

# Finance Company

## SPACE VISION Major Program Areas

CBC



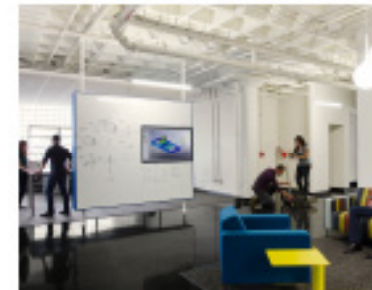
EXECUTIVE OFFICES



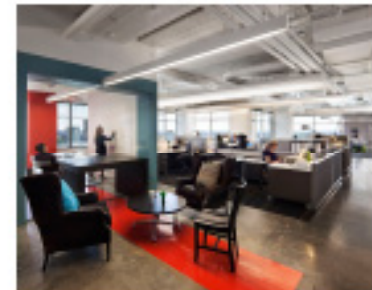
CAFE



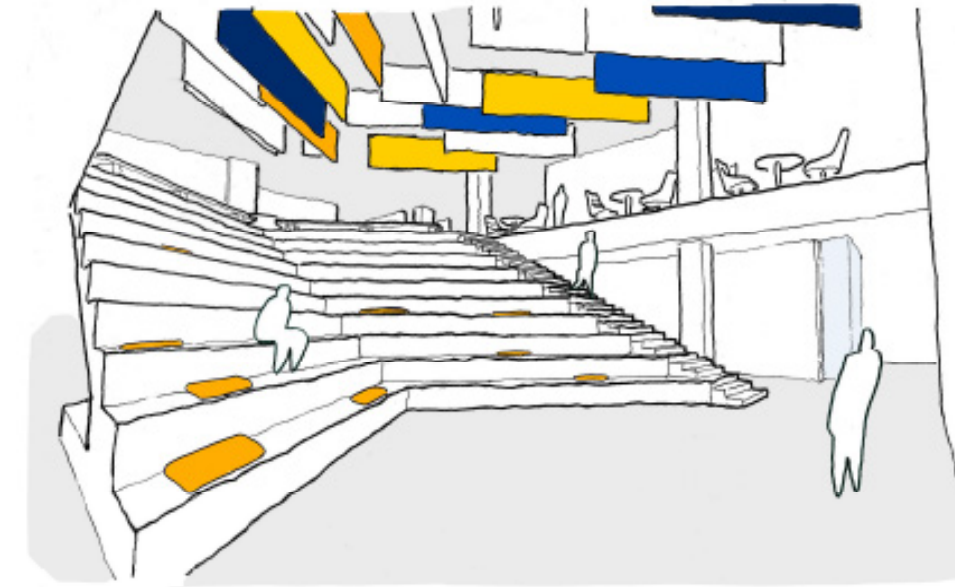
INCUBATOR SPACE



WORKSPACES



CONNECTING STAIR



### PLAN OPTIONS:

#### Scheme 1: Universal

Floor plan layout that follows the given Visa program for workstations sizes, office sizes, and space types.

#### Scheme 2a: Activity Office

Floor plan layout that explores smaller footprint workstations and offices and provides a variety of shared spaces.

The layout allows employees to 'work everywhere', going between their workstation and shared spaces, for both collaboration and focus, scattered throughout the entire building.

#### Scheme 2b: Network Office

Floor plan layout that organizes different departments into neighborhoods and eliminates assigned workstations for majority of staff.

The layout allows Visa employees to 'work everywhere', finding workspaces that fit their task, team, or mood throughout the day.

