Welcome to the July 17, 2012 presentation on:

**Workplace Solutions**

the presentation will start at 10:30 AM PST

Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through the chat feature. They will answer as many of the questions as possible at the end of the presentation. All questions will be captured, and answers sent to all participants within 2 weeks.

Coming in August: webinar on *Emergency Leasing Structure*
Transforming the Workplace – Presented By:

Kevin Kelly, RA, Senior Architect, PBS WorkPlace PMO

and

Gerald Mullarkey, Transaction Manager, Regional Chief Architect Staff, R9

with

Maria Ciprazo, Regional Chief Architect, PBS - R9

with

David Lampert, GSA/FAS Customer Service Director, Bay Area
transforming the workplace
OVERVIEW

• WHAT’S DRIVING WORKPLACE TRANSFORMATION?

• WHAT ARE THE CHALLENGES AND SOLUTIONS?

• HOW DO YOU GET TO THE THOSE SOLUTIONS

• EXAMPLES OF REALLY WORKABLE SOLUTIONS
TRADITIONAL SPACE DOES NOT SUPPORT CURRENT WAYS OF WORKING

• WHAT’S DRIVING WORKPLACE TRANSFORMATION?

Solitary, sedentary, Paper-based work is on the decline...

Credit: Autor, Levy and Murnane
...which affects workplace expectations

“Passing the torch”

- What’s driving workplace transformation?
“HOW WELL DOES YOUR WORKPLACE PERFORM?”

• WHAT’S DRIVING WORKPLACE TRANSFORMATION?
• June 2010 Presidential Memo
• Telework Enhancement Act
• OMB No Net New
• Congress (FY Budget)
• Technology enabling mobility
• Environment—go green

• WHAT’S DRIVING WORKPLACE TRANSFORMATION?
THE TRADITIONAL VIEW OF WORKPLACE

• ALL ELEMENTS WERE CONSIDERED TO BE SEPARATE AND DEALT WITH SEPARATELY

• BECAUSE THERE WAS NO APPRECIATION ABOUT HOW ONE ELEMENT AFFECTS ANOTHER, SIMPLY ECONOMIZING ON SPACE WAS CONSIDERED GOOD BUSINESS
1980’S FEDERAL SPACE REDUCTIONS: HOW NOT TO REDUCE

SINCE THE 1980’S-ERA SPACE REDUCTIONS, WORKSTATIONS HAVE GROWN IN SIZE AND COLLABORATION SPACE HAS SHRUNK.

MAJOR REASON FOR THE MODERN WORKPLACE: TO BE WITH OTHERS. HEADS-DOWN WORK CAN OFTEN BE DONE ELSEWHERE AS EFFICIENTLY AS IN THE OFFICE.

CUTTING COLLABORATION SPACE MAKES NO SENSE
SMART SPACE REDUCTIONS
LEAVE THE ORGANIZATION TRIMMER, FITTER, MORE AGILE

GSA, IN CONCERT WITH TOP WORKPLACE STRATEGY AND DESIGN FIRMS HAVE DEvised A WAY TO DEVELOP YOUR IDEAL SPACE DISTRIBUTION.

AFTER STUDYING THIS AGENCY, DOUBLING THE MEETING SPACE AND HALFING THE WORKSTATION SPACE MADE SENSE FOR THEIR MOBILE WORK STYLE.
THE FOUR BUILDING BLOCKS OF A MODERN WORKPLACE “DIET”

- Provide variety but consume only what you need to get the job done
- Think of collaboration space as organizational protein
- Think of excessive private space as the organization’s bad cholesterol
- Think of well organized, acoustically comfortable private space as the good cholesterol
THE HEALTHY MODERN WORK PATTERNS THRIVE ON A VARIETY OF WORK SETTINGS

How do you do it?
For small engagements, GSA uses a Needs Assessment Questionnaire to facilitate client conversations that reveal work patterns & to find what works/what doesn’t and what does the client wish they had.

