Agenda

• Construction Photos & Design updates
• Timeline
• Guiding Principles
• Share Pilot Feedback and Actions taken to date
• Furniture Development
• General Discussion & Questions
  • Don’t forget – submit questions to: https://redwoodcity.stanford.edu/contact-us
Building 4 – Cardinal Hall - with Glazing installed & Dining Pavilion 9/29/17
Building 4 – Cardinal Hall (view down Broadway)
November 29, 2017 - ECH, Parking, Fitness, Greenway and Building 2 (Discovery Hall) and Building 3 (University Hall)
Parking structure with Communications Hub on left and Be Well Fitness Facility beyond - December 8, 2017
View from the roof of 500 Broadway – Be Well Fitness Center, Building 3 & 4 December 8, 2017
SRWC Project Roadmap

Communications plays a critical role of keeping employees informed throughout the process.
Key Project Milestones & Proposed Communications by Quarter – Fall 2017

**Summer 2017**
- Construction building 4 in progress
- Pilot Workplace concludes
- Campus Director hired

**Fall 2017**
- Construction building 3 in progress
- Satellite worksite pilot
- Pilot Workplace Results
- Telecommuting Policy updated
- Change Plan finalized

**Winter 2018**
- Interior building naming approved
- Technology planning progresses
- Planning and pilots of change readiness
- Change Mgmt training begin

**Spring 2018**
- Furniture finalized
- Construction progresses
- Change management workshops

**Summer 2018**
- Shared spaces policies/norms

**Communications**
- Pilot Workplace Community Tours promoted
- Key messaging & FAQ in development
- Construction photo gallery posted to web

**Fall 2017 Communications**
- SRWC Comms Toolkit
- SR Dish: Campus Director announcement
- SR article: Satellite worksite pilot
- CaW Insider: Pilot Workplace update
- Notes from the Quad Leader communications

**Winter 2018 Communications**
- Quarterly PPT for schools/units
- Spotlight on University Libraries
- SR features on Campus Director
- Stanford Report update (early 2018)

**Spring 2018 Communications**
- Quarterly PPT for schools/units
- CaW Insider & Stanford Report update (TBD) promoting key milestones
- Manager toolkit

**Summer 2018 Communications**
- Quarterly PPT for schools/units
- CaW Insider & Stanford Report update (TBD) promoting key milestones
Redwood City Guiding Principles

1. **Embody the Stanford “Ethos”**
   - **Inherent Wow Factor** – Celebrate the Stanford community.
   - **Diversity of Experiences** – Create a textured and enlivened environment.
   - **Sensitivity to Stanford’s Educational Resources** – Designing within a budget.

2. **Promotes a Healthy Campus**
   - **Visual Transparency** – Visual accessibility to eliminate silos as well as daylight and views to improve well-being and increase productivity.
   - **Destinations to Drive Movement** – Active gathering spaces to encourage chance encounters.
   - **Destination Types** – Variety of destinations to accommodate amenities.
   - **An Active Plaza** – Extends functionality by increasing places of interaction and encourages travel.

3. **Adapts to Stanford’s Changing Needs**
   - **Fluid Boundaries** – Flexibility to accommodate changing team sizes.
   - **Acoustic Landscape** – Acoustical separation to allow for focused work but enable collaboration.

4. **Connects People and Place**
   - **Customized Working Communities** – Neighborhoods that offer shared and individual work settings.
   - **Variety and Choice** – Diversity of spaces to support different work styles and optimize workplace efficiency.
Graphics & Renderings

A. STAIR MURAL

EGG office

Stanford Redwood City Campus  Phase 1  100% Design Development  September 13, 2017
Graphics & Renderings

A. STAIR MURAL

B4 CARDINAL HALL THE FARM

EGG office

Stanford Redwood City Campus  Phase 1  100% Design Development  September 13, 2017  13
A. STAIR MURAL

B4 CARDINAL HALL THE FARM

BUILDING SECTION

EGG office

Stanford Redwood City Campus Phase 1 100% Design Development September 13, 2017

CLIVÉ WILKINSON architects
Pilot Survey Results

717 TOTAL RESPONSES! 27% of the 2,700 Occupants over 30% of BA Occupants (including SS rotation)
<table>
<thead>
<tr>
<th>BA FURNITURE FEEDBACK</th>
<th>BA FURNITURE SOLUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Noise and visual distractions at workstations nearest the plazas and in the center of circulation loops</td>
<td>1. CWa buffered workstations from plazas and circulation with ancillary furniture and freestanding privacy screens where possible.</td>
</tr>
<tr>
<td>2. Whiteboards are very popular – requested at workstations and in collaborative areas</td>
<td>2. Whiteboards at workstations are not included in the project budget, but CWa added mobile whiteboards to collaborative areas where possible.</td>
</tr>
<tr>
<td>3. Lack of reference material/binder storage in open office</td>
<td>3. CWa provided an option for open bookcases in anchor points and storage islands.</td>
</tr>
<tr>
<td>4. Tables too small in soft seating phone room</td>
<td>4. CWa will select larger tables to fit both a laptop and notebook.</td>
</tr>
<tr>
<td>5. Lack of rearrangeable meeting rooms</td>
<td>5. CWa provided an option for mobile tables in large meeting rooms.</td>
</tr>
</tbody>
</table>
**BA FURNITURE FEEDBACK**

