Agenda

• Campus

• Guiding Principles

• Design Process & Schedule

• Survey Results Reminders

• Preliminary Design Concepts & Implementation
  o Schematic Designs & Plazas

• Specialty Spaces

• Pilot Feedback
“Stanford Redwood City is essential to the future of Stanford, and I’m excited about the work being done to make it a great workplace for employees,” President Marc Tessier-Lavigne said. “Our objective is to allow teaching and research activities to remain concentrated at Stanford as our academic endeavors continue to grow, while providing a new unified home for a range of essential operations currently scattered both on and off campus. “This is a unique opportunity to create both a new center of excellence for our operations and a vibrant, attractive workplace with more services for our employees.”
B4 Looking West from Broadway
B4 & B3 Looking East from Greenway
OCCUPANTS & CONFERENCE CENTER

B4
1. Dining & Conference Center
2. UIT; BA Facilities; VPTL
3. UIT & Plaza
4. UIT
5. UHR
6. UIT, CFO, ACRP

B3
1. Campus Service Window; RDE & SUL
2. FMS
3. ORA, FMS, & Plaza
4. FMS & OOD
5. OOD

B2 School of Medicine
B1 LBRE; OCS; SUL
CONFERENCE CENTER

- The Program Report Kit of Parts includes a Large Meeting Room that accommodate up to 30 people.

- There have been many requests for larger “all-hands” meetings on a monthly, quarterly, or weekly basis. We propose these meetings take place in the Conference Center or Fitness Center gymnasium.

- The Conference Center is designed to accommodate the meetings up to 150 people:
  - Conference Room 117/118: 150 people or 75/75 when the divider screen is used
  - Conference Rooms 123, 124, and 125: 11 people
  - Conference Rooms 120C and 120D: 4 people
  - Conference Rooms 144 and 145: 40 people

- Meetings with more than 150 people can use the Fitness Center Gymnasium
1. **Embodies the Stanford “Ethos”**
   - **Inherent Wow Factor** – Celebrate the Stanford community.
   - **Diversity of Experiences** – Create a textured and enlivened environment.

2. **Promotes a Healthy Campus**
   - **Visual Transparency** – Visual accessibility to eliminate silos; increased daylight and views to enhance 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.
Business Affairs
Stanford Redwood City Design Principles

• Attract & retain world class employees

• Provide a healthy, safe, & productive work environment that supports employees’ varied tasks and work styles

• Foster a positive & open office culture that encourages interaction, collaboration, and sharing of knowledge

• Provide seamless & exceptional service to customers

• Create flexible & efficient workspace that remains nimble for the future (re-configurable)

• Assign space equitably based on standards and needs of Business Affairs, not ‘what we are used to or have now’
DESIGN PROCESS

Design Development
February - June 2017

- Specialty and amenity spaces are developed to meet equipment and furniture requirements.

- The three-dimensional design and character of the space are communicated with renderings. Finish selections are made to give each group a unique look and feel.

- **End Goal**: Approval of the specialty and amenity space layouts.

Construction Documentation
June – September 2017

- Drawings and specifications are thoroughly coordinated with consultants (mechanical, electrical, etc.

- Quality control review of all documentation.

- **End Goal**: Finalize documentation for building permit and construction.

Furniture Refinement
September 2017 – January 2018

- CWA revises furniture plans as needed based on Pilot feedback, and furniture plans are reviewed by each department.

- Furniture specifications are prepared, and bid package is issued to vendors. Workstation mockups are reviewed, and chairs are sit-tested.

- **End Goal**: Finalize furniture plans and select furniture vendor.
1st SURVEY RESULTS - Reminder

HOW SATISFIED ARE YOU WITH YOUR CURRENT WORKPLACE OFFERING SUPPORT FOR THE FOLLOWING?

VERY SATISFIED

- Creativity
- Collaboration
- Department expansion
- Quiet work and reading
- Confidential conversations
- One-on-one meetings
- Impromptu collaboration
- Project/team meetings
- Client presentations

VERY DISSATISFIED
DO YOU FEEL ANY SPACES ARE LACKING IN YOUR CURRENT WORKPLACE?

- Phone rooms to take confidential phone call: 64%
- Lounge seating for informal collaboration: 54%
- Quiet space for heads-down work: 51%
- Open meeting tables for impromptu collaboration: 43%
- Café seating for coffee or lunch: 39%
- Celebration space for parties or team-building activities: 35%
- Layout tables for reviewing or displaying material: 33%
Feedback from Focus Groups

People are willing to let go of their personal space if the office could support them a bit better…. And the consideration for the dichotomy between two campus….. a home wherever they needed to be.

Reinforced the need for quiet space, and the need to be able to focus on their work, but also the need to have a community space.

