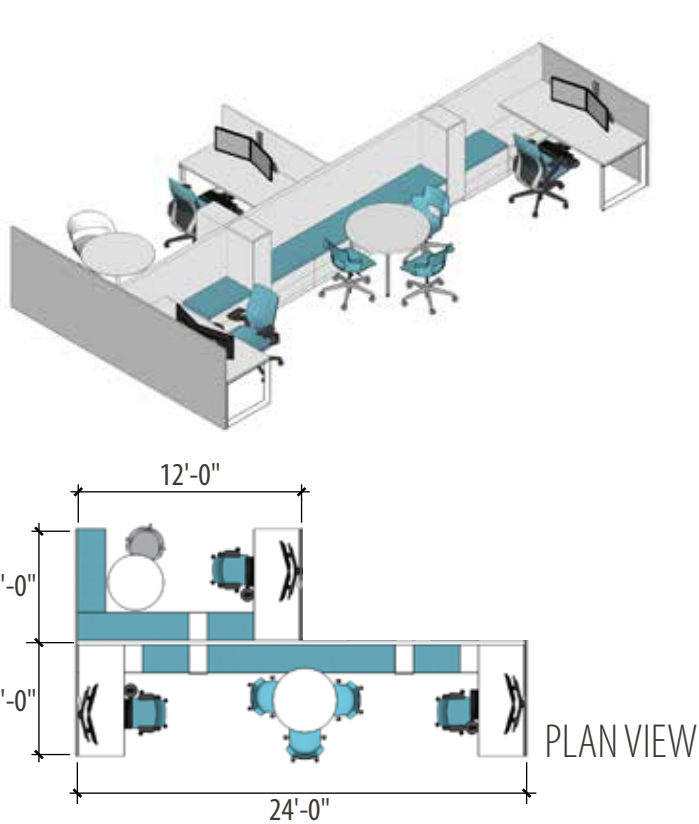
TECHNOLOGY

- (2) flat screen monitors w/ arms
- Keyboard + mouse + laptop docking station
- Headset for telephone calls
- Electrical / data / USB ports at surface level

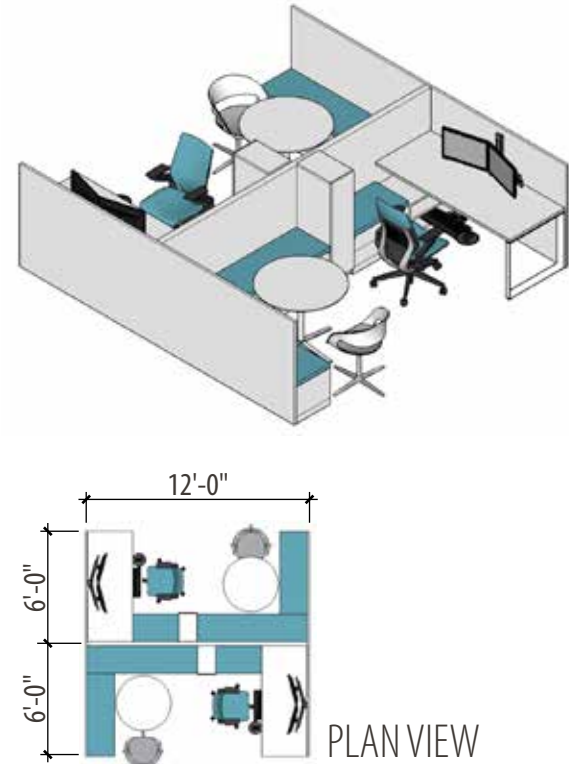
MATERIALITY

- Low-height workstation panels (42" max. height)
- Acoustic tackable surface
- Plastic laminate workstation panels to the floor
- Plastic laminate worksurface
- Metal worksurface legs + storage
- Fabric or plastic laminate modesty panel
- Upholstered lounge seating + side tables (integrated or ancillary)

MANAGER WORKSTATION OPTION A



MANAGER WORKSTATION OPTION B



KEY NOTES

- Workstations can be arranged to provide **workspace for 2 to 8 managers.**
- **Built-in guest seating creates impromptu meeting space** and fosters collaboration and innovation.
- **Ergonomic work tools**, task chair, and height-adjustable desk supports a wide range of work styles and comfort needs.
- **Flexible and adaptable** workstations can create different workstation layouts to meet various work and collaboration styles.
- Low panels provide **access to natural daylight** and create **visual connections** between colleagues.
- **Optional clerical workstations** can be added for convenient managerial support.

SIZE + OCCUPANCY

OPT A : 6' x 12' / 6' x 24' FOOTPRINT (PER WORKSTATION + COLLABORATIVE SEATING)

OPT B : 6' x 12' FOOTPRINT (PER WORKSTATION + COLLABORATIVE SEATING)

1 PERSON PER WORKSTATION

Focus Work

OPEN FOCUS | TYPICAL HOTELING WORKSTATION

A non-reserved open plan seat that supports short-term focus work and light collaboration.

DESIGN CONSIDERATIONS

- Hoteling stations provide temporary work spaces for mobile workers and consultants, as well as resident workers
- Orient workstations to have access to natural lighting
- Electrical/data convenience ports at surface level are easy to access and provide maintenance when necessary
- Provide additional acoustic solutions to reduce and control ambient noise from the open office workspace
- Worksurfaces with integrated or mobile lockable storage (key, code, or RFID badge) for files and personal items
- Low or no privacy panel workstations open up the open office environment and allow workers to connect and collaborate with one another
- Modesty panels at worksurface provide privacy and conceal wires and cables
- Ergonomic furniture allows workers to adjust their workstation to meet their personal comfort and work style needs

KEY SPACE COMPONENTS

ENVIRONMENT

- Access to natural light + exterior views
- Use of headset or phone room during phone calls
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

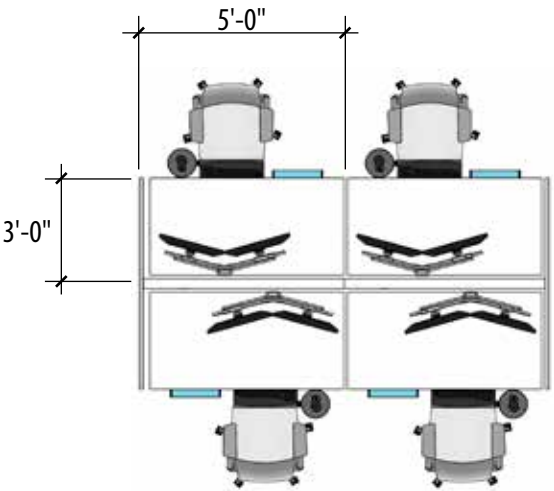
- Task Chair
- Worksurface (fixed or height-adjustable) w/ keyboard tray
- Modesty panel w/ integrated cord management
- Low height workstation panel w/ acoustical treatments
- Lockable mobile pedestal storage file w/ cushion top

TECHNOLOGY

- (2) flat screen monitors w/ arms
- Keyboard + mouse + laptop docking station
- Headset for telephone calls
- Electrical/data/USB ports at surface level

MATERIALITY

- Low-height workstation panels (42" max. height)
- Acoustic tackable surface
- Plastic laminate workstation panels to the floor
- Plastic laminate worksurface
- Metal worksurface legs + storage
- Fabric or plastic laminate modesty panel
- Upholstered lounge seating + side tables (integrated or ancillary)



PLAN VIEW

KEY NOTES

- Hoteling workstations are **non-reserved workspaces** that are available to all employees and visitors for use over short periods of time.
- Individual seats can be **grouped in packs of 2, 3, 4, 6, and 8**
- **Ergonomic work tools**, task chair, and height-adjustable desk supports a wide range of work styles and comfort needs.
- Low panels allow **access to natural daylight** and views while simultaneously creating visual connections between colleagues.

SIZE + OCCUPANCY

5' x 3' FOOTPRINT PER WORKSTATION (STANDARD)

1 PERSON PER WORKSTATION

CLOSED FOCUS | TYPICAL PRIVATE OFFICE - MANAGER/DIVISION HEAD

A reserved closed plan space that supports both focus work and light collaboration.