This leads to an interactive way of doing (and visualizing) programming.
For larger engagements: multiple research and analysis tools

- Site Tours & Leadership Interviews
- Real Estate Process Analysis
- Camera Exercises
- CBE Workplace Survey
- Activity Analysis
- Task Force Profiles
Requirements Development Schedule: DOS OBO – Rosslyn, VA

**Participants**
- Group Employees
- Group Leader
- Group Rep.
- Facilities or Real Estate POC

**Requirements Development Schedule**

**DEC 2010**
- Background Information
  - Headcount Data
  - Organization Charts
  - Existing Space or Furniture Plans
  - Space Management Standards

**JAN – FEB 2011**
- Advance Research
  - Leader Questionnaires
  - Employee Web Survey

**MAR 2011**
- On-site Research
  - Joint-Leader Kick-Off & Visioning Session
  - Individual Leader Interviews
  - Assessment Walk Through
  - Employee Focus Group

**APR 2011**
- Draft Deliverables
  - WorkPlace Recommend. Report
  - Space Program
  - SFO Special Requirements

**MAY 2011**
- Review & Refinement
  - Individual Leader Refinement Sessions
  - Joint-Leader Debrief Session
  - SFO Special Requirements

**JUN 2011**
- Final Deliverables
  - WorkPlace Recommend. Report
  - Space Program
  - SFO Special Requirements
  - Draft Occupancy Agreement
Together with the nation’s top workplace strategy design firms, GSA has developed a comprehensive tool to envision the right design choices to support your organization’s work patterns.

There are several different sections within this library, ranging in topics from work patterns to how to select the right panels for a workstation. As described in the Introduction video, you could either explore the different sections on your own or follow a guided tour. Read below for more information.

**Guided Tour**

- Introduction
- Work Patterns Survey
- Day in the Life
- Neighborhood
- Workstation
- Furniture

www.workplacesolutionslibrary.com
GSA’s 6 Work Pattern Methodology in a nutshell: the design fits the work, not the other way around

Desk Bound
Internally Mobile
Externally Mobile

Each of these 3 main headings is further differentiated between “concentrative" and “interactive”
GSA’s 6 Work Pattern Methodology Helps identify mobility opportunities:

- **Desk Bound**
- **Internally Mobile**
- **Externally Mobile**

It depends:
Some of these head-down workers cannot be mobile. Others, (writers and lawyers, for instance) are well suited to mobility.

These workers are often in management, going from one meeting to another which may inhibit mobility.

The “low hanging fruit” for mobility strategies.
Knowing the Group’s Predominant Work Pattern Gives You A Shopping List!

<table>
<thead>
<tr>
<th>Desk Bound</th>
<th>Internally Mobile</th>
<th>Externally Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual Workspace Attributes</strong></td>
<td><strong>Individual Workspace Attributes</strong></td>
<td><strong>Individual Workspace Attributes</strong></td>
</tr>
<tr>
<td>• file drawers</td>
<td>• limited file drawers</td>
<td>• mobile storage unit</td>
</tr>
<tr>
<td>• low-mid height panels</td>
<td>• mid to high height panels</td>
<td>• low to mid height panels</td>
</tr>
<tr>
<td>• no guest seating</td>
<td>• no guest seating</td>
<td>• no guest seating</td>
</tr>
<tr>
<td>• no tables</td>
<td>• no tables</td>
<td>• no tables</td>
</tr>
<tr>
<td>• mobile screens</td>
<td>• no screens</td>
<td>• no screens</td>
</tr>
<tr>
<td>• file retrieval bins</td>
<td>• limited paper management</td>
<td>• no paper management</td>
</tr>
<tr>
<td>• view of team</td>
<td>• no view of team required</td>
<td>• view of team required</td>
</tr>
<tr>
<td>• whiteboard</td>
<td>• no whiteboard</td>
<td>• no whiteboard</td>
</tr>
<tr>
<td><strong>Shared Amenities</strong></td>
<td><strong>Shared Amenities</strong></td>
<td><strong>Shared Amenities</strong></td>
</tr>
<tr>
<td>• quiet rooms</td>
<td>• team file storage</td>
<td>• team file storage</td>
</tr>
<tr>
<td></td>
<td>• team rooms</td>
<td>• team rooms</td>
</tr>
<tr>
<td></td>
<td>• quiet rooms</td>
<td>• quiet rooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• webcast / video conferencing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• scanning capabilities</td>
</tr>
</tbody>
</table>

Knowing the Group’s Predominant Work Pattern Gives You A Shopping List!
GSA’s 6 Work Pattern Methodology Helps Zone activities to improve acoustic comfort:

- **Desk Bound**
- **Internally Mobile**
- **Externally Mobile**

**Concentrative**

**Interactive**

Diagram showing different areas and rooms within a building.
Which option is best? It DEPENDS!

