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DESIGN  
IMPACT



## Corporate Program- Sample

Workspaces	Offices	Open office	File drawers	Square Ft	Comments
<b>ISG- Operations</b> (Steve & Kim)	-	15-17	14	2700	CEO- with conference room adjacent, don't need to sit together, includes: Kim, Mark, Reception, CFO, Keep John and Mark together- assistants 2- ops and 6 mixed with the consulting group
<b>ISG- Finance</b> (John)	3	14-17	28	3060	Near Ops & HR Team meetings 1x a week, would like auditor room nearby (small conference room) Who is in these offices????? Are they shared? Shredder They use 3 ring binders, need lots of shelving that is lockable. Docking stations, 3 printers for this department. This dept includes: Acct payable, Financial reporting, client accounting, and collections team.
<b>ISG- HR</b> (Carolyn & Andrea)	2	18-28	24		Would like to be close to Finance, private, quiet, need 2 laterals and one overhead cabinet- lockable per person, need testing room or cubical, storage for MBA material and marketing room with giveaways, 12x16?, Need 4-5 printers, dedicated fax, Training functions- orientation- recruiting
<b>HR- Quiet room</b>	1				Private space near an interview room, refrigerator, mirror, sink
<b>HR- Interviewing room</b>	6				To fit 2 people
<b>HR File room</b>	1			3600	Locked room
<b>Training room</b>	1				Holds 20-25, laptop docking, instructor panel no video conferencing, It can float anywhere- 7 <sup>th</sup> floor
<b>ISG- Technology</b> (Chuck & Mike)	-	20		3600	Keep the group together, many have extra equipment on their desks, minimal paper, check cable runs 350 feet max.
<b>Delivery- Consulting Solutions Definition</b> (Ming)	-	170	52	30600	Teams of 3-6, would like to integrate with Sales. Laptops/docking station, 1 drawer per person, printers spread out, 12:1 ratio, outgoing faxes spread out, incoming faxes in workroom, mobile whiteboard, would like more meeting rooms,

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<b>Delivery- Virtual Consulting</b>	-	55		9900	Teams of 3-6
<b>Workspaces</b>	<b>Offices</b>	<b>Open office</b>	<b>File drawers</b>	<b>Square Ft</b>	<b>Comments</b>
<b>Sales/ Business Development</b> (Greg & Ellen)	-	26	22	4680	Sales teams of 2-3 people, integrate with consulting, Medium adjacency to marketing, average file requirement is 2-3 lateral drawers per person.
<b>PR/Marketing</b>	1	25			Pin up boards to show latest promotion, no flat file, 2 lateral files, lots of visitors, meetings typically 8 people, presentation rail and power in the table for that room, Need to be near color copier, Lucy in an office, 2 sr people w/ guest chairs shared table. Will assist with projection logos for reception.
<b>Marketing closet</b>					120 sqft Store promotional items, etc...
<b>Phone room</b>					15x10 7 <sup>th</sup> floor in its existing location
<b>Staging/Work Area</b>					30x18
<b>Computer Room</b>	1				30x24 sqft Servers, telephone panel etc...IT person adjacent, staging space, lab maintenance, 7 <sup>th</sup> floor, + check to see distances for cable?
<b>7<sup>th</sup> floor hub</b>	1				100 sqft for network hub- maybe 2 because of cable lengths?
<b>Reception</b>					500 sqft Space for 6 guests, coat closets, coffee, water available, visitor offices nearby
<b>Guest coat closets</b>		30			
<b>Visitor offices</b>	2	60			Near reception
<b>Workroom</b>	3-4				300 sqft Standard office supplies, printers, fax, copier, layout area for marketing, proposals preparation, close to marketing, spread out copy machines throughout
<b>Shipping/Receiving Mail</b>	1				Mail area, FedEx packaging etc... Area for staging recycle

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<b>Cafes</b>	3-4				Sink, coffee, espresso bar, stool or stand up area for gathering, whiteboards, plug in. Microwaves, refrigerator, dishwasher, open studio feel, nicer finish on the cabinets, pendant lights over table, stools, baskets of food, vending machines, larger than normal refrigerators, recycle area- Zero semi-circles
<b>"Immersion Room"</b>	(1)				Seats 25 people, Technologically advanced, video conference, multiple monitors, internet connections, ports for guests, glass on entry wall, one side tackboard/whiteboard, flip charts
<b>Medium conference</b>	5	300			Seats 10- 12 people
<b>Team Rooms</b>	5	150			Seats 6-8 people Open on (1) side or with door, loose chairs with tablet arms and/or tables & chairs
<b>Huddle Areas</b>					As required in the open plan loose chairs with tablet arms
<b>Phone Rooms</b>	30+/-	60			personal room for 1 person can have 3 people to share room Speaker phone required, good acoustical treatment
<b>Focus Rooms</b>	(4)- per floor				Area to check out for the day, worksurface, vertical shelves, (fanned above)
<b>Shower Rooms</b>					Male and Female with lockers
<b>Mail &amp; Equipment centers</b>					Spread throughout for mail distribution and printers and fax machines, includes storage for paper
<b>Game Rooms</b>					Creativity centers with writeable surfaces, activities, ping pong, pool- 7 <sup>th</sup> floor
<b>Library</b>	(1)				150 sqft Area that has periodicals and computer hookup

Additional Notes:

2 voice 2 data per person