DESIGN CONSIDERATIONS

- Orient private offices to have maximum access to natural lighting
- Glass front private offices allow natural light to penetrate through to the open office and create visual connection between workers
- Provide additional acoustic solutions to reduce and control noise, information privacy and security
- Ergonomic furniture allows workers to adjust their workstation to meet their personal comfort and work style needs
- (1) or (2) guest chairs create space for small private meetings or impromptu collaboration
- Writable wall paint, markerboards, and tackable surfaces provide space for workers to collaborate and share ideas
- Worksurfaces with integrated storage (key, code, or RFID badge) for files and personal items
- Electrical/data convenience ports at surface level are easy to access and provide maintenance when necessary

KEY SPACE COMPONENTS

ENVIRONMENT

- Access to natural light + exterior views, but oriented away from building perimeter
- Use of headset or physical phone during phone calls
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

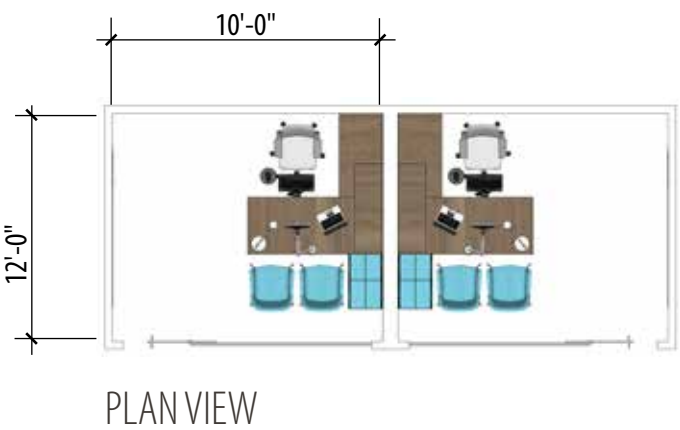
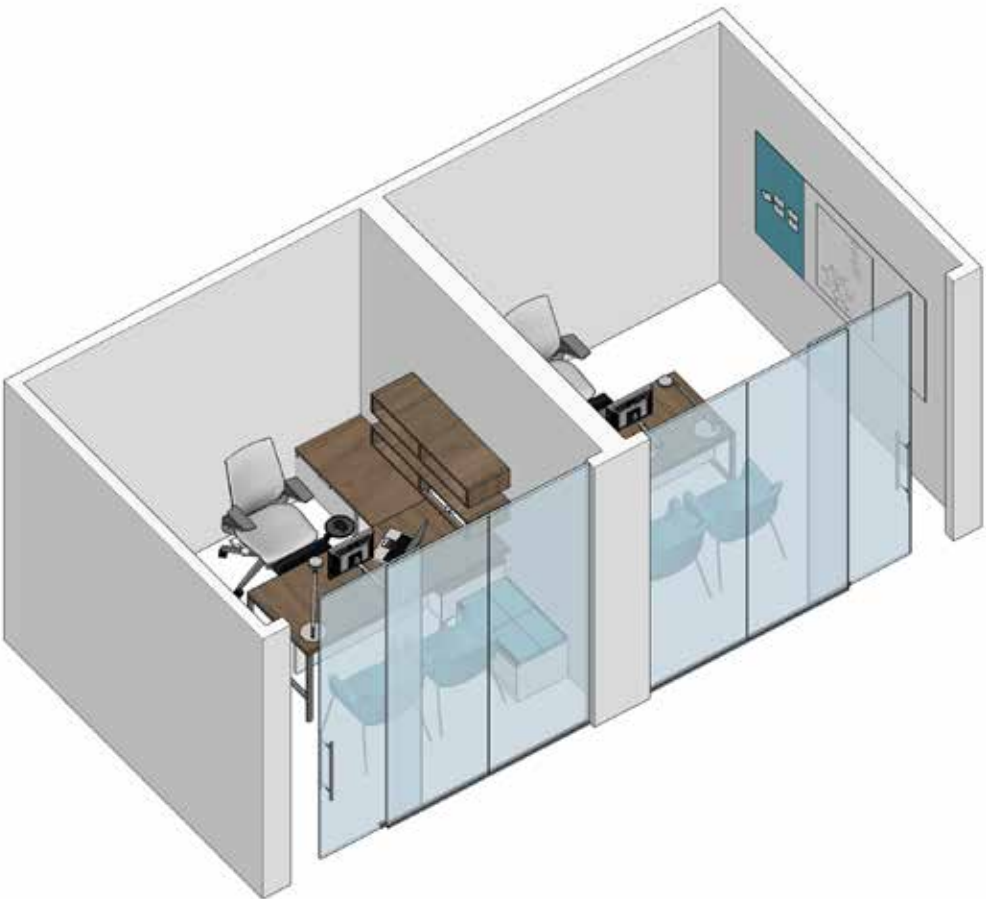
- Task Chair
- Worksurface (fixed or height-adjustable) w/ keyboard tray
- Wall-based desk system + storage
- (1) or (2) guest chairs
- Storage (low or high /closed or open)
- Lockable storage for files w/ cushion top
- Magnetic marker boards / tack boards

TECHNOLOGY

- (1) or (2) flat screen monitors w/ arms
- Keyboard + mouse + laptop docking station
- Headset + telephone for phone calls
- Electrical/data/USB ports at surface level

MATERIALITY

- Tackable, writable surface
- Plastic laminate or veneer worksurface
- Metal worksurface legs + storage
- Plastic laminate modesty panel
- Upholstered seating (integrated or ancillary)
- Motorized or manual sun shades as required
- Painted gypsum board walls, glass demountable partitions with sliding door, carpet tile flooring, sound absorptive ceiling (minimum NRC 0.90) should be noted for enclosed offices. Drywall ceilings are not appropriate in small offices.



** This is one possible size and configuration of this space type.*

KEY NOTES

- **Wall-based desk system and storage** maximize the use of space.
- **Ergonomic work tools**, task chair, and height-adjustable desk supports a wide range of work styles and comfort needs.
- Glass partitions provide **access to natural daylight** and visual connections between colleagues.

SIZE

120 SQ. FT. FOOTPRINT PER PRIVATE OFFICE (STANDARD)

1 ASSIGNED PERSON PER PRIVATE OFFICE W/ 3 GUESTS MAXIMUM

Focus Work

CLOSED FOCUS | TYPICAL PRIVATE OFFICE - SENIOR MANAGER/ASSISTANT DIRECTOR

A reserved closed plan space that supports both focus work and light collaboration.

DESIGN CONSIDERATIONS

- Orient private offices to have maximum access to natural lighting
- Glass front private offices allow natural light to penetrate through to the open office and create visual connection between workers
- Provide additional acoustic solutions to reduce and control noise, information privacy and security
- Ergonomic furniture allows workers to adjust their workstation to meet their personal comfort and work style needs
- (1) or (2) guest chairs create space for small private meetings or impromptu collaboration
- Small side table with (2) to (4) ottomans creates space for small group meetings and collaboration
- Writable wall paint, markerboards, and tackable surfaces provide space for workers to collaborate and share ideas
- Worksurfaces with integrated or mobile lockable storage (key, code, or RFID badge) for files and personal items
- Electrical/data convenience ports at surface level are easy to access and provide maintenance when necessary

KEY SPACE COMPONENTS

ENVIRONMENT

- Access to natural light + exterior views, but oriented away from building perimeter
- Use of headset or physical phone during phone calls
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

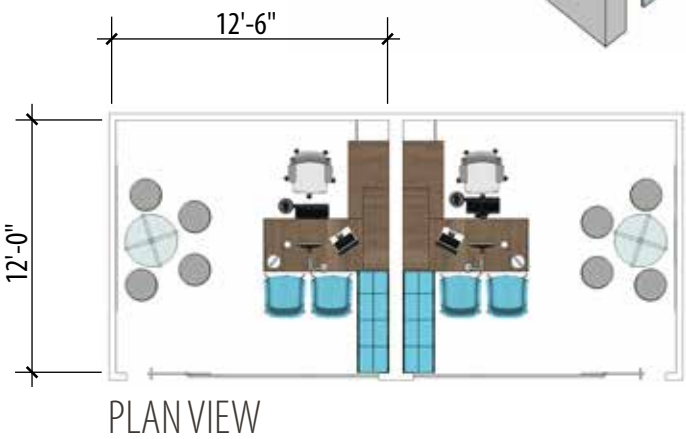
- Task Chair
- Worksurface (fixed or height-adjustable) w/ keyboard tray
- Wall-based desk system + storage
- (2) Guest chairs
- Small side table with (2) - (4) ottomans
- Storage (low or high / closed or open)
- Lockable storage for files w/ cushion top
- Lockable vertical pull-out storage for personal items
- Magnetic marker boards / tack boards

TECHNOLOGY

- (1) or (2) flat screen monitors w/ arms
- Keyboard + mouse + laptop docking station
- Headset + telephone for phone calls
- Electrical / data/USB ports at surface level

MATERIALITY

- Tackable, writable surface
- Plastic laminate or veneer worksurface
- Metal worksurface legs + storage
- Plastic laminate modesty panel
- Upholstered seating + side tables (integrated or ancillary)
- Motorized or manual sun shades as required
- Painted gypsum board walls, glass demountable partitions with sliding door, carpet tile flooring, sound absorptive ceiling (minimum NRC 0.90) should be noted for enclosed offices. Drywall ceilings are not appropriate in small offices.



** This is one possible size and configuration of this space type.*

KEY NOTES

- **Wall-based desk system and storage** maximize the use of space.
- **Ergonomic work tools**, task chair, and height-adjustable desk supports a wide range of work styles and comfort needs.
- **Small meeting space** can be used for private meetings or informal collaboration.
- Glass partitions provide **access to natural daylight** and visual connections between colleagues.

SIZE + OCCUPANCY

150 SQ. FT. FOOTPRINT PER PRIVATE OFFICE (STANDARD)
1 ASSIGNED PERSON PER PRIVATE OFFICE W/ 6 GUESTS MAXIMUM

Focus Work

CLOSED FOCUS | TYPICAL PRIVATE OFFICE - DEPARTMENT DIRECTOR

A reserved closed plan space that supports both focus work, meetings, and light collaboration.

