Agenda

- Construction Photos & Design updates
- Share Pilot Feedback and Actions taken to date
- Furniture Development
  - Final Design began 10/23; 11/17 deliverable; Sign Off 12/15
- General Discussion & Questions
Building 4 – Cardinal Hall - with Dining Pavilion and Building 3 University Hall - with ground floor poured 9/17
Building 4 – Cardinal Hall - with Dining Pavilion
Exterior Skin Progress and Building 3 Steel 10/17
Building 3 – University Hall  Steel Complete & Discovery Hall Steel and footprint 10/30/17
October Photos
A. STAIR MURAL

EGG office

UNDER DEVELOPMENT

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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>
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<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.
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.
C. GLASS SCREENING GRAPHICS

**PRIVACY LEVEL 1**

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

**PRIVACY LEVEL 2**

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

**PRIVACY LEVEL 3**

*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*

UNDER DEVELOPMENT
Stanford Redwood City Furniture Workshop

Workstations

Business Unit: 

Building: ___  Level: ___  Zone: ___

- Please indicate your zone’s workstation selections below.
- Each zone must come to a consensus on the storage and privacy options. Please refer to the floor plans for zone locations.
- CWA has recommended the workstation layout based on the zone’s workstyle and the amount of space available.
- All workstation storage units have locks.

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)
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.
Workstation Layouts C, D, and E require more circulation and cannot fit in tighter areas of the floor plan. These layouts are less flexible and may require a reduction in ancillary pieces to accommodate.

Workstation Layout C has 7’ L desks that are parallel to the power-data spine.

Workstation Layouts D and E have 6’ L desks that are perpendicular to the power-data spine. Since these desks do not meet the standard 7’ length, Layouts D and E will not be used unless specifically requested.
WORKSTATIONS
POWER DIAGRAM
10 outlets per workstation
2 circuits
Phone Rooms

- Business Unit: 
- Building: ___ Level: ___ Number of Small Phone Rooms: ___ 
- Number of Large Phone Rooms: ___

- Please indicate how many of each phone room you prefer below.
- If you would like to request specific room locations, please mark up the floor plans. CWa may not be able to accommodate all room location requests based on room size and orientation.
- CWa will determine the appropriate table dimensions and number of chairs based on room size and orientation.

**Small Phone Rooms**

- A: Seated-height
  - Rectangular table
  - 1-2 chairs
- B: Standing-height
  - Rectangular table
  - 1-2 stools

**Large Phone Rooms**

- A: Seated-height
  - Rectangular table
  - 1-2 chairs
- B: Standing-height
  - Rectangular table
  - 1-2 stools
- C: Lounge
  - Round table
  - 1-2 chairs
- D: Lounge
  - Round table
  - Straight or L-shape bench
Stanford Redwood City Furniture Workshop

Small Meeting Rooms

Business Unit: ____________________________

Building: ______  Level: ______  Number of Small Meeting Rooms: ______

- Please indicate how many of each small meeting room you prefer below.
- If you would like to request specific room locations, please markup the floor plans. CWAs may not be able to accommodate all room location requests based on room size and orientation.
- CWAs will determine the appropriate table dimensions and number of chairs based on room size and orientation.

A  /  Seated-height
Circle or oval table
4-6 chairs

B  /  Seated-height
Square or rectangle table
4-6 chairs

C  /  Seated-height
Peninsula table
3-5 chairs

D  /  Standing-height
Guitar pick table
3-5 chairs

E1  /  Lounge
Round table
3-4 chairs

E2  /  Lounge
Round table
1 sofa + 1 chair
(E2 only available where space allows. E1 will be substituted.)

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MEDIUM MEETING ROOMS

The medium meeting rooms are recommended by CWA based on the room size and orientation.

A

Seated-height
Guitar pick table
8-10 chairs

B

Seated-height
Trapezoid table
8-12 chairs
OPEN ANCILLARY

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

- **Furniture Workshops 10/23 - happened**

**Attendees:** 8 Business Affairs Representatives per Building plus AC members

**Agenda:**
- CWA presented revised Kit of Parts (workstations, meeting rooms, open ancillary, etc.)
- CWA presented revised furniture plans based on Pilot feedback
- CWA presented 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 - Happening Now**
- Workstation storage and privacy screen selections per department – CWA provided packet to help AC collect selections
- Meeting room selections (table shape, height, etc.) per level – CWA will provided 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
  • Purge & Scan..... Base budget move 3 boxes Per employee

Questions?? Ideas??