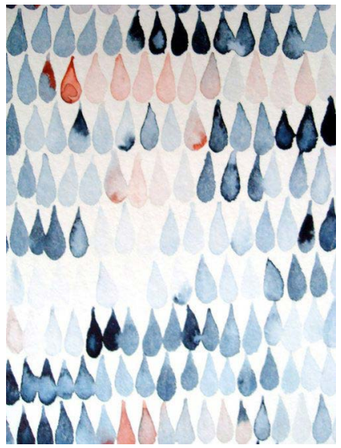
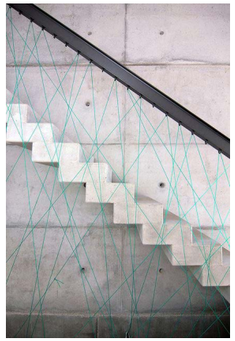
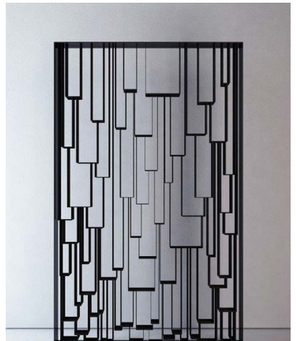
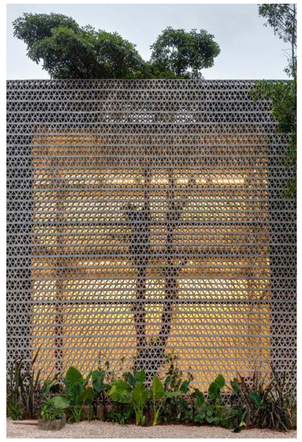
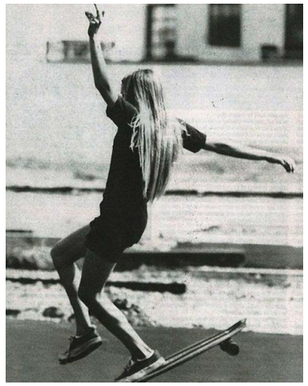
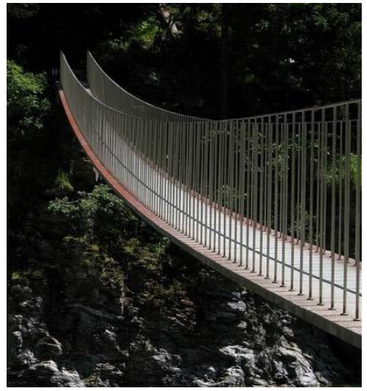
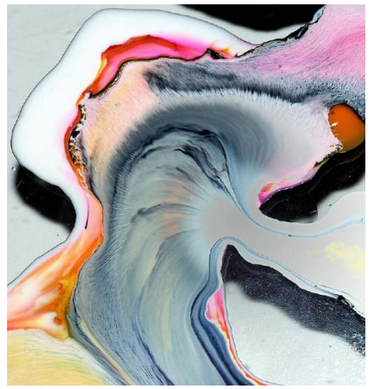
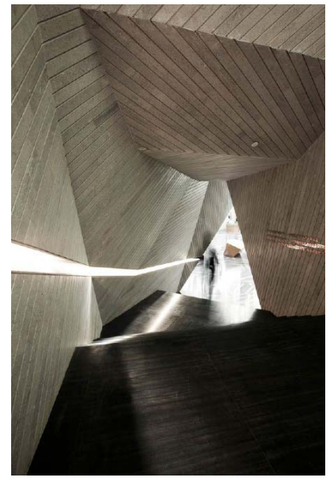
Olivia Hyde

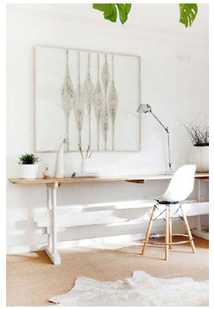
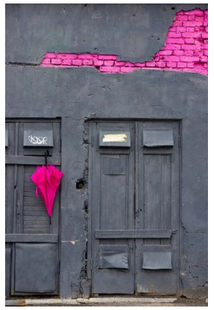
Moments from Pinterest

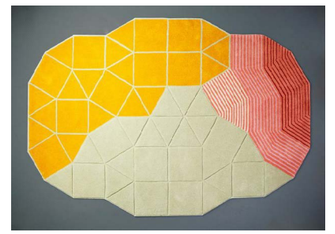



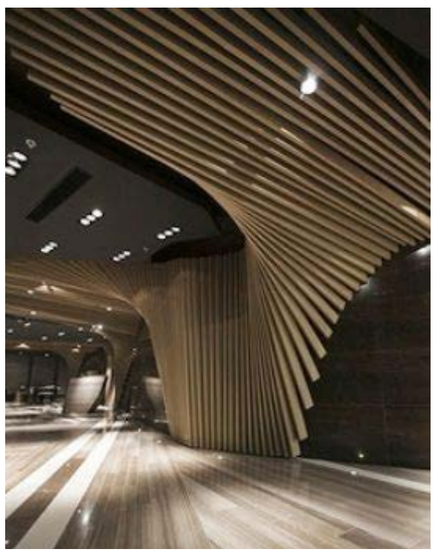


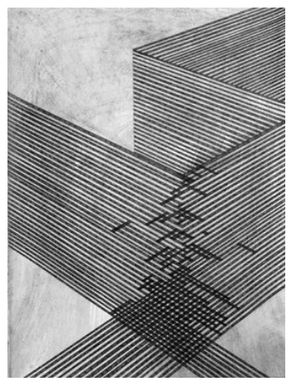