DESIGN CONSIDERATIONS

- Orient private offices to have maximum access to natural lighting
- Glass front private offices allow natural light to penetrate through to the open office and create visual connection between workers
- Provide additional acoustic solutions to reduce and control noise, information privacy and security
- Ergonomic furniture allows workers to adjust their workstation to meet their personal comfort and work style needs
- (1) or (2) guest chairs create space for small private meetings or impromptu collaboration
- Conference table with (4) to (6) chairs creates space for private presentations, meetings, and collaboration
- Writable wall paint, markerboards, and tackable surfaces provide space for workers to collaborate and share ideas
- Worksurfaces with integrated or mobile lockable storage (key, code, or RFID badge) for files and personal items
- Electrical/data convenience ports at surface level are easy to access and provide maintenance when necessary

KEY SPACE COMPONENTS

ENVIRONMENT

- Access to natural light + exterior views, but oriented away from building perimeter
- Use of headset or physical phone during phone calls
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

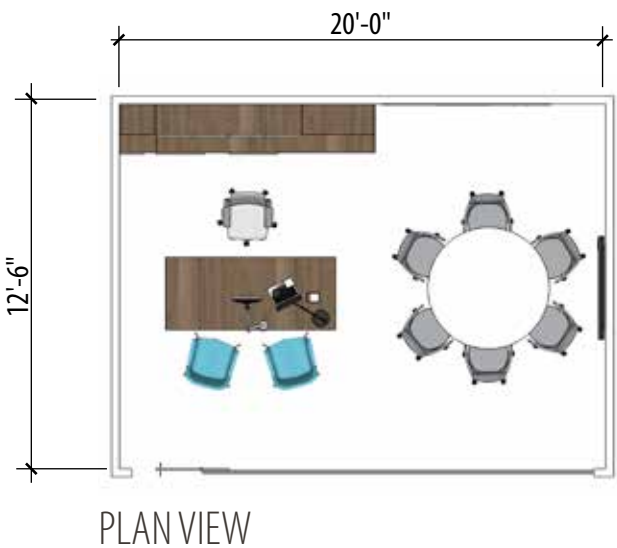
- Task Chair
- Worksurface (fixed or height-adjustable) w/ keyboard tray
- Wall-based storage + shelving
- (1) or (2) guest chairs
- Conference table w/ (4) - (6) conference room chairs
- Storage (low or high /closed or open)
- Lockable storage for files + personal items
- Magnetic marker boards / tack boards

TECHNOLOGY

- (1) or (2) flat screen monitors w/ arms
- Keyboard + mouse + laptop docking station
- Headset + telephone for phone calls
- Electrical / data/USB ports at surface level
- (1) or (2) flat screen TVs w/ video conferencing + digital presentation capabilities
- Conference table w/ integrated technology

MATERIALITY

- Tackable, writable surfaces
- Plastic laminate or veneer worksurface
- Metal worksurface legs + storage
- Plastic laminate or veneer modesty panel
- Upholstered seating + tables (integrated or ancillary)
- Motorized or manual sun shades as required
- Painted gypsum board walls, glass demountable partitions with sliding door, carpet tile flooring, sound absorptive ceiling (minimum NRC 0.90) should be noted for enclosed offices. Drywall ceilings are not appropriate in small offices.



** This is one possible size and configuration of this space type.*

KEY NOTES

- **Wall-based desk system and storage** maximizes the use of space.
- **Ergonomic work tools**, task chair, and height-adjustable desk supports a wide range of work styles and comfort needs.
- Conference table with integrated technology creates a **private presentation and meeting space**.
- Glass partitions provide **access to natural daylight** and visual connections between colleagues.

SIZE + OCCUPANCY

250 SQ. FT. FOOTPRINT PER PRIVATE OFFICE (STANDARD)

300 SQ. FT. FOOTPRINT - OPTION AVAILABLE PER PROJECT NEEDS

1 ASSIGNED PERSON PER PRIVATE OFFICE W/ 8 GUESTS MAXIMUM

Focus Work

CLOSED FOCUS | TYPICAL INDIVIDUAL/TEAM FOCUS ROOM

An acoustically secure and enclosed setting designed to support focused individual work or small group meetings that may need to occur over the phone or by video conference.

DESIGN CONSIDERATIONS

- Glass on at least one wall of the focus room enhances the sense of connectivity to other workers, the open work environment, and access to natural light
- Provide electrical / data convenience ports at table surface level for easier access and maintenance
- Markerboards and / or tackable surfaces on at least one wall of the closed focus room provide additional work tools for individuals to utilize, collaborate, and share ideas
- Acoustical material on at least one wall of the closed focus / phone room to control acoustics coming in and out of the space
- Smart room reservation technology allows workers to see when and where rooms or spaces are occupied or unoccupied at any given time

ENVIRONMENT

- Orient away from building perimeter so as not to impede access to natural lighting
- Reservable short-term workspace
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

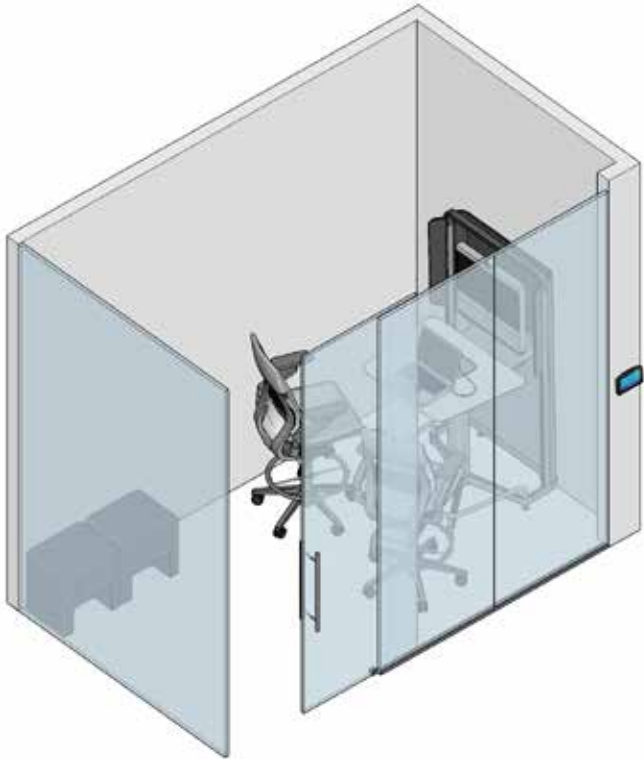
- Task Chair (or stool for standing-height worksurfaces)
- Worksurface (fixed or height-adjustable)
- Bag hook / holder for storing away bags or personal items
- (1) side chair + (1) ottoman or (1) bench
- Magnetic marker boards / tack boards

TECHNOLOGY

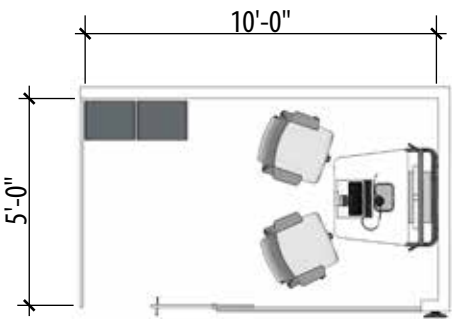
- Smart room reservation technology
- (1) or (2) flat screen monitors
- Laptop docking station
- Headset + telephone for phone calls
- Video conferencing + digital presentation capabilities
- Electrical/data/USB ports at surface level

MATERIALITY

- Tackable, writable surfaces
- Plastic laminate worksurface
- Metal worksurface legs
- Painted gypsum board walls, glass demountable partitions with sliding door, carpet tile flooring, sound absorptive ceiling (minimum NRC 0.80) should be noted. Drywall ceilings are not appropriate.



50 SQ. FT. ROOM



PLAN VIEW

** This is one possible size and configuration of this space type.*

KEY NOTES

- Position in close proximity to open focus and open collaboration areas for **ease of access**.
- Ideal space for when individuals need a **quiet space to work away from their desk or make a phone call**.
- Allows individuals to **focus on high concentration tasks** such as reading or writing.
- **Video conferencing technology** can be used for confidential meetings or sharing presentations.

SIZE + OCCUPANCY

50 SQ. FT. FOOTPRINT (1 - 2 PERSON ROOM)

Collaboration

OPEN COLLABORATION | BREAKOUT SPACES

Connect with others in an open and casual environment dedicated to collaboration. Providing different tools, technology and furniture groups accommodate various worker needs and work styles.

DESIGN CONSIDERATIONS

- Furniture should be flexible and mobile to support impromptu gatherings
- Smaller clusters of seating that can be arranged and modified for different sized groups
- Seating around a monitor with built-in technology can be used for collaboration or presentations
- Acoustic solutions can control and reduce noise that may permeate into the open office workspace while the breakout space is in use
- Provide electrical / data convenience ports at table surface level for easier access and maintenance
- Mobile markerboards and/or tackable surfaces provide additional work tools for individuals to utilize, collaborate, and share ideas
- Smart room reservation technology allows workers to see when and where rooms or spaces are occupied or unoccupied at any given time

ENVIRONMENT

- Close proximity to open office workstations, collaboration, and meeting spaces
- Reservable short-term meeting space
- Policy for a clean desk + office

FURNITURE + STORAGE

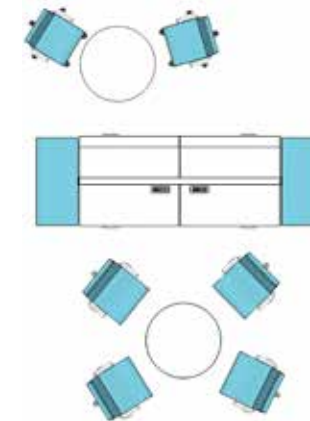
- Meeting table (fixed or height-adjustable) w/ integrated technology
- Flexible furniture w/ integrated technology
- Mobile or integrated magnetic markerboards / tack boards

