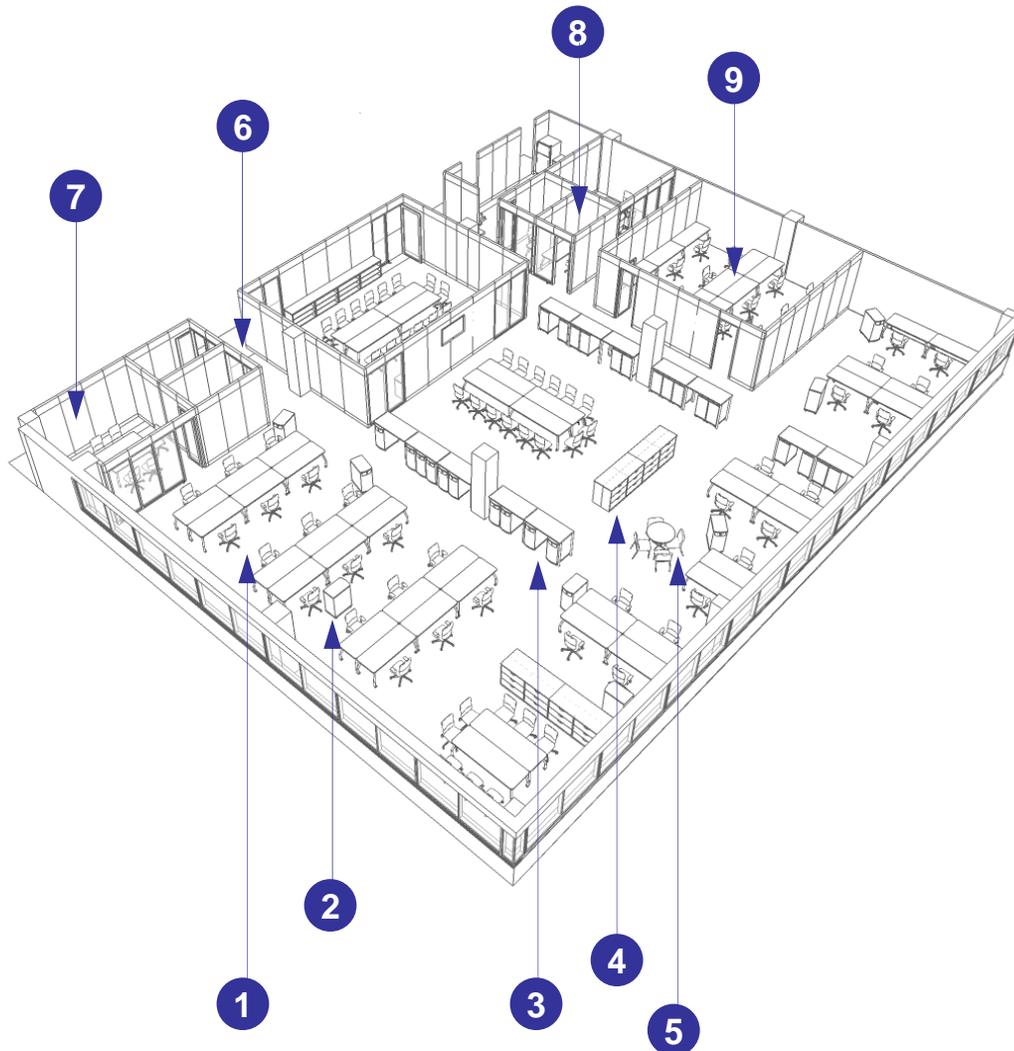


# Team neighborhood for externally-mobile, interactive



- 1 Provide unassigned individual workspaces in the open and collaborative work areas.
- 2 Assign mobile file storage to individuals for storing frequently-used individual files and other personal items.
- 3 Include “garage” for parking mobile storage units.
- 4 File storage in the team neighborhoods for shared group files and infrequently accessed individual files.
- 5 Provide open meeting tables in the open work area for ad hoc meetings.
- 6 Locate the break-room or other social interaction spaces near the main circulation for impromptu meetings.
- 7 Provide meeting rooms of various sizes. Small rooms to be used on a first-come, first serve basis; medium to large ones can be scheduled.
- 8 Provide focus booths in or near the team neighborhood for concentrative solo work or confidential phone calls.
- 9 Create quiet work zone, where no phone calls or conversations are allowed, for heads-down work.