6. Not enough space along the perimeter of meeting rooms to use the whiteboards

7. Chairs around peninsula table are too close to the screen

8. Quiet reading areas are desired

9. Bar stools at storage island are uncomfortable

10. Booths are most popular seating arrangement

**BA FURNITURE SOLUTIONS**

6. CWa can move the tables and chairs off-center, but the displays and the floor boxes will be centered in the meeting rooms for future flexibility. CWA can also select smaller tables on BA levels if necessary.

7. CWa increased length of peninsula tables so chairs can be further away from screen.

8. CWa grouped coupés, sofa lounges, and other ancillary furniture to create quiet areas where possible.

9. CWa will include stools with backs if budget allows.

10. CWa added furniture booths throughout workspace where possible.
C. GLASS SCREENING GRAPHICS

* 25% transparency (can see people and screen inside but very difficult to decipher who or what)
  * key meeting rooms that are designated for confidential discussions

* 50% transparency (can see people and screen but difficult to decipher who or what)
  * most meeting rooms

* 100% transparency (distraction vinyl only, total visibility to people and screen)
  * key meeting rooms with glass corners or meeting rooms off plaza

PATTERN STUDIES

OPTION 2
The workstation layout is recommended by CWA based on the amount of space available.

Workstation Layouts A and B are the primary layouts. They require the least amount of circulation so they’re able to fit anywhere on the floor plans. These layouts will also provide the most flexibility for the future.

Workstation Layouts A and B have 7’ L desks that are parallel to the power-data spine.
WORKSTATIONS

POWER DIAGRAM
10 outlets per workstation
2 circuits
OPEN ANCILLARY

The open ancillary furniture is recommended by CWA based on the pilot feedback and amount of space available.

Open Meeting Table
Open Media Table
Coupé
2 Lounge Chairs
Freestanding Whiteboard
1-Seater Booth
2-Seater Booth
3-Seater Booth
3 Lounge Chairs
Freestanding Screen
Review of BA Pilot Feedback

- Reviewed and captured narrative feedback from pilot participants
- List identifies owners and actions for discussion (CWA, LBRE, UIT, User Groups) The SRWC project team was thrilled with this effort and now plans to create a similar output for all groups. Kathleen: “It helped us clarify what we need to provide to all the groups by way of process and decisions.”

The LBRE project team will now provide:
  - Day 1/base design - what's included (i.e. more and equitable storage choice for all workstations and privacy screen choice included in base design vs whiteboard painted rooms or individual workstation whiteboards which are not in the base design)
  - What is an operational decision yet to be made or communicated (i.e. no mini refrigerators or heaters at desks)
  - Managed Printing Service – no printers at desk
  - What is up to each department to decide (i.e. monitor decision at each workstation)

- Met with Focus Group Members & TDPs on 8/31
  - Discussed items, gathered input, suggestions, etc. for next steps
  - On-line Brainstorming effort continuing
Campus Amenities

• 28,000sf state-of-the-art fitness facility with outdoor pool and an outdoor fitness courtyard

• Onsite childcare center accommodating up to 120 children.

• Full-service dining and catering available

• 9,000sf conference center available for use by each department

• Centralized town square to serve as the heart of the campus and the transportation hub to and from the Redwood City CalTrain station

• In addition, community members and neighbors will be able to take advantage of the 2.4 acres of open space adjacent to Spinias Park.
Next Steps

• Furniture Workshops complete  CWA and LBRE submitting bid packages to vendors for pricing
• Campus Director, Chris Bright on board – Operations Planning is beginning
• New SRWC Stakeholders meetings beginning end of January, will be held regularly afterwards
• Total operating budget being reviewed by Executive Committee and Senior Management
• Telecommunications Roadmap for campus and SRWC soft launched…. What can you do differently
• In preparation for SRWC move – what can we practice or do differently now to prepare…. 
• Status on change management training…. Delayed a few months so that some operational items can be agreed upon and then incorporated into the training
Discussion Questions & Ideas…..

Activities to support information flow and preparation for new work location:

- Lunch and Learn
- Managing Changes - training for all BA staff plus manager training (late spring/summer)
- Encourage “Executive Meeting” room behavior to start now
- Purge & Scan….. Base budget move 3 boxes Per employee, as well as their technology
- Set up a small practice group with members from each unit to encourage new behaviors

Questions/Comments from other meetings:

- Will space heaters be prohibited? Yes, as well as personal fans, fridges and printers.
- CRC has put together an equipment list for working in an open floor plan
- How do we get people excited about the move? How to touch a larger audience and make it more positive?

Questions?? Ideas??
Stanford Redwood City – Lunch & Learn Web Form

URL https://stanforduniversity.qualtrics.com/jfe/form/SV_cGYm1KOUSdRSU17