TECHNOLOGY

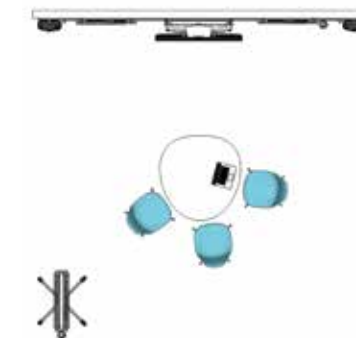
- Smart room reservation technology
- (1) or (2) flat screen TVs
- Video conferencing + digital presentation capabilities
- Electrical/data/USB ports at surface level

MATERIALITY

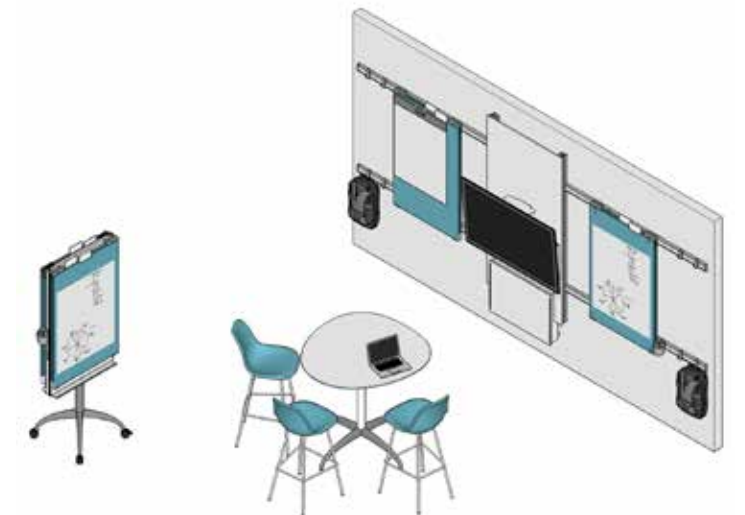
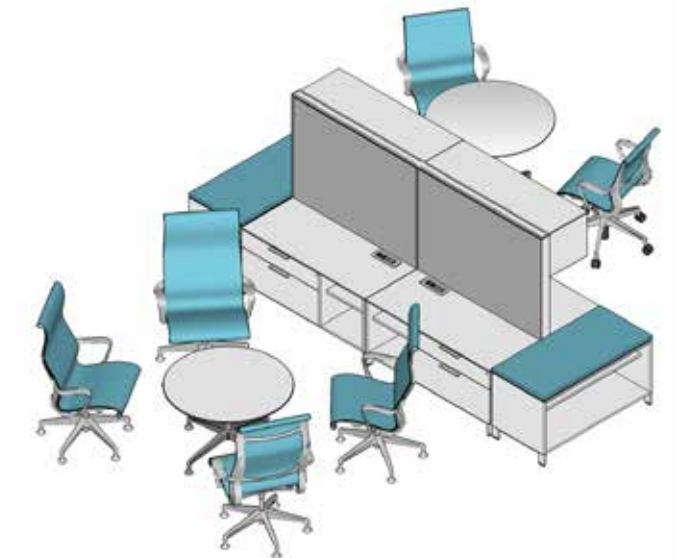
- Plastic laminate table tops w/ metal base
- Upholstered lounge seating + side tables (integrated or ancillary)
- Writable surface, tackable, or acoustic panels/screens
- Painted gypsum board walls, acoustic wall coverings, carpet tile flooring, sound absorptive ceiling (minimum NRC 0.80) should be noted. Drywall ceilings are not appropriate.



PLAN VIEW



PLAN VIEW



KEY NOTES

- **Informal gathering space** directly adjacent to the open work area to support quick and easy meetings with or without technology.
- Area should be **flexible** to support a variety of work styles and needs.

SIZE + OCCUPANCY

25 - 50 SQ. FT. FOOTPRINT (1 - 2 PERSON BREAKOUT)

50 - 100 SQ. FT. FOOTPRINT (2 - 4 PERSON BREAKOUT)

Collaboration

CLOSED COLLABORATION | MEETING ROOMS

Connect and collaborate in a reservable formal meeting space. Presentation and video conference technology allows the space to be used for a variety of purposes.

DESIGN CONSIDERATIONS

- Provide built-in video conference capabilities and storage for A/V equipment
- Modular bench seating along the perimeter of the room provides additional seating when needed
- Glass on at least one wall of the meeting room enhances the sense of connectivity to other workers, the open work environment, and access to natural light
- Provide electrical / data convenience ports at surface level for easier access and maintenance
- Markerboards and/or tackable surfaces on at least one wall of the meeting space provide additional analog work tools for collaboration and innovation
- Adjustable lighting and privacy solutions allow workers to control light and the amount of privacy needed
- Additional acoustic solutions can control and reduce noise that may permeate into the open office while the meeting space is in use
- Smart room reservation technology allows workers to see when and where rooms or spaces are occupied or unoccupied at any given time

ENVIRONMENT

- Access to natural light and exterior views
- Close proximity to manager workstations + collaboration spaces
- Reservable meeting space
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

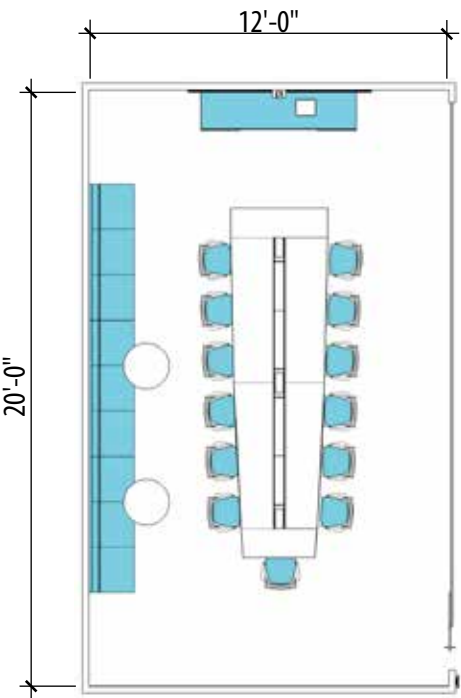
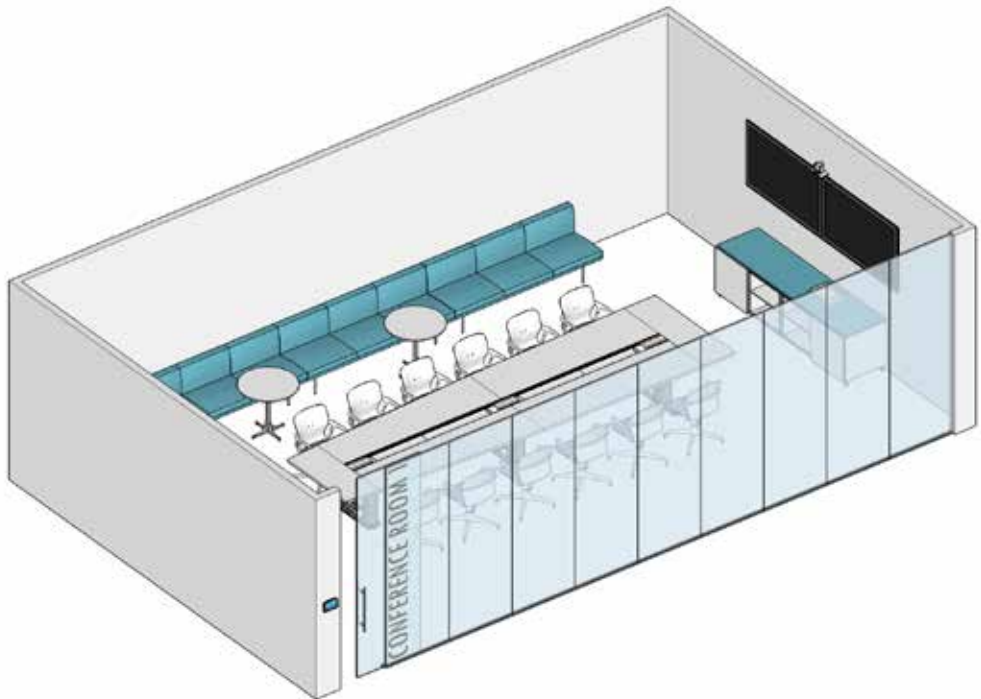
- Conference room chairs (or stools for standing-height worksurfaces)
- (8)-(12) or (12)-(16) person table w/ integrated technology (made up of modular tables or single table)
- Modular bench seating w/ pull-up tables
- Mobile or mounted magnetic marker boards / tack boards
- Credenza to store A/V equipment

TECHNOLOGY

- Smart room reservation technology
- (2) large flat screen TVs
- Video conferencing + digital presentation capabilities
- Hidden integrated conference table electrical / data / USB ports

MATERIALITY

- Plastic laminate, wood veneer, glass, or stone table top with metal table legs
- Plastic laminate, wood veneer, or wood credenza w/ solid surface, glass, metal, or stone top
- Upholstered seating + side tables (integrated or ancillary)
- Motorized sun + blackout shades as required
- Painted gypsum board walls, acoustical wall coverings, glass demountable partitions with sliding door, carpet tile flooring, sound absorptive ceiling (minimum NRC 0.80) should be noted. Drywall ceilings are not appropriate.



PLAN VIEW

** This is one possible size and configuration of this space type.*

KEY NOTES

- Medium or large **formal meeting room** that accommodates 8 - 12 or 12-16 people depending on the workstyle or team size.
- **Integrated technology within furniture** allows workers to stay connected.
- Bench seating and side tables create **extra seating if needed**.