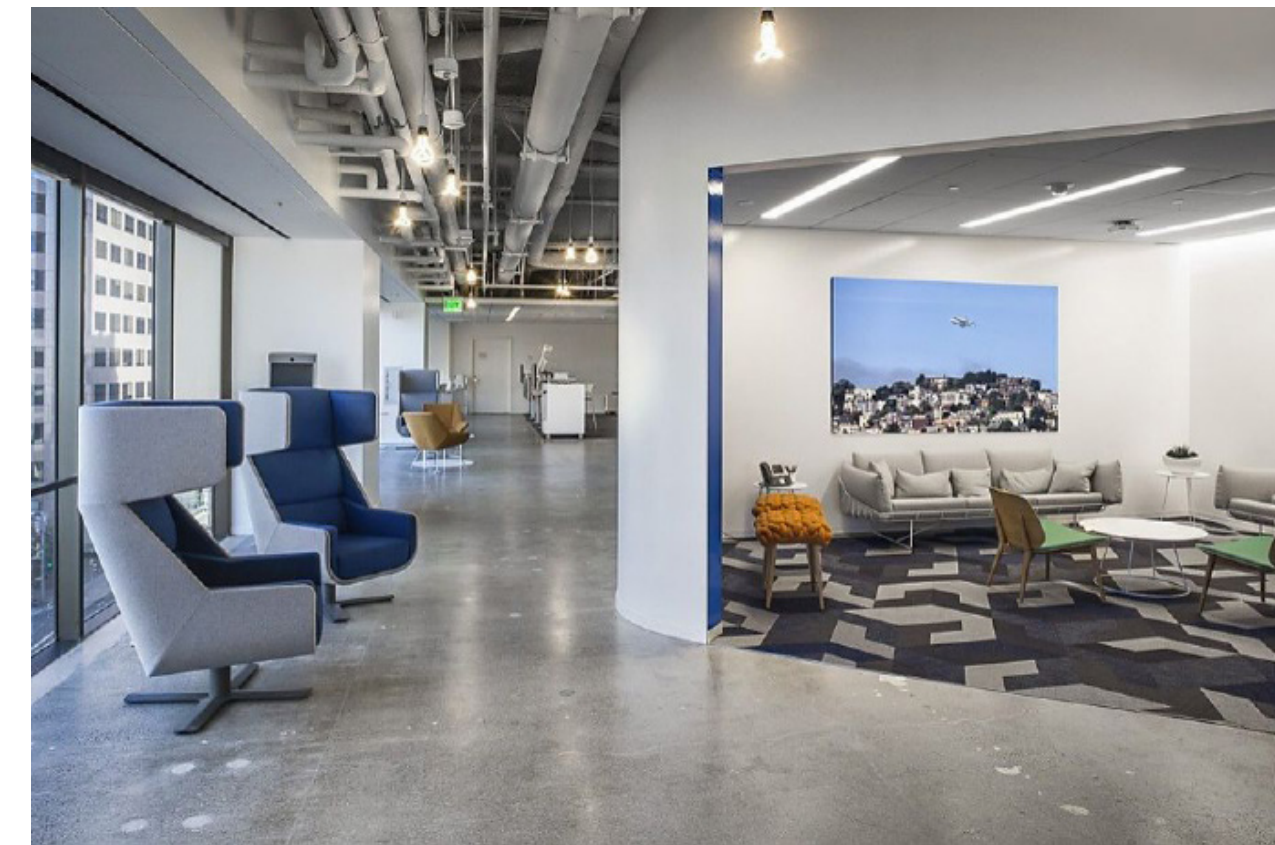
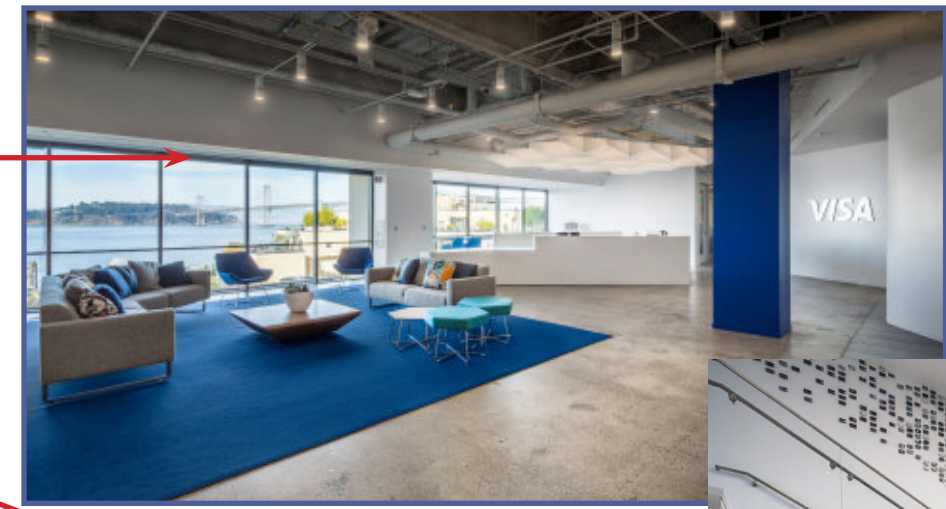
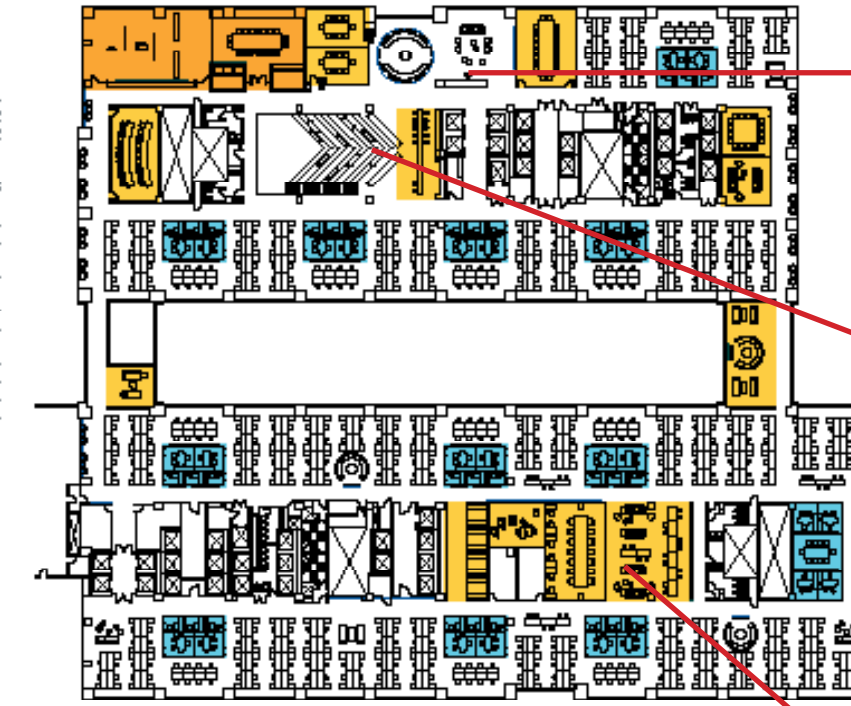
### SCHEME 2a: ACTIVITY OFFICE 6th floor

