Redwood City – Lunch & Learn
Noel Hirst
October 10, 2017
Agenda

• Construction Photos & Design updates

• Share Pilot Feedback and Actions taken to date

• Furniture Development
  • Final Design begins 10/23 Sign Off 12/15

• General Discussion & Questions
Building 4 with Dining Pavilion and Building 3 with ground floor poured
Fitness Facility with Pool on right
Building 4 with Dining structure and footprints for Buildings 3 and 2
Parking Structure and Fitness Facility
October Photos

[Images of construction site in the evening and early morning]

Slide 7
Graphics & Renderings

A. STAIR MURAL

B4 CARDINAL HALL THE FARM

Egg Office

Rendering

Ground Lobby View

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

Clive Wilkinson Architects
A. STAIR MURAL
B4 CARDINAL HALL THE FARM

EGG office

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

CLIVE WILKINSON architects  Slide 9
Graphics & Renderings

A. STAIR MURAL

B4 CARDINAL HALL THE FARM

EGG office

Building Section

Revision 3

Stanford Redwood City Campus Phase 1 100% Design Development

September 13, 2017

Clive Wilkinson Architects
PILOT SURVEY RESULTS

717 TOTAL RESPONSES! 27% of the 2,700 Occupants over 30% of BA Occupants (including SS rotation)
ARCHITECTURAL CONCERNS

1. Clear glass walls are not private enough
2. Insufficient sound insulation between meeting rooms
3. Phone room sliding doors do not perform acoustically
4. Difficult to book a meeting room
5. Noise distractions at concrete circulation

ARCHITECTURAL SOLUTIONS

1. CWA to include privacy film on all glass. There will be varying levels of transparency depending on room type and location. CWA to include shades at internal windows in all large and XL meeting rooms.
2. CWA to increase wall thickness at display locations to accommodate AV back boxes.
3. CWA to evaluate alternate sliding door products or replace with swing doors if necessary.
4. CWA to provide infrastructure for digital room reservation system outside each meeting room door. User groups to provide electronic displays if desired. User groups to decide if executive meeting rooms should be bookable by their team when occupant is away.
5. The current estimate only covers carpet under workstations and in rooms. Circulation to remain concrete at this time.
C. GLASS SCREENING GRAPHICS

* 25% transparency (can see people and screen inside but very difficult to decipher who or what)
* exec meeting rooms
* 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

UNDER DEVELOPMENT
<table>
<thead>
<tr>
<th>FURNITURE CONCERNS</th>
<th>FURNITURE SOLUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Noise distractions at workstations</strong></td>
<td>CWA to revise workstations so that they can all have the same privacy screens if desired. Advisory Committee (AC) to locate groups who are on the phone all day in more secluded areas of the floor plan, buffered by rooms and furniture.</td>
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<tr>
<td><strong>2. Visual distractions at workstations</strong></td>
<td>CWA to revise workstations so that they can all have the same privacy screens if desired. AC to locate groups who are more “heads-down” further away from circulation. Allow ancillary furniture to buffer workstations from circulation.</td>
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<td><strong>3. Lack of screen privacy at workstations</strong></td>
<td>User groups to provide screen privacy film for those who are very concerned with confidentiality.</td>
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<tr>
<td><strong>4. Lack of personal trash/recycling bins at workstations</strong></td>
<td>CWA to provide large trash/recycling bins in all storage islands, meeting rooms, anchor points, and waterpoints. User groups to provide personal trash/recycling bins if necessary.</td>
</tr>
</tbody>
</table>
FURNITURE CONCERNS

5. Insufficient personal and team storage

6. Mixed reviews on the coupés, media lounge, and small booth

7. Mixed reviews on the task chair and meeting room chair comfort

8. Lockers are not large enough for gym bags, coats, luggage, etc.

FURNITURE SOLUTIONS

5. CWA to revise workstations so they can all have the same linear feet of personal storage if desired.
   - AC to confirm the team storage indicated on the furniture plans (storage islands, anchor points, etc.) support each department’s needs.
   - AC to implement a paper reduction policy for their user groups moving to Redwood City so the amount of filing can be reduced.

6. CWA to place small coupés with large coupés wherever possible.
   - CWA to locate coupés in more secluded locations further from circulation wherever possible.
   - CWA to reduce or eliminate settings that user groups highly disliked.

7. CWA to organize sit tests with surveys to select final chairs.

8. CWA to provide option of full-height cabinet with coat rod at anchorpoints.
WORKSTATION SELECTION - all 3 linear feet of Storage

Business Unit: 
Zone: 

Workstation Storage

Select one:
- [ ] 1 mobile pedestal
- [ ] 2 mobile pedestals
- [ ] credenza A
- [ ] credenza B

Workstation Privacy

Select any of the below:
- [ ] no screens
- [ ] screen 1 (behind monitors)
- [ ] screen 2 (corridor side)
- [ ] screen 3 (in between desks)
WORKSTATION EQUITY

- Our original workstation recommendation was to have varying levels of privacy and storage based on department workstyle. This strategy was established to meet the budget and space constraints.
- In the Pilot, we displayed the full breadth of variety – some workstations were pared down, while some had the entire kit of parts.
- From the Pilot feedback, we learned that for many of you, equity is of utmost importance.
- All workstations will be revised so they can have the same linear feet of storage and the same privacy screens.
The differences between workstations are the **desk orientation** and **desk size**.

**Desk orientation**: parallel to power/data spine
Requires less circulation, ideal for tighter areas of the floorplan

**Desk size**: 7 LF

**Desk orientation**: perpendicular to power/data spine
Requires more circulation, cannot fit in tighter areas of the floor plan. May require reductions in ancillary furniture and built space to accommodate

**Desk size**: 6 LF
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)
- 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
Next Steps

• **Furniture Workshops 10/23**

**Attendees:** Limited to 8 Stanford staff per Building plus AC members

**Agenda:**

- CWA presents revised Kit of Parts (workstations, meeting rooms, open ancillary, etc.)
- CWA presents revised furniture plans based on Pilot feedback
- CWA presents team storage types and quantities (in anchor points, storage rooms, open office, etc.)
- AC listens and learns, provides feedback if able to

**Due November 17:**

Workstation storage and privacy screen selections per department – CWA will provide packet to help AC collect selections
Meeting room selections (table shape, height, etc.) per level – CWA will provide packet to help AC collect selections

**Due December 15:** FINAL furniture plan feedback (workstation layout, open ancillary types and quantities, and team storage types and quantities, etc.)

Campus Director, Chris Bright on board – Operations Planning is beginning
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 (Jan/Feb)
  - Equip Employees for Open Plan Work - Headsets for each workstation?
    - Jabber installation, elimination of handsets – what else?
  - Encourage “Executive Meeting” room behavior to start now

Questions?? Ideas??