- 40% employees surveyed would give up an office
- Non teleworkers 3X more likely to say impediments are “significant”
- 50% of spaces unoccupied at any given time
- 48% of staff out of office 2+ days / week already
**SCENARIO 1**
1,000 person

<table>
<thead>
<tr>
<th>People</th>
<th>Place</th>
<th>Technology</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000</td>
<td>11</td>
<td>221</td>
<td>91</td>
</tr>
<tr>
<td>1,000</td>
<td>10</td>
<td>200</td>
<td>91</td>
</tr>
</tbody>
</table>

*The baseline assumption provides a point of comparison for each scenario. The programming is based on 200 usable square feet (usf) per person, a generally accepted target among typical government workspace with a mix of open and enclosed space. No special agency or mission specific space is included in this program assumption.*

**FLOORS REQUIRED FOR 1,000 PEOPLE**

- Baseline: 200,000 usf → 11 floors
- Scenario 1: 220,535 usf → 11 floors

**PROGRAM TRIGGERS**

- **INDIVIDUAL SPACE ALLOCATION**
  - More open: 20% offices, 80% workstations
  - More enclosed: 80% offices, 20% workstations

- **SPACE STANDARDS**
  - Smaller: 120 sf offices, 36 sf workstations
  - Larger: 150 sf offices, 64 sf workstations

- **MOBILITY**
  - With sharing: 1/3 staff share spaces at 2:1 ratio (staff to space)
  - Without sharing: assigned desks for all staff

**ALLOCATION OF SPACE**

- Baseline: 54%
- Scenario 1: 29%

**OFFICE & WORKSTATION SHARING**

- Quantity required for 1,000 people
  - **Offices**: 800
  - **Workstations**: 200
<table>
<thead>
<tr>
<th>SCENARIO 2</th>
<th>1,000 person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usf/person</td>
<td>195 (baseline)</td>
</tr>
<tr>
<td>Seats per floor</td>
<td>86</td>
</tr>
<tr>
<td>People per floor</td>
<td>102</td>
</tr>
</tbody>
</table>

Floors required for 1,000 people: 9.8 floors

---

### PROGRAM TRIGGERS

**INDIVIDUAL SPACE ALLOCATION**
- More open
- More enclosed

**SPACE STANDARDS**
- Smaller
  - 120 sf offices
  - 36 sf workstations
- Larger
  - 150 sf offices
  - 64 sf workstations

**MOBILITY**
- With sharing
- Without sharing

---

### REPRESENTATIVE FLOORPLAN FOR A 20,000 SF FLOOR

### ALLOCATION OF SPACE

Baseline: 195,150 sf | 9.8 floors

### OFFICE & WORKSTATION SHARING

- Quantity required for 1,000 people
  - 668 Offices
  - 167 Workstations

---

**FLOORPLAN LEGEND**

- Offices
- Workstations
- Collaborative
- Support
- Circulation
- Shared

*The baseline assumption provides a point of comparison for each scenario. The programming is based on 200 usable square feet (usf) per person, a generally accepted target among typical government workspace with a mix of open and enclosed space. No special agency or mission specific space is included in this program assumption.*
SCENARIO 3
1,000 person

<table>
<thead>
<tr>
<th>People</th>
<th>Place</th>
<th>Technology</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usf/person</td>
<td>Seats per floor</td>
<td>People per floor</td>
<td>Floors required for 1,000 people</td>
</tr>
<tr>
<td>179</td>
<td>112</td>
<td>112</td>
<td>9</td>
</tr>
</tbody>
</table>

Baseline: 200

The baseline assumption provides a point of comparison for each scenario. The programming is based on 200 usable square feet (usf) per person, a generally accepted target among typical government workspace with a mix of open and enclosed space. No special agency or mission-specific space is included in this program assumption.