Program:

Test Staff	8046
Exec Office	122
Typical Office	498
Workstations/Boarding	104
Workstations/Support	22
Management Chief	1
IT Chief/Workcenter	1
IT Chief	1
IT Chief	1
Workshop	23
Exec: Mag	4
Exec: Lounge	1
Business Lounge	1
Plasma/Screen Room	18
Screen/Project Room	4
Cells	1
Library/Command Center Room	1

Legend:

- IBC
- Shared Office/Comm
- Team Support/Comm
- Executive Area
- Graphic/Expression Hall





# Design & Space Guide

Design & Space Guide

Version 3.0  
Updated  
21 February 2013

Design & Space Guide

1.0 INTRODUCTION 2.0 PLANNING CONCEPTS 3.0 SPACE TYPES 4.0 PUTTING IT ALL TOGETHER

INTRODUCTION  
DESIGN APPROACH  
PROJECT PROCESS

## 1.1 Design Approach

**SOCIAL BY DESIGN**  
Check out this video link here to learn more about Facebook's design philosophy.

Design & Space Guide

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PLANNING CONCEPTS  
SPACE PLANNING  
CONCEPT PLANS  
METRICS AND PROGRAMMING

## 2.1 Space Planning

Facebook's workspace should be as open, transparent, and flexible as possible, not chopped up or segmented.