SIZE + OCCUPANCY

- 180 SQ. FT. FOOTPRINT (8 - 12 PERSON MEETING ROOM + OVERFLOW)
- 240 SQ. FT. FOOTPRINT (12 - 16 PERSON MEETING ROOM + OVERFLOW)
- 70 - 100 SQ. FT. FOOTPRINT (4 - 6 PERSON MULTI-PURPOSE ROOM)
- 100 - 160 SQ. FT. FOOTPRINT (8 - 12 PERSON MULTI-PURPOSE ROOM)

Collaboration

CLOSED COLLABORATION | TEAM ROOMS

Connect and collaborate with team mates when acoustic privacy is necessary. Different tools and technology allows workers to share information, work, and collaborate with eachother.

DESIGN CONSIDERATIONS

- Provide built-in video conference capabilities and storage for A/V equipment
- Glass on at least one wall of the meeting room enhances the sense of connectivity to other workers, the open work environment, and access to natural light
- Provide electrical / data convenience ports at surface level for easier access and maintenance
- Markerboards and/or tackable surfaces on at least one wall of the team room provide additional analog work tools for collaboration and innovation
- Adjustable lighting and privacy solutions allow workers to control light and the amount of privacy needed
- Additional acoustic solutions can control and reduce noise that may permeate into the open office while the meeting space is in use
- Smart room reservation technology allows workers to see when and where rooms or spaces are occupied or unoccupied at any given time

ENVIRONMENT

- Close proximity to open office workstations, collaboration, and meeting spaces
- Reservable short-term meeting space
- Policy for a clean desk + office

FURNITURE + STORAGE

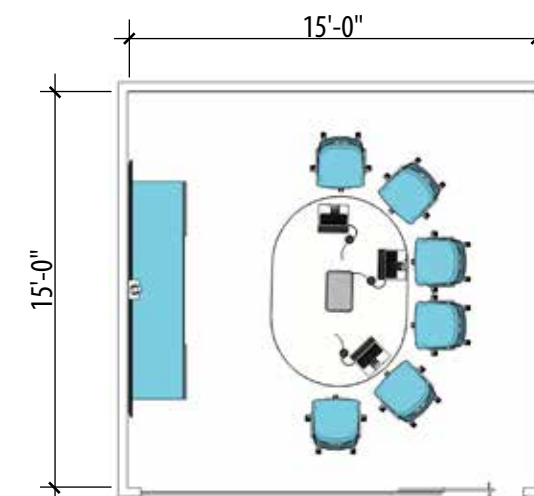
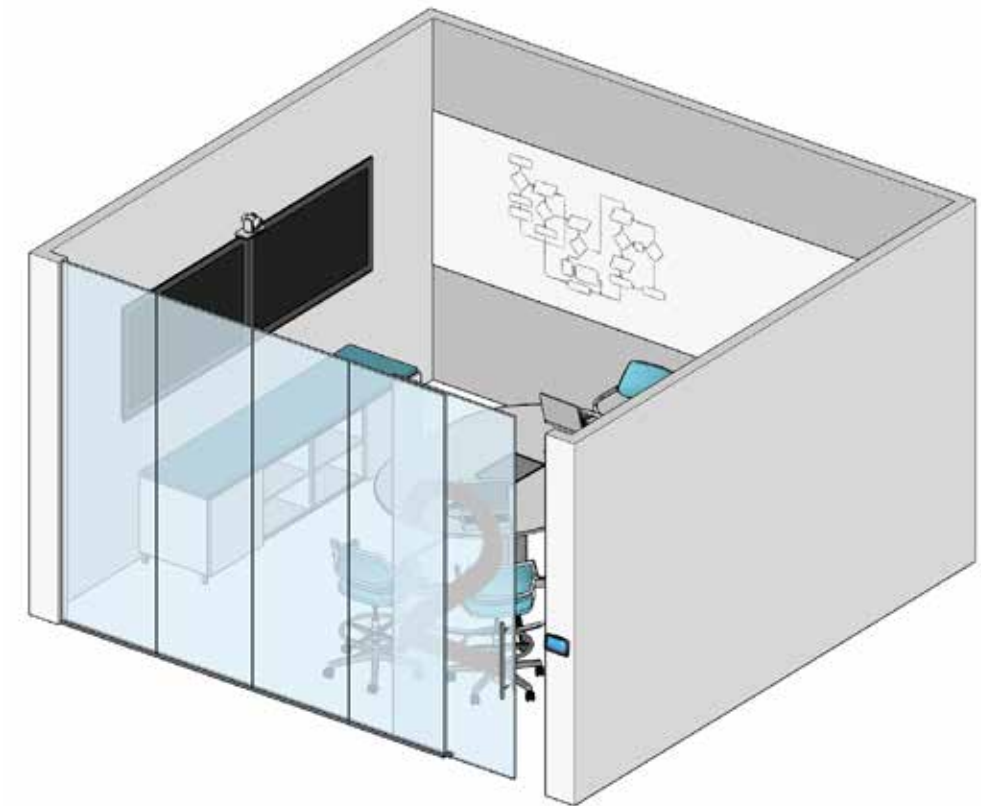
- Task chairs (or stools for standing-height worksurfaces)
- (3)-(6) person table w/ integrated technology (made up of modular tables or single table)
- Mobile or mounted magnetic marker boards / tack boards

TECHNOLOGY

- Smart room reservation technology
- (1) or (2) large flat screen TVs
- Video conferencing + digital presentation capabilities
- Hidden integrated conference table electrical / data / USB ports

MATERIALITY

- Plastic laminate table top w/ metal table legs
- Plastic laminate, wood veneer, or wood credenza w/ solid surface, glass, metal, or stone top
- Motorized sun + blackout shades as required
- Painted gypsum board walls, acoustical wall coverings, glass demountable partitions with sliding door, carpet tile flooring, sound absorptive ceiling (minimum NRC 0.80) should be noted. Drywall ceilings are not appropriate.



PLAN VIEW

** This is one possible size and configuration of this space type.*

KEY NOTES

- Small or medium **informal or formal meeting room** that accommodates 3 - 6 people depending on the workstyle or team size.
- **Integrated technology within furniture** allows workers to stay connected.
- **Video Conferencing and presentation technology** allows workers to collaborate and innovate digitally with colleagues.

SIZE + OCCUPANCY

75 - 250 SQ. FT. FOOTPRINT (3 - 6 PERSON TEAM ROOM)

Collaboration

CLOSED COLLABORATION | HUDDLE ROOMS

A reservable and acoustically secure space that allows workers to connect and collaborate with others on an as needed basis, with or without technology.

DESIGN CONSIDERATIONS

- Provide built-in video conference capabilities and storage for A/V equipment
- Glass on at least one wall of the meeting room enhances the sense of connectivity to other workers, the open work environment, and access to natural light
- Provide electrical / data convenience ports at surface level for easier access and maintenance
- Markerboards and/or tackable surfaces on at least one wall of the huddle room provide additional analog work tools for collaboration and innovation
- Adjustable lighting and privacy solutions allow workers to control light and the amount of privacy needed
- Additional acoustic solutions can control and reduce noise that may permeate into the open office while the meeting space is in use
- Smart room reservation technology allows workers to see when and where rooms or spaces are occupied or unoccupied at any given time

ENVIRONMENT

- Close proximity to open office workstations, collaboration, and meeting spaces
- Reservable short-term meeting space
- Policy for a clean desk + office

FURNITURE + STORAGE

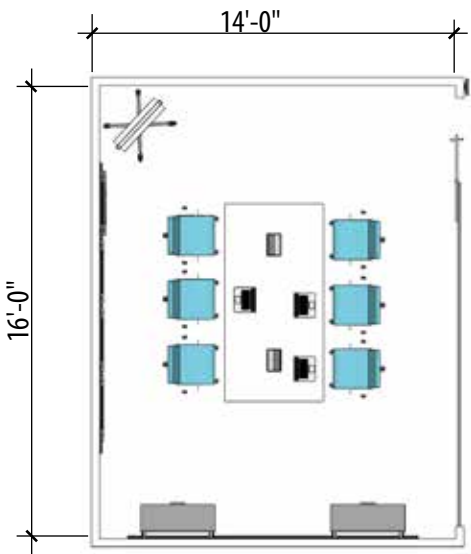
- Task chairs (or stools for standing-height worksurfaces)
- (6) person table w/ integrated technology (made up of modular tables or single table)
- Mobile or mounted magnetic marker boards / tack boards

TECHNOLOGY

- Smart room reservation technology
- (1) or (2) large flat screen TVs
- Video conferencing + digital presentation capabilities
- Hidden integrated conference table electrical / data / USB ports

MATERIALITY

- Plastic laminate table top w/ metal table legs
- Plastic laminate, wood veneer, or wood credenza w/ solid surface, glass, metal, or stone top
- Motorized sun + blackout shades as required
- Painted gypsum board walls, acoustical wall coverings, glass demountable partitions with sliding door, carpet tile flooring, sound absorptive ceiling (minimum NRC 0.80) should be noted. Drywall ceilings are not appropriate.



PLAN VIEW

** This is one possible size and configuration of this space type.*

KEY NOTES

- Small or medium **informal closed collaboration space** that accommodates up to 6 people.
- Unique meeting space that can be **used with or without technology** on a BYOD (Bring Your Own Device) basis
- Huddle rooms are ad hoc, should be **used only when needed**
- **Integrated technology within furniture** allows workers to stay connected and digitally display work.