FLOORPLAN LEGEND
- Offices
- Workstations
- Collaborative
- Support
- Circulation
- Shared

PROGRAM TRIGGERS

INDIVIDUAL SPACE ALLOCATION
- more open
- more enclosed
- 20% offices
- 80% offices
- 80% workstations
- 20% workstations

SPACE STANDARDS
- smaller
- larger
- 120 sf offices
- 150 sf offices
- 36 sf workstations
- 64 sf workstations

MOBILITY
- with sharing
- without sharing
- 1/3 staff share
- assigned desks
- spaces at 2:1 ratio (staff to space)

REPRESENTATIVE FLOORPLAN FOR A 20,000 SF FLOOR

ALLOCATIONS OF SPACE
- Baseline 200,000 usf
- Scenario 3 179,095 usf

OFFICE & WORKSTATION SHARING
- Quantity required for 1,000 people
- 800 Offices
- 200 Workstations
## Scenario 4

**1,000 Person**

<table>
<thead>
<tr>
<th>Usf/person</th>
<th>Seats per floor</th>
<th>People per floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>baseline*</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td>161</td>
<td>104</td>
<td>125</td>
</tr>
<tr>
<td>8</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

*The baseline assumption provides a point of comparison for each scenario. The programming is based on 200 usable square feet (usf) per person, a generally accepted target among typical government workspaces with a mix of open and enclosed spaces. No special agency or mission-specific space is included in this program assumption.*

### Program Triggers

<table>
<thead>
<tr>
<th>Individual Space Allocation</th>
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</thead>
<tbody>
<tr>
<td>more open</td>
</tr>
<tr>
<td>20% offices</td>
</tr>
<tr>
<td>80% offices</td>
</tr>
<tr>
<td>20% workstations</td>
</tr>
<tr>
<td>80% workstations</td>
</tr>
</tbody>
</table>

### Space Standards

<table>
<thead>
<tr>
<th>Smaller</th>
<th>Larger</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 sf offices</td>
<td>150 sf offices</td>
</tr>
<tr>
<td>36 sf workstations</td>
<td>64 sf workstations</td>
</tr>
</tbody>
</table>

### Mobility

<table>
<thead>
<tr>
<th>With sharing</th>
<th>Without sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3 staff share spaces</td>
<td>assigned desks for all staff</td>
</tr>
</tbody>
</table>

### Floorplan Legend

- **Offices**
- **Workstations**
- **Collaborative**
- **Support**
- **Circulation**
- **Shared**

### Allocation of Space

**Baseline**
- 200,000 usf
- 10 floors

**Scenario 4**
- 132,832 usf
- 8 floors

### Office & Workstation Sharing

- 668 Offices
- 167 Workstations

- 33% of offices and workstations shared at a ratio of 2:1
SCENARIO 6
1,000 person

Usf/person: 168
Seats per floor: 99
People per floor: 119

Floors required for 1,000 people: 8.4

*The baseline assumption provides a point of comparison for each scenario. The programming is based on 200 usable square feet (usf) per person, a generally accepted target among typical government workspace with a mix of open and enclosed space. No special agency or mission specific space is included in this program assumption.

**PROGRAM TRIGGERS**

**INDIVIDUAL SPACE ALLOCATION**
- More open 80% offices
- More enclosed 20% workstations

**SPACE STANDARDS**
- Smaller 120 sf offices
- Larger 150 sf offices
- 36 sf workstations

**MOBILITY**
- With sharing 1/3 staff share
- Without sharing assigned desks for all staff

**REPRESENTATIVE FLOORPLAN FOR A 20,000 SF FLOOR**

**ALLOCATION OF SPACE**

Baseline: 200,000 usf • 10 floors
- 15%
- 25%
- 17%
- 10%
- 33%

Scenario 6: 168,403 usf • 8.4 floors

**OFFICE & WORKSTATION SHARING**
Quantity required for 1,000 people

- 167 offices
- 668 workstations

33% of offices and workstations shared at a ratio of 2:1
**SCENARIO 7**
1,000 person

<table>
<thead>
<tr>
<th>Usf/person</th>
<th>Seats per floor</th>
<th>People per floor</th>
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<tr>
<td>136</td>
<td>147</td>
<td>147</td>
</tr>
<tr>
<td>baseline*</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*The baseline assumption provides a point of comparison for each scenario. The programming is based on 200 usable square feet (usf) per person, a generally accepted target among typical government workspace with a mix of open and enclosed space. No special agency or mission specific space is included in this program assumption.*
**SCENARIO 8**