- OPEN WORK ENVIRONMENT**  
Provide an open workspace that is as contiguous and readily connected as possible.
- POINT OF ENTRY**  
Ideally, located with views to outside or open spaces.
- SHARED SOCIAL SPACES**  
LOCATED WITHIN ALL WINGS. IT HELPS DESIGNERS LOCATE ADJACENT TO OPEN WORK SPACES AND FOR OPTIMAL VIEWS.
- MEETING SPACES/SUPPORT**  
Cluster desk formal meeting rooms and other built spaces to allow for large open work spaces. Locate meeting spaces easily accessible to open work areas and to maximize efficiency for customers & visitors.

Coordinate built elements to maximize open space.

Design & Space Guide

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PLANNING CONCEPTS  
ZONING AND PLANNING GUIDELINES  
CONCEPT PLANS  
METRICS AND PROGRAMMING

## 2.3 Metrics & Programming

Description	Small Office (2-40 employees) Quantity in Ratio of Rooms to Office	Medium Office (40-200 employees) Quantity in Ratio of Rooms to Office	Large Office (200-500 employees) Quantity in Ratio of Rooms to Office	Peak Capacity (500+ employees) Quantity in Ratio of Rooms to Office	Comments
<b>ENCLOSED MEETING SPACES</b>					
Small	1:10	1:15	1:20	1:30	
Medium	1:15	1:20	1:25	1:40	
Large	1:20	1:25	1:30	1:50	
ALL Meeting Space	None	None	1	1 per building	
All Desk Type	1 combined with Micro-Meeting	1 combined with Micro-Meeting or Café	1 combined with Café	1 combined with Café	
Video Room	None (only use Conference Rooms)	None (only use Conference Rooms)	None (only use Conference Rooms)	1 per building	
<b>OPENWORK SPACES</b>					
Open Office	1:40	50-200	200-150	1:20	
Shared	None	1:200	1:300	1:300	
Change	None	As Space Permits	As Space Permits	As Space Permits	
Breakout	As Space Permits	As Space Permits	As Space Permits	As Space Permits	
<b>SUPPORT SPACES</b>					
Warehouse	1	1.5 (1 per 1000 sq ft)	2-3 (1 per 500 sq ft)	3-5	
Copier	1	1.5 (1 per 1000 sq ft)	2-3 (1 per 500 sq ft)	3-5 (1 per 300 sq ft)	
Mailbox	1	1	1	1	
Storage	Optional	Optional	Optional	Optional	
IT Support	1 (Small)	1 (Small)	1 (Small)	1 (Small)	
IT Support	0	0	1	2	
IT Room	1	1	1	1 per building	

**General Notes:**  
In RMA and API, the landlord fits-out the spaces to a specific standard which often includes ceilings, raised access floors, lighting, fire alarm, and air conditioning. As Facebook leases land for 3-5 years, most existing systems and services will be reused.

**In all locations, building regulations supersede this document.**

**Metrics & Ratios - All Offices**  
These metrics and ratios for essential spaces should be applied to all offices globally depending on size.

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SPACE TYPES  
LOBBY/RECEPTION  
CONFERENCE ROOMS  
WORK SPACES  
SUPPORT SPACES

## 3.3a Open Offices

**PLANS & ELEVATIONS**

**Furniture Plan**  
These should not be more than 10 desks per pod.

**Reflected Ceiling Plan**  
Digital/pendant fixtures arranged throughout open.

**Power and Data Plan**

**Finish Plan**  
Carpet Tile