SIZE + OCCUPANCY

75 - 250 SQ. FT. FOOTPRINT (3 - 6 PERSON HUDDLE ROOM)

Social Interaction

THE JUNCTION SPACE

The central gathering space for colleagues to interact and connect with one another. Seating arrangements varying in size and posture provide choice and variety within the work environment.

DESIGN CONSIDERATIONS

- Furniture should be flexible to allow for easy reconfigurations of the space for various gathering sizes and types
- Glass partition walls can be used to close off or open the space as needed
- Integrated technology in furniture and counters gives workers the ability to choose where they work throughout the day while still staying digitally connected
- Wall and ceiling-based acoustic solutions can control and reduce noise that may permeate into the open office workspace
- Furniture with varying posture types can be used to promote casual stand-up or sit-down meetings and work sessions
- Standing and ADA-accessible height counters can be used for a variety of purposes including hosting meetings and informal interactions throughout the work day
- Locker storage (key, code, or RFID badge) provides safe storage space for resident, mobile, and consultant workers

KEY SPACE COMPONENTS

ENVIRONMENT

- Access to natural light and views
- Policy for a clean desk + office
- Recycling + trash can
- Healthy amenities

FURNITURE + STORAGE

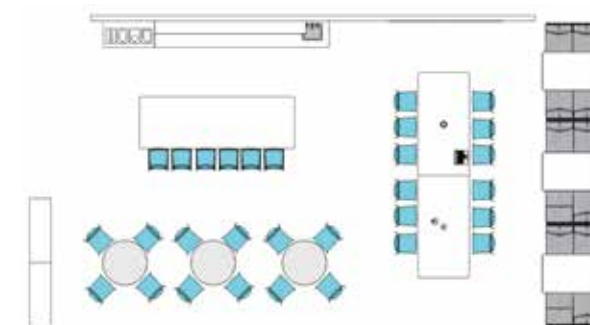
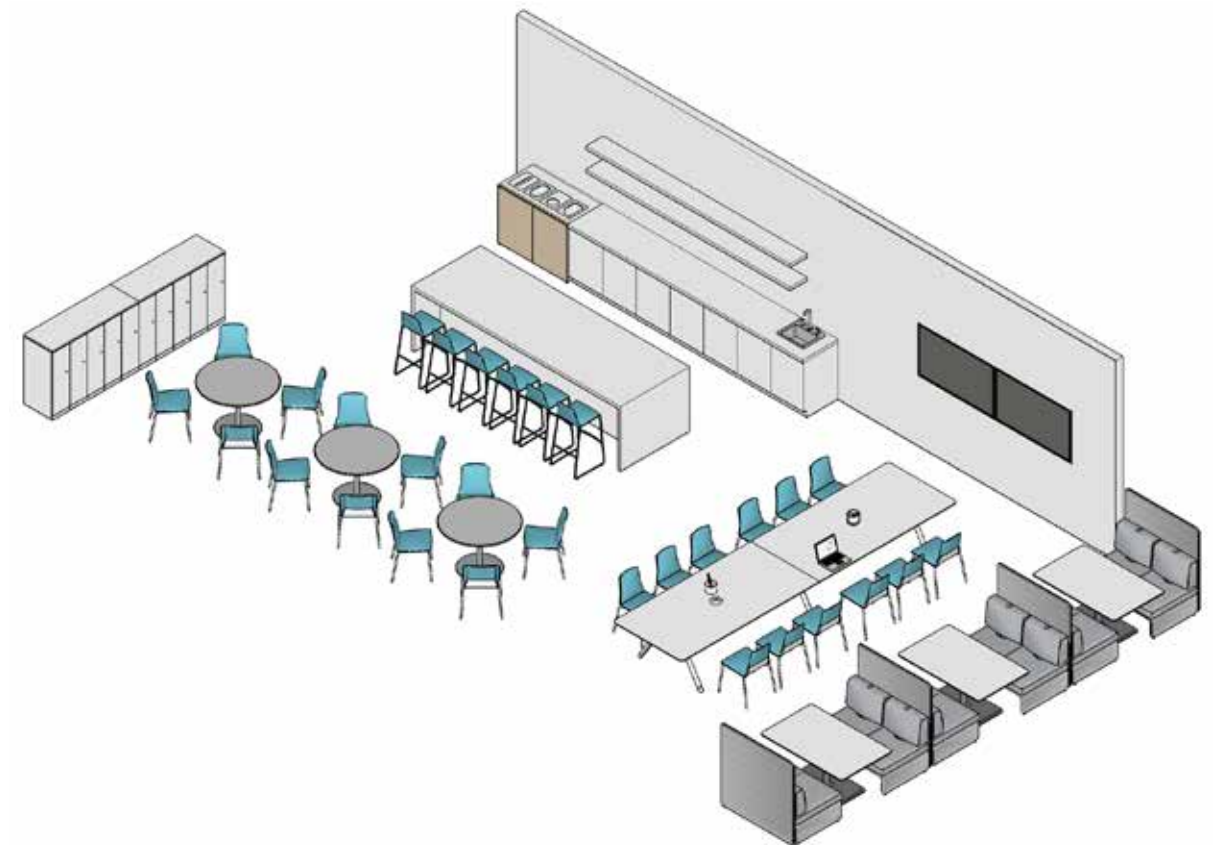
- Banquette bench seating w/ integrated power
- Café tables (various sizes + shapes) w/ chairs
- Upholstered / easily cleanable lounge seating + ottomans + solid surface / plastic laminate tables
- Built-in lockable storage for personal items
- Furniture w/ mobile, ganging, flexible, re-configurable capabilities for various types of meetings and collaboration
- Outdoor chairs + tables + benches + planters for outdoor spaces

TECHNOLOGY

- Smart room reservation technology
- Flat screen monitor(s) with video conference + presentation capabilities
- Furniture with integrated technology + power
- Electrical/ USB ports at surface level
- Grounded outlets at kitchen countertop seating

MATERIALITY

- Stainless steel appliances, solid surface counter tops, plastic laminate upper and lower cabinets, accent tile backsplash
- Fridge + freezer combo w/ ice maker, microwave, coffee maker, dishwasher, double basin stainless steel sink, filtered cold + hot water tap
- Plastic laminate closed upper and base cabinet millwork w/ pull-out storage shelving and solid surface countertops
- Kitchen island w/ solid surface countertop, trash + recycling + compost waste bins
- Painted gypsum board walls, acoustical wall covering, stone flooring (or equal), sound absorptive ceiling (minimum NRC 0.80) should be noted, and / or exposed ceiling. Drywall ceilings are not appropriate.



PLAN VIEW

KEY NOTES

- **Informal social space** directly adjacent to the open work area to support quick and easy access to coffee, water, and healthy snacks.
- A **central gathering space** for colleagues to interact and connect with one another.
- Giving individuals a **choice in their work environment** through a variety of seating arrangements.
- Short-term stay destinations varying in size foster **comradery** and **impromptu collaboration** amongst colleagues.

SIZE + OCCUPANCY

VARIES BASED ON STAFF COUNT AND OFFICE LOCATION

Resource + Support

PRINT + COPY

Copy and print destinations create impromptu locations for interaction and collaboration amongst workers.

DESIGN CONSIDERATIONS

- Provide adequate counter space and storage for necessary work tasks
- Provide electrical/data ports at surface level for easier access and maintenance
- Support spaces are to be shared among multiple neighborhoods and work styles
- Use of recycling cans and proper disposal bins reduces office waste and promotes sustainability
- Management and organization of paper and supplies in cabinets reduces unnecessary clutter

KEY SPACE COMPONENTS

ENVIRONMENT

- Close proximity to open office workstations
- Policy for a clean desk + office
- Recycling + trash can

FURNITURE + STORAGE

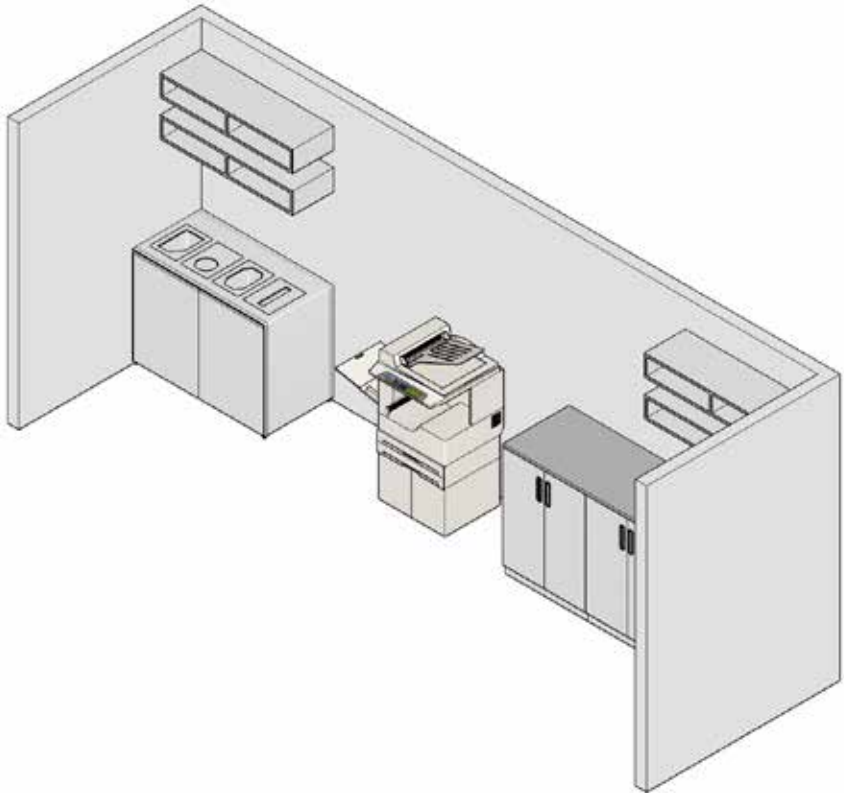
- Fixed closed base cabinet millwork
- Fixed open upper shelving millwork
- Fixed closed upper cabinet millwork
- Fixed markerboards + tack boards
- Lockers for personal storage

TECHNOLOGY

- Follow-Me printing
- Multi-function printer / copier / scanner
- Electrical / data ports at surface level

MATERIALITY

- Plastic laminate upper + base cabinets/shelving
- Plastic laminate or solid surface countertops
- Painted gypsum board walls, acoustical tackable wall covering, resilient or concrete flooring, sound absorptive ceiling (minimum NRC 0.80) should be noted. Drywall ceilings are not appropriate.