1,000 person

<table>
<thead>
<tr>
<th>Usf/person</th>
<th>Seats per floor</th>
<th>People per floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>133</td>
<td>126</td>
<td>151</td>
</tr>
</tbody>
</table>

*The baseline assumption provides a point of comparison for each scenario. The programming is based on 200 usable square feet (usf) per person, a generally accepted target among typical government workspace with a mix of open and enclosed space. No special agency or mission specific space is included in this program assumption.*

**Floors required for 1,000 people:** 6.6

---

**PROGRAM TRIGGERS**

- **INDIVIDUAL SPACE ALLOCATION**
  - more open
  - more enclosed
  - 20% offices
  - 80% offices
  - 80% workstations
  - 20% workstations

- **SPACE STANDARDS**
  - smaller
  - larger
  - 120 sf offices
  - 150 sf offices
  - 36 sf workstations
  - 64 sf workstations

- **MOBILITY**
  - with sharing
  - spaces at 2:1 ratio (staff to space)
  - without sharing
  - assigned desks for all staff

---

**REPRESENTATIVE FLOORPLAN FOR A 20,000 SF FLOOR**

---

**ALLOCATION OF SPACE**

- Baseline 200,000 usf • 10 floors
- Scenario 8 132,832 usf • 6.6 floors

---

**OFFICE & WORKSTATION SHARING**

- Quantity required for 1,000 people
- 167 Offices
- 668 Workstations
- 33% of offices and workstations shared at a ratio of 2:1

---

**FLOORPLAN LEGEND**

- Offices
- Workstations
- Collaborative
- Support
- Circulation
- Shared
Understanding the Benefits of Mobility

• Analyze work patterns to identify groups that are “low hanging fruit.” and which groups may take longer to adopt mobile work.
• Value mobility if it supports the agency mission and results in significant space savings.
• Mobility requires technology investment and cultural reorientation to manage and work remotely.

MOBILE WORK

• Hoteling and free address
  • Mobile within the office
  • While on travel / training
  • At client site

Telework
• Home
• Telework Ctr
• Coffeeshop
Lighting and air quality conditions are perceived to enhance the ability to work. 74% (lighting) and 61% (air quality).

Supporting employee ability to work is just good business...
• Plan to be sustainable up front by determining what the organization really needs!

• The greenest square foot is the one you don’t build!

• This saves money and the environment!

For example in Washington, DC, 100SF of space = $5,000 and 1 Ton of CO2 emission]
WIN/WIN: Reducing real estate footprint reduces carbon footprint

- **Working from home** 1 day / week can save **1 ton** of CO2e / year.

- **Converting 2 enclosed offices to open layout** can save **2 tons** of CO2e / year.

- **Cutting a square foot of office space** can save **30lbs** of CO2e / year.
CHALLENGES

Acoustics – as we get closer in the workplace, we need to both collaborate and concentrate

IT PUZZLE – No technology, No mobility!

Change Engagement - getting staff to see the status quo as the problem
Acoustics

Myth:
High cubicle partitions mean less noise, more privacy, and fewer distractions. **Just the opposite:**
Research shows that If you can’t see your neighbor, you think don’t know how much you are annoying them!

Hint: Addressing acoustics pays big dividends – it’s the key to speech privacy. Poor speech privacy is no.1 open office worker complaint!

$1.55 sq.ft.*
Upgraded Ceiling Tiles

$1.81 sq.ft.*
Sound Masking System

To one that allows collaboration without undue distraction for co-workers allowing greater proximity and real estate savings without compromising productivity

*2012 prices

www.soundmatters.com
Managing Change is key to implementing mobile work and to cultural acceptance of a new workplace.

Employee participation is key to greater satisfaction with the new workplace.