We heard the feedback and are testing the design ideas in the pilot. The finished design and furniture selections will be similar to the pilot, but not identical due to department preferences, cost, structural elements of each building and code requirements.
Campus Site Plan – Plaza Views
B4 The Farm
The land before the university

Occupants – University IT; Audit, Compliance, Risk & Privacy; VPBA CFO’s Office, University Human Resources & small contingent of technical staff from Vice Provost for Teaching & Learning
B4 The Farm

L3 Plaza
Axo View

Plaza with recreation area including Foosball and Ping Pong, meeting rooms & gathering areas
B4 The Farm

L3 Plaza
3D View
B4 The Farm

L3 Workplace
3D View
B3 The Arboretum

Large scale mixture of native and non-native elements, key feature in Olmsted’s masterplan
B3 The Arboretum

Office of Research Administration & Financial Management Services

L3 Plaza
Axo View

Learning Plaza, near large Multi-purpose and Computer Training Room…. Recording Studio near by
B3 The Arboretum
B3 The Arboretum

L4 Workplace
Plan View

L4 Occupants: FMS: FAIR, Fund & Investment Accounting & Office of Development - MCD
B3 The Arboretum

L3 Workplace
3D View
B2 The Cactus Garden
Human scaled botanic exhibit within rugged California landscape
B1 The Oval
Heart of main campus, the manicured backdrop for a mission of education
WORKPLACE – Kit of Parts

- We are excited to proceed with a Pilot Workplace on the first floor of 3160 Porter Drive.

- The goal of the Pilot is to test-drive the Stanford Redwood City Kit of Parts which includes typical individual, collaborative and support spaces.

- As with our Focus Group member selections, ideal Pilot users will be open-minded about new ways of working and will help champion the move to Redwood City by encouraging others.

- Feedback collected from observations and surveys will influence final AV and furniture selections.
• There are some departments with a significant volume of highly confidential conversations. Some examples include:
  o Office of the Vice President
  o Human Resources
  o BA Audit, Compliance, Risk, and Privacy
  o OCS Student Counseling
  o BA Information Security Office

• We will continue to address their unique needs in Schematic Design:
  o At least 1 dedicated meeting room, no matter the size of the department.
  o Locate departments in a more secluded, quiet area of the floor plan.
  o Utilize enclosed rooms, screens, storage, and ancillary furniture as “buffers” to provide increased acoustic and visual privacy.
<table>
<thead>
<tr>
<th>Building</th>
<th>Level</th>
<th>Dept</th>
<th>Name</th>
<th>Area</th>
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<tbody>
<tr>
<td>B3</td>
<td>LEVEL 2</td>
<td>FMS</td>
<td>IT Computer Build Room</td>
<td>369 SF</td>
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<tr>
<td>B3</td>
<td>LEVEL 2</td>
<td>FMS</td>
<td>Secure AP &amp; Payroll Room</td>
<td>208 SF</td>
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<td>LEVEL 3</td>
<td>FMS</td>
<td>OOT Safe Room</td>
<td>100 SF</td>
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<td>LEVEL 3</td>
<td>FMS and ORA</td>
<td>Computer/Training Lab</td>
<td>552 SF</td>
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<td>LEVEL 3</td>
<td>BA Shared</td>
<td>Energy Station</td>
<td>142 SF</td>
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<td>LEVEL 3</td>
<td>BA Shared</td>
<td>Multipurpose Room</td>
<td>630 SF</td>
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<td>LEVEL 3</td>
<td>RWC Shared</td>
<td>Recording / Filming Studio</td>
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<td>B4</td>
<td>LEVEL 2</td>
<td>AS</td>
<td>AS Computer Lab</td>
<td>269 SF</td>
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<tr>
<td>B4</td>
<td>LEVEL 2</td>
<td>AS</td>
<td>AS Secure Work Room and Equip Storage</td>
<td>394 SF</td>
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<tr>
<td>B4</td>
<td>LEVEL 2</td>
<td>Trademark &amp; Licensing</td>
<td>Storage</td>
<td>78 SF</td>
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<tr>
<td>B4</td>
<td>LEVEL 4</td>
<td>ITS CRC</td>
<td>ITS CRC Secure Staging / Storage</td>
<td>356 SF</td>
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<td>XL Meeting Room</td>
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<td>TBD</td>
<td>Facilities</td>
<td>Storage</td>
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Redwood City Pilot Program

Redwood City Pilot Workplace
3160 Porter Drive

Pilot Meeting Room Information

- Pilot Visitor Guide
- Pilot User Guide
- Detailed Pilot Instructions
- Tips for Success (Video Conferences)

Redwood City Pilot Tours
We are excited to announce that the Redwood City Pilot at 3100 Porter Dr. will be holding formal Pilot tours for anyone interested in seeing the space.
For a listing of scheduled tours and to sign up please follow the below link:

Pilot Tour Walk-through
Business Affairs Stanford Redwood City Pilot
initial survey feedback

- Anecdotal comments after the pilot rotation
  - “I’m going to miss this!“
  - “I appreciate that we have a voice and the ability to give input.”
  - “This space makes me feel valued.”