PLAN VIEW

KEY NOTES

- **Follow-Me Printing** allows workers to print documents safely and securely and minimizes unnecessary waste
- Millwork provides close door storage for a **clean and organized work environment**

SIZE + OCCUPANCY

VARIES BASED ON EQUIPMENT REQUIRED, STAFF COUNT, AND OFFICE LOCATION

Exhibit A

EXAMPLE PRIVATE OFFICE FLOOR PLAN



KEY LEGEND:

- OPEN FOCUS | WORKSTATIONS
- CLOSED FOCUS | WORKSTATIONS
- OPEN COLLABORATION
- CLOSED COLLABORATION
- SOCIAL INTERACTION
- RESOURCES + SUPPORT

Exhibit B

EXAMPLE OPEN OFFICE FLOOR PLAN



- KEY LEGEND:
- OPEN FOCUS | WORKSTATIONS
 - CLOSED FOCUS | WORKSTATIONS
 - OPEN COLLABORATION
 - CLOSED COLLABORATION
 - SOCIAL INTERACTION
 - RESOURCES + SUPPORT

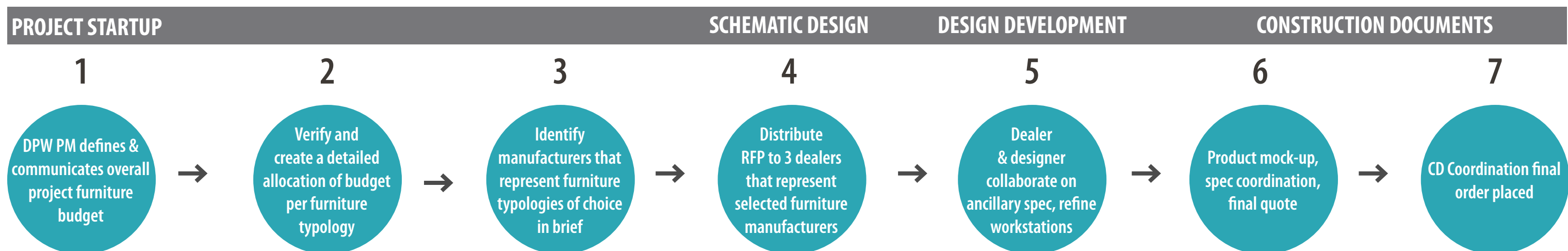
5 The Furniture Procurement Process



Furniture Procurement Process

Another component of this section is the furniture **procurement road map**. It details the process to be used in deploying this Brief and using the document to roll out the Workplace Design Strategy for LA County workplace projects. It is consistent with other government procurement practices (GSA) as well as private sector organizations and is intended to provide quantifiable specifications and pricing that conform to the guidelines set out in this document.

The recommended furniture procurement process is a multi-step guideline designed to create a seamless process in furniture selection and procurement. This process should be used on projects wherever possible. This process entails bringing a furniture dealer on board during schematic design, to create opportunities for efficiency and collaboration during the design & bid timeline.



6 Making the Transition

· Creating Change: Next Steps





“ Breaking down silos isn’t about a series of actions but an attitude of mind – its about having curiosity and a generosity of spirit to listen to others.”

The Silo Effect - Gillian Tett

Change Management

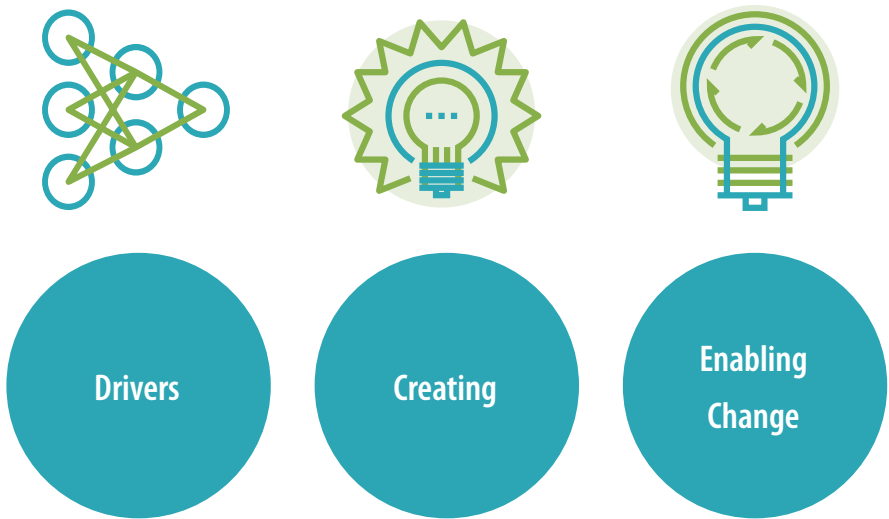
IMPLEMENTATION: WHAT IS REQUIRED FOR SUCCESS

Defining Change Management

Change management is the process that identifies the area(s) of an organization that are impacted by proposed changes to that organization and developing a program and strategy to bring those areas in line and congruent to enable transformation to occur. It involves both identifying within those areas enablers that are already underway within the organization that support transformation and those areas that currently exist that will inhibit successful change. A change management program draws on both of these components to inform the content of the program. Employee behaviors and perceptions is a component of this, but there are often organizational components that contribute to the difficulties. These may include HR policies, management styles or organizational protocols.

Successful change management involves both creating a business case for the change, identifying what areas within the organization require modification in order to enable change, working with employees and management to make the necessary modifications that may inhibit change and keep employees continuously informed of actions and programs that are underway to assist in the change.

CHANGE AT A GLANCE



The business case

What are the business drivers that will help create the business case for change?

What change looks like

What needs to be created organizationally and physically to enable the change?

Creating the methodologies for change

What organizational changes need to occur to enable change to occur?

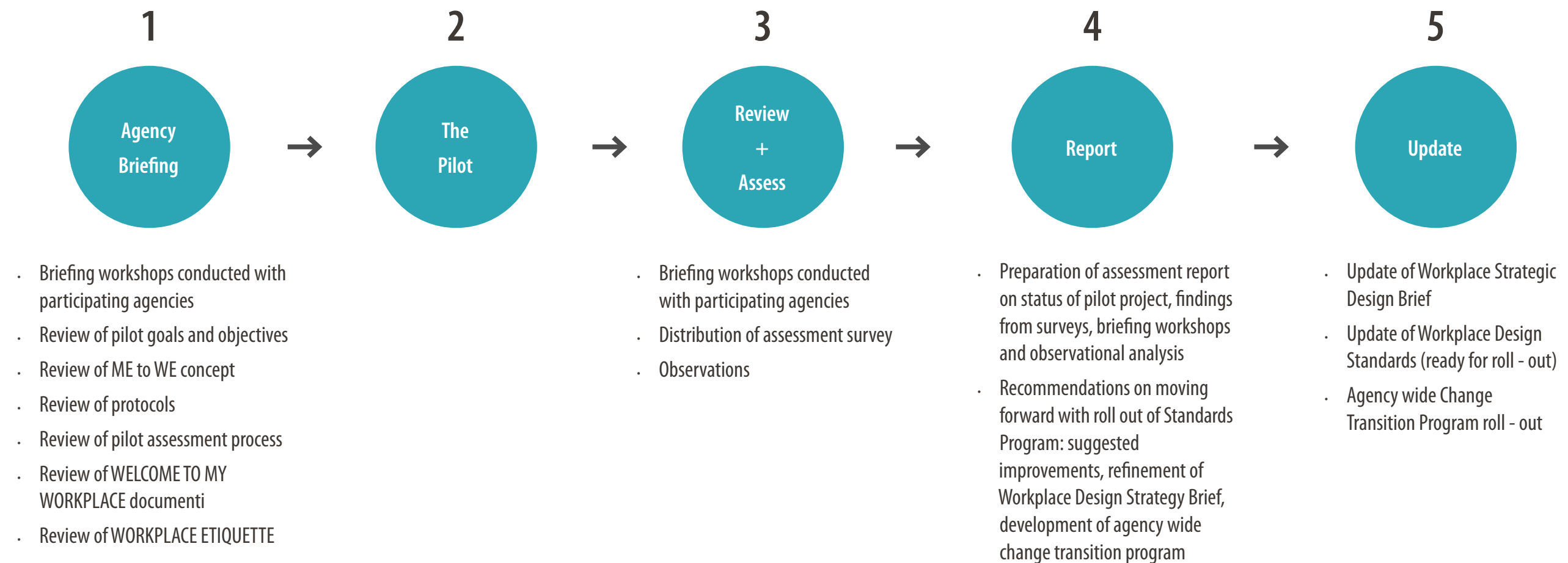
- Structure
- Process
- People
- Rewards

3 factors impact the need for change within organizations:

1. What are the business conditions that are driving change?
2. How do you create the right change?
3. What needs to occur to enable change?