<table>
<thead>
<tr>
<th>Satisfaction</th>
<th>Did not participate</th>
<th>Participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space to hold spontaneous meetings</td>
<td>1.0</td>
<td>1.5</td>
</tr>
<tr>
<td>Communication within my group</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>Space to collaborate on group tasks</td>
<td>1.0</td>
<td>1.5</td>
</tr>
<tr>
<td>Overall group productivity</td>
<td>1.5</td>
<td>2.0</td>
</tr>
<tr>
<td>Ability to locate others when needed</td>
<td>1.0</td>
<td>1.5</td>
</tr>
<tr>
<td>Ability to have a confidential conversation</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>Ability to adjust workspace</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>Ability to concentrate</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>Overall individual productivity</td>
<td>1.0</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Information Technology is the key to mobility

- Smart phones, tablets, laptops
- Collaboration software
- Virtual work software
- Video conferencing
- Electronic filing/scanning
Mobile Work Solutions

- Information Technology
- Furniture & Furnishings
- Personal Property Management
- Change Management
- Records Management

Federal Acquisition Service
Information Technology

• **IT Schedule 70**
  Commercial IT Products and Services Contracts

• **Network Services**
  End-to-End IT Solutions Contracts
Furniture & Furnishings

Schedule 71

- Systems Furniture
- Multipurpose Seating
- Movable Filing Systems
- Storage Cabinets

and much more...

Federal Acquisition Service
Personal Property Management

EXCESS

SCREENING

SURPLUS

AGENCY SCREENING
SCREENING And FEDERAL TRANSFER 21 DAYS
DONATION NOTIFICATION 5 DAYS
SALES DONATION REMOVAL

Federal Acquisition Service
Customer Service Directors

GSA offers a worldwide network of knowledgeable Customer Service Directors (CSDs). CSDs provide assistance, resolve problems and answer questions from GSA's customers. CSDs also host seminars on a variety of useful topics and are a valuable source of information on all of GSA's programs.

View the Customer Service Director servicing the area in question, or select the state below.

www.gsa.gov/portal/content/100813
REGION 9 PROJECTS

National Workplace PMO Engagements:

• TSA: Los Angeles
• EPA: San Francisco

Regional Chief Architect Projects:

• GSA BFMD: San Francisco
• GSA Regional Office: San Francisco
TSA Pilot at LAX

Kit of Parts!
Create order (and economies) with very diverse workplace leases

Space recently occupied!
EPA’s San Francisco Headquarters: WORKPLACE STUDY

1. ALIGN SPACE TO WORK
   Incorporate more space types

   - Allocation of workspace based on job function
   - Standardized workstations for consistent quality and support for staff
   - Flexibility to support dynamic team needs
   - Meeting rooms and focus booths for each division (with access to shared spaces)
   - Open meeting areas encouraging and supporting ad hoc sharing and teaming
   - Provision of specialized spaces supporting divisional needs
   - Shared copy/print
   - Floor lobby and reception
   - Team storage
   - Touchdown spaces to support mobile workers, collaborators, and visitors onsite
   - Regional Records Center
   - Library
   - Conference and Training
   - EOC
   - Computer Telecommunications Center

   Percentage of Workspace
<table>
<thead>
<tr>
<th>Current</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>49%</td>
<td>36%</td>
</tr>
<tr>
<td>7%</td>
<td>29%</td>
</tr>
<tr>
<td>10%</td>
<td>8%</td>
</tr>
<tr>
<td>34%</td>
<td>27%</td>
</tr>
</tbody>
</table>
THE WORKPLACE STUDY ALLOWED AN “EVIDENCED-BASED” ANALYSIS OF 3 OPTIONS BY THE ARCHITECT (and suggest improvements) TO TAILOR THE SOLUTION TO EPA’S WORK...

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Quad</th>
<th>Street</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratios of Private: Public</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ratios of Open: Enclosed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Workstation Capacity and Viable Seats</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting space location</td>
<td></td>
<td>Good access, inappropriate circulation, no way to walk thru “street”, long and thin spaces, lowest # meeting seats</td>
<td>Close to the neighborhoods, can enter from corridor; slight modification to position of large conference rooms (closer to core) to improve visitor access</td>
</tr>
<tr>
<td>Meeting space size</td>
<td>Least variety of types and sizes</td>
<td>Columns in narrow rooms, less flexibility to change sizes</td>
<td>Most variety of sizes, flexibility to change sizes (demountable wall)</td>
</tr>
<tr>
<td>Meeting space quantity</td>
<td></td>
<td>not enough variety of meeting spaces</td>
<td>Greatest # of seats,</td>
</tr>
<tr>
<td>Storage</td>
<td></td>
<td>Good for access for individuals, location doesn’t support greatest flexibility</td>
<td>Storage most flexible, best location, incorporate team storage among workstations</td>
</tr>
</tbody>
</table>
PAST:
450 GOLDEN GATE AVE.

