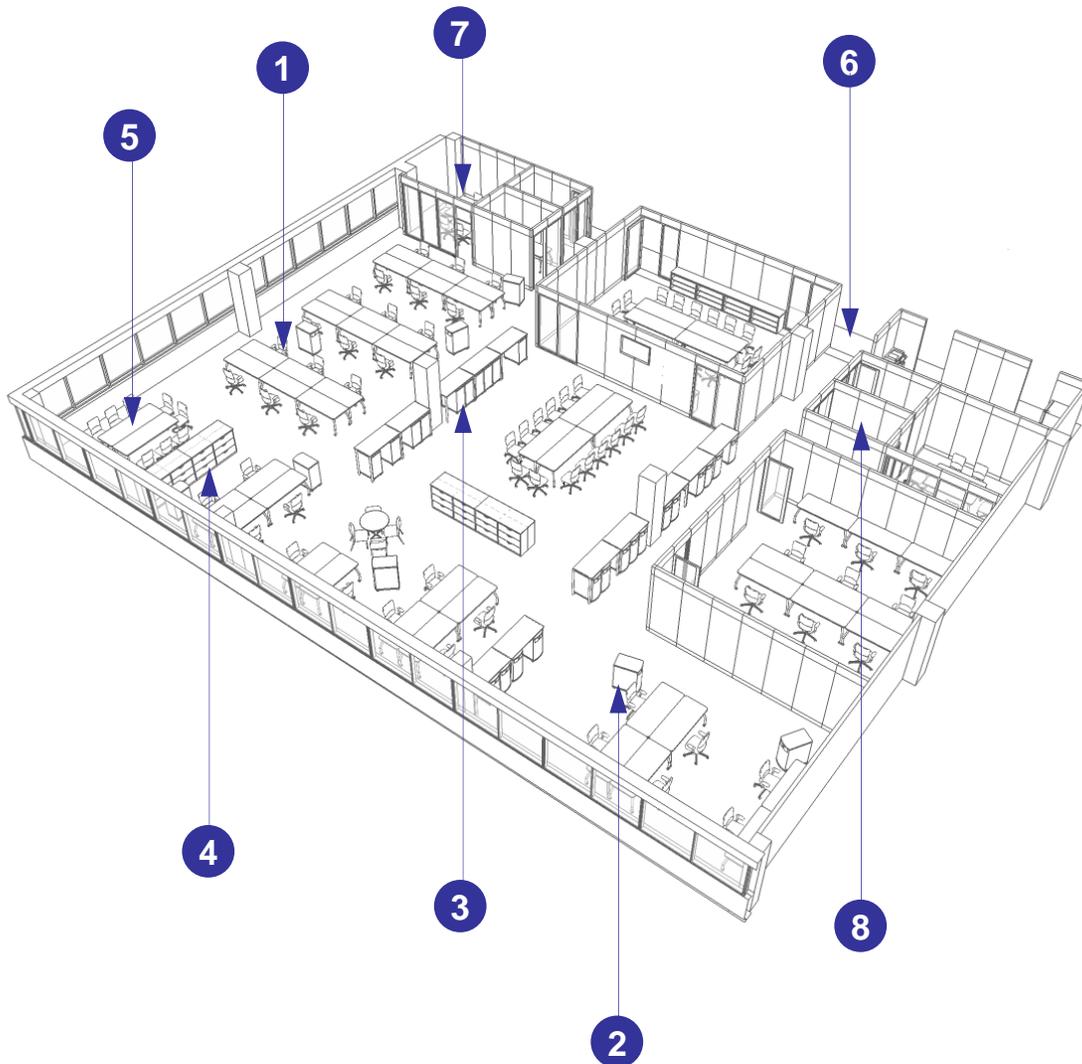


Team neighborhood for externally-mobile, concentrative



- 1 Provide unassigned individual workspaces in a quiet work area for concentrative work.
- 2 Assign mobile file storage or lockers to individuals for storing frequently-used individual files and other personal items.
- 3 Include “garage” for parking mobile storage units.
- 4 Provide file storage in the team neighborhood for shared group files and infrequently accessed individual files.
- 5 Acoustically separate open meeting spaces from the quiet work areas.
- 6 Acoustically separate break-rooms and other social/interactive spaces from the quiet work areas.
- 7 Provide meeting rooms of various sized to support collaboration. Small ones can used on first-come, first serve basis; medium to large ones can be scheduled.
- 8 Provide focus booths in or near the team neighborhood for confidential phone calls.