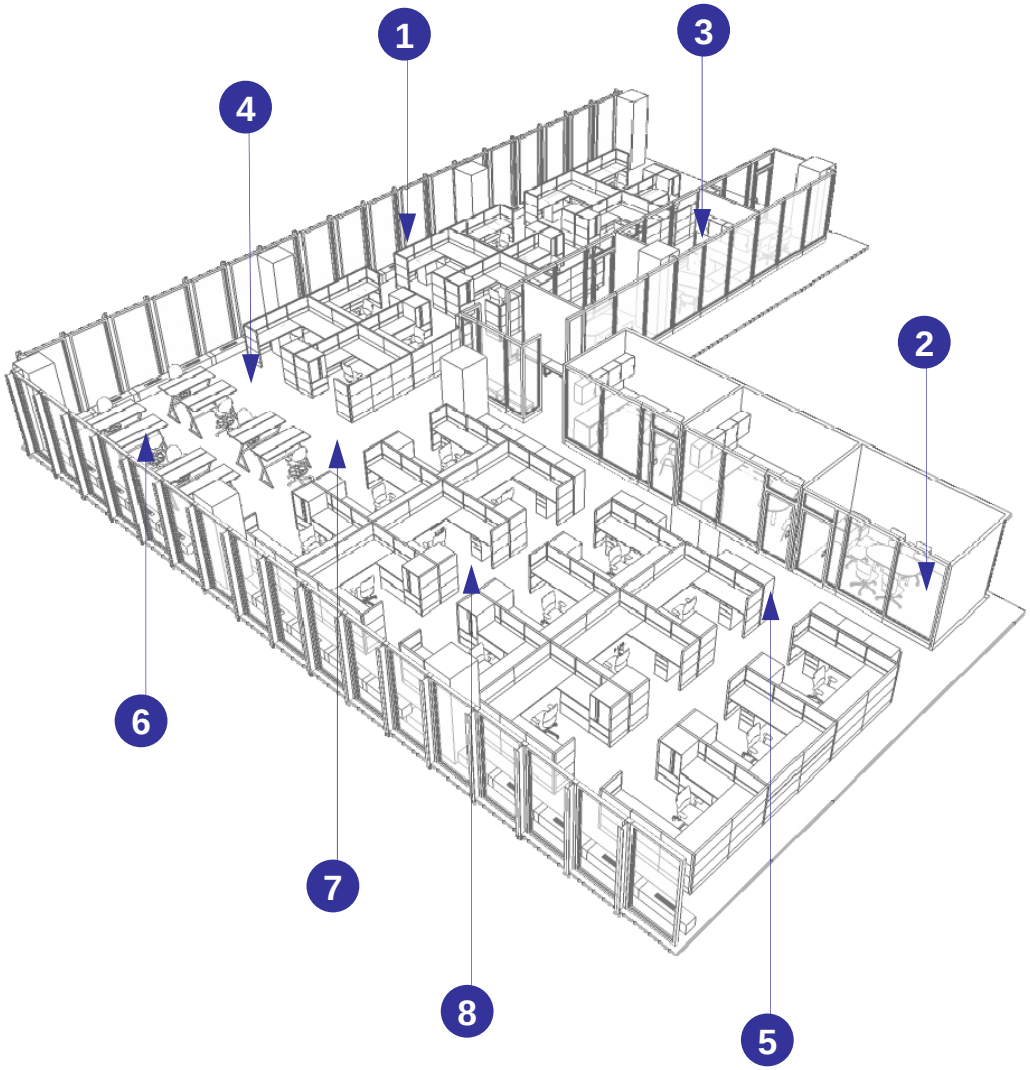
Team neighborhood for internally-mobile, concentrative



1. Assigned or unassigned open workstations near the exterior windows and enclosed spaces near the building core, thus maximizing natural light penetration.
2. Use glazed fronts for indirect access to natural light from the enclosed spaces. When appropriate, privacy strips can be used.
3. Provide small enclosed meeting rooms and phone booths in or near the team neighborhoods for collaborative activities, thus reducing the noise level in the open work area.
4. Acoustically separate the few individuals with interactive work patterns from the quiet open work area.
5. Place storage along circulation paths to provide additional individual file storage, an easy access to shared group files, and a privacy buffer for those seating near the main corridors.
6. Shared additional work surfaces for work with large drawings or large amounts of paper documents.
7. Avoid having open meeting tables in the quiet open work area.
8. Avoid having guest chairs at open workstations.