PRESENT:
NEW SFFB

FUTURE:
50 UNITED NATIONS PLAZA
Location
R9 Regional Headquarters, San Francisco

Scale
5,190sf: 7 managers, 30 staff (1 private office, 36 workspaces, and a print/copy area)

Goals
• Flexibility + touchdown locations
• Interactive + collaborative work environment
• Naturally, day lit space
• Shared team spaces for ad hoc meetings and privacy
• Increased density without decreased quality of work environment
• Test new furniture + layouts
REALIGNMENT: Before

PRIVATE OFFICES BLOCKED LIGHT AND VIEW. ACCORDING TO KNOLL STUDY, PRIVATE OFFICES ARE UNOCCUPIED 77% OF TIME.

HIGH PARTITIONS OFFERED "FICTIONAL PRIVACY" THAT ACTUALLY MADE ACOUSTICS WORSE

GSA WORKPLACE SCORE: 36.5
GSA WORKPLACE SCORE: **76.5**

**REALIGNMENT: After**

**MORE ENCLOSED SPACE FOR COLLABORATION.**

**ACCESS TO LIGHT AND VIEW FOR EVERYONE = SPATIAL EQUITY**

**GREAT ATTENTION TO ERGONOMICS AND PROVISION FOR WORKER COMFORT. WORKER INDIVIDUAL CONTROL MAKES HAPPIER WORKERS.**
Future Home of the Pacific Rim Region

- SEISMIC STRUCTURAL UPGRADE
- HISTORIC REHAB AND RENOVATION
- A STATE OF THE ART, MODERN WORKPLACE ENHANCED BY ITS HISTORIC STRUCTURE
Increased Mobility

Supervisor / Director / Leadership Workstation

Open office environment – Efficient Individual Workstations

Touchdown Workstations: Increased Mobility

Shared filling

office of the regional chief architect
r.9
50 un plaza
Shared Amenities

• Impromptu meeting rooms (3-6)
• Open Collaboration meeting area (4-8)
• Shared filling

office of the regional chief architect
Sample Scenarios

For an office of 100 people in 8’x10’ workstations/offices:

- Workstation/office SF: 8,000 USF
- Support/Special SF: 7,500 USF
- 40% Circulation: 6,200 USF
- Total: 21,700 USF

\[ \frac{21,700}{100} = 217 \text{ USF/pp} \]

USF/pp – Useable Square Feet/per person

- Reduce workstation standards from 8’x10’ to 8’x8’
- No workstation sharing

\[ \frac{8,000}{100} = 80 \text{ USF/pp} \]

- Keep workstations at 8’x 8’
- Increase workstation sharing to 1:3 (1 workstation to 3 employees)

\[ \frac{8,000}{300} = 26.67 \text{ USF/pp} \]

\[ \frac{8,000/2}{100} = 40.00 \text{ USF/pp} \]

\[ \frac{6,200}{300} = 20.67 \text{ USF/pp} \]

\[ \frac{7,500}{300} = 25.00 \text{ USF/pp} \]

\[ \frac{21,700}{300} = 72.33 \text{ USF/pp} \]
50,000 usf
1.55 p/sf upgraded ceiling tiles
1.81 p/sf sound masking system
3.00 p/sf workplace engagement

$318,000 up front costs
5,000 usf (10% reduction)
40 annual rent p/sf

$200,000 annual rent savings

1.59 years payback

$200,000 annual rent savings
10 years lease term

$2,000,000 total savings
$318,000 less up front costs

$1,682,000 net lease savings
WORKPLACE STRATEGIES

- RIGHTSIZE current space guidelines & standards
- Allocate space based on HOW PEOPLE WORK
- SHARE support spaces across the organization
- Understand the implications of mobile work
WORKPLACE SOLUTIONS

- CREATE a place where people want to work
- Encourage and support COLLABORATION AND CONCENTRATION
- Improve STAFF EFFECTIVENESS
- Produce energy & carbon SAVINGS
PBS  Work+Place PMO :
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the workplace transformed

QUESTIONS?