- Survey Highlights:
  - Early indication from the survey of the first Business Affairs pilot rotation is that the participants were proud of the workspace and felt that it provided excellent opportunities for collaborative work and team work. A high percentage felt it enabled productivity. We also received a significant amount of constructive feedback on the individual workspaces that we will need to analyze over all of the pilot rotations.

- Overall, staff appreciated the attention to work place details supporting different styles of work that you don’t see in many of our workspaces today.
WHAT WE HEARD
Early Pilot Feedback

“We aren't consultants who just need a hoteling space to plop down a laptop for an hour or two. We're a workforce that largely wants the ability to focus on heads-down work, without a great deal of noise and distractions.”

“The color scheme is very calming and contemporary. The natural light and brightness provides a boost energy.”

“There are folks who think they need a ‘hushed’ work area who talk all day long, so more care is needed to define what groups are placed where within the new space.”

“I enjoyed being able to see everyone work and interact with each other. I felt like I was a part of a large piece of machinery, and I was doing what was needed to keep it going.”

“When you walk into the space and the conference rooms, it just makes you feel more creative.”

“I know some people had a lot of distractions here, but I find it helpful to have background noise when doing my work. I love how easy it was to talk with my colleagues. I had some discussions in the pilot space which I probably would have missed out on in our usual work space. It was a very fun environment and I'm going to miss it!”

“Overall the space is fine. I think it's just not a space that I am used to working in. My biggest gripe is privacy as I'm personally not a fan of having no control over other people being able to see my screen.”
Drawn on the Whiteboard Wall behind some individual workstations 1st week of Pilot. Stayed up the entire two weeks.
KEY TAKE AWAYS TO DATE

• Many people felt their stay in the Pilot was too short and wasn’t adequate time to get used to the open space.

• Many people found it hard to concentrate in the open environment at first but felt the noise would eventually level off and that people didn’t take full advantage of the enclosed rooms.

• Many people were with just a few people from their department, and significantly different workstyles were in close proximity.

• Many of the open-ended responses focused on smaller details like the chairs, keyboards, and trash bins.

• Many of the open-ended responses made it clear that there are some behavioral changes that must take place to ensure a successful transition to Redwood City.
Rumors, Questions, Info – Please Submit Questions to Web Form at https://redwoodcity.stanford.edu/contact-us

Transportation:
1. A robust transportation program is in development – more will be communicated this summer. Note: Main Campus parking fees support our transportation program. It is hard to duplicate our main campus program without the revenue source. Additional Bus systems, etc may not have available funding.
2. Every Cal train will be met by the Marguerite shuttle to SRWC campus; also shuttles to down town.
3. No shuttles between SRWC and PA Campus?? TRUE, instead: Zip Cars, Service, A & Visitor Parking
4. Not enough parking at SRWC??….Not in Garage, but will be surrounding parking areas on the undeveloped part of the campus (Phase II 2nd parking garage will be built first)
5. LBRE & Sr. Mgmt looking at drop in center options for South and East Bay. No commitment or plan to date.

Workspace: Why Open Work Plan??
1. See activity based work video BA Website. Open plan with variety of options for work space is being promoted in articles, cube farms with no alternative workspace is getting negative press
2. Note: Separation of open work plan, by team and meeting rooms – Breaks up space/sound absorption
3. Survey feedback, design principles, and cost all factors in open plan. in mind.
4. Workspace areas are being designed with consideration and accommodation of specialty workgroups
5. Senior Managers won’t have offices? TRUE; AVPs plus a few AVP direct reports in BA. UIT only AVPS. New policy about using assigned offices when occupant is away.
6. Not enough small meeting rooms? NOT TRUE, Many per floor & can use any of them on any floor
Rumors, Questions, Info – Please Submit Questions to Web Form at https://redwoodcity.stanford.edu/contact-us (cont.)

Amenities:
Fitness Facilities & HIP classes, Be Well, Café, Child Care on site, Conference Facilities, Campus Events, Credit Union, Amazon Lockers, Building Receptionists, others TBD

What is happening now:
Change Management planning lead by UHR including 4 work streams: 1) Staff Communications (Cardinal at Work SRWC site); 2) Human Resources (people matters); 3) Operational Support; 4) Community/Transition Support

AV, Remote work, Telecommunications, Open Plan and meeting training and etiquette

SRWC Pilot rotations, tours and collection of feedback through August…. Reverts to BA workspace

Top 5 Initiative in PY 2018 - Business Affairs SRWC 2019
Websites for more information

Porter Drive URL
https://porterdrive.stanford.edu/

Business Affairs
https://businessaffairs.stanford.edu/

Cardinal at Work – Working at Redwood City
https://redwoodcity.stanford.edu/