IMPLEMENTATION: WHAT IS REQUIRED FOR SUCCESS

Change Transition Program For Pilot Project



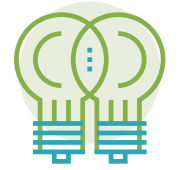
Change Management

IMPLEMENTATION: WHAT IS REQUIRED FOR SUCCESS

The successful implementation of these scenarios is contingent on including a program to assist in the transition to a new workplace concept both for the Pilot Project and implementation of the Workplace Standards Program



Full integration of ubiquitous technologies and equipment



Focus on collaboration techniques



Focus on collaboration between agencies



Building on the current work within the agencies regarding greater collaboration and organizational structures / management processes. Building upon the strengths of agency staff’s strong beliefs in the purpose and mission of working within the public realm.



Focus on protocols and organizational structure.

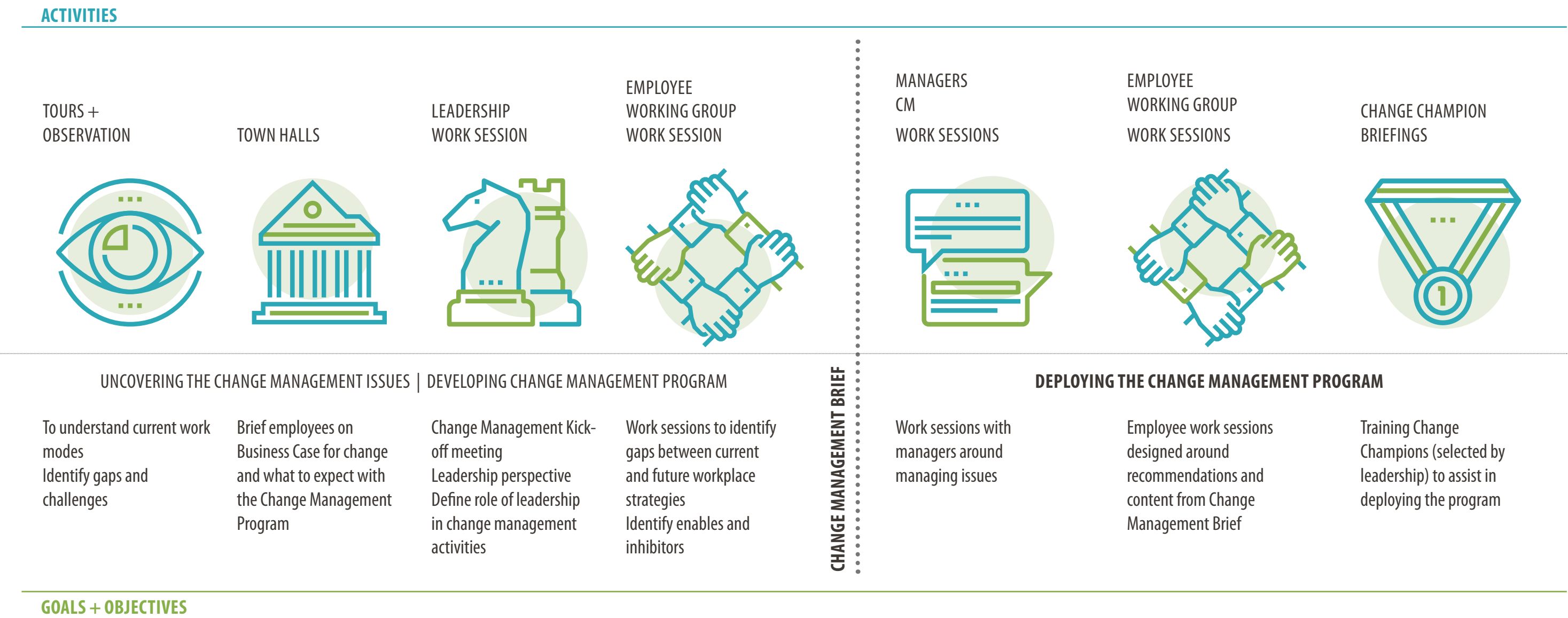
The unique nature of this project will require a two fold program to help with the transitions and manage the change.

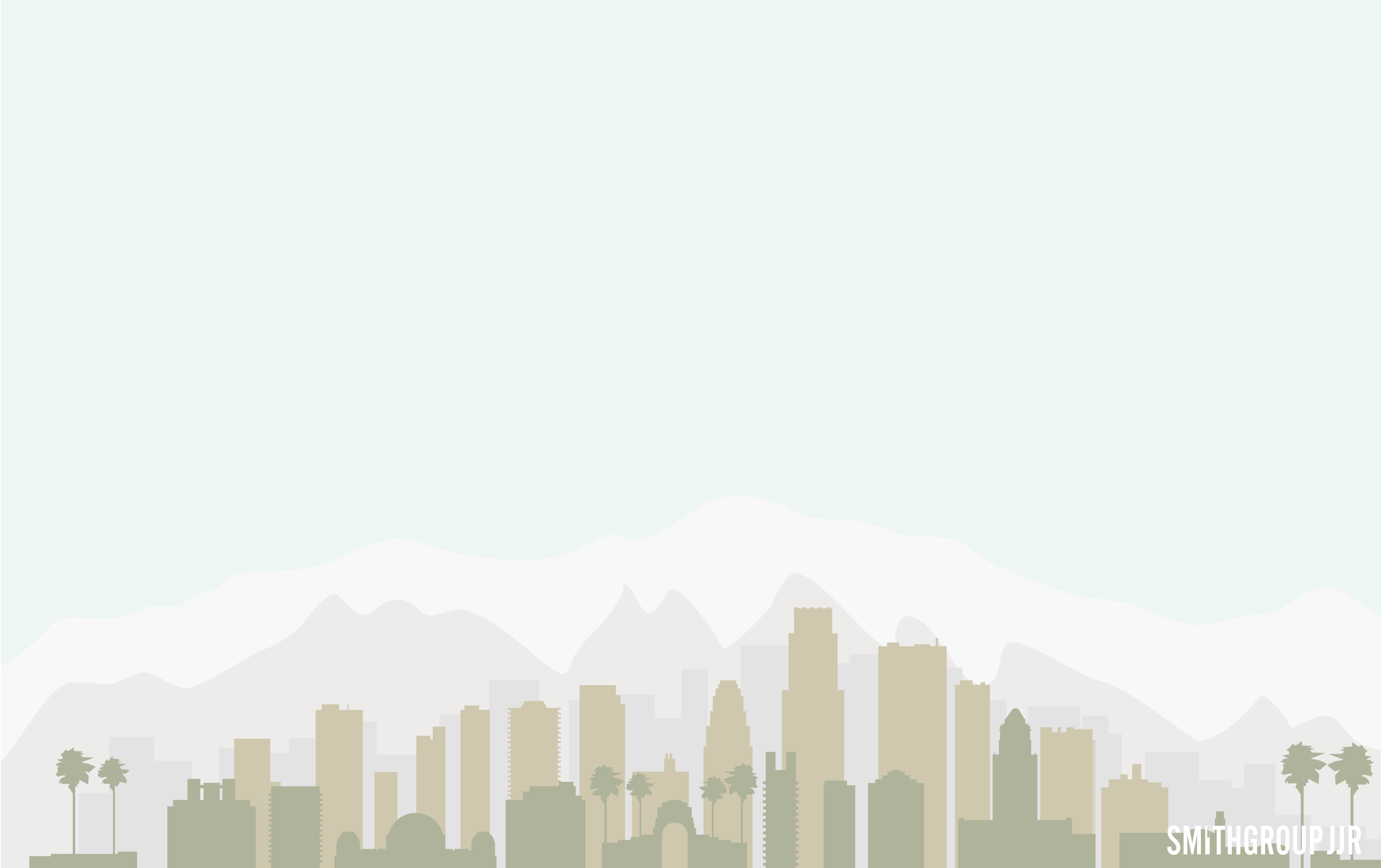
The first revolves around the changes brought about by the new work environments. Migrating from a work environment where space was delegated by title to one that is activity based, will require changes in perceptions around work typologies and work environments. The substantive change in work typologies along with the emphasis on work styles around **ME** to **WE** will require gaining an understanding of the concept and its relationship to each individual and agency.

Change will also need to be addressed in the area of organizational structure and collaboration. As shown by the results in the organizational framework exercise conducted during the employee work sessions, most participants believed that their departments were too structured and not collaborative as much as they could be. However there was an overall belief that collaboration is a critical component of agency success along with the need to break down highly structured organizational hierarchies. As a result, focus will need to be addressed in areas of organizational structure , primarily in the areas of managing an agile workforce, as well as collaboration.

MAKING THE TRANSITION: AGENCY WIDE CHANGE MANAGEMENT ROAD MAP

Change Management Engagement Activities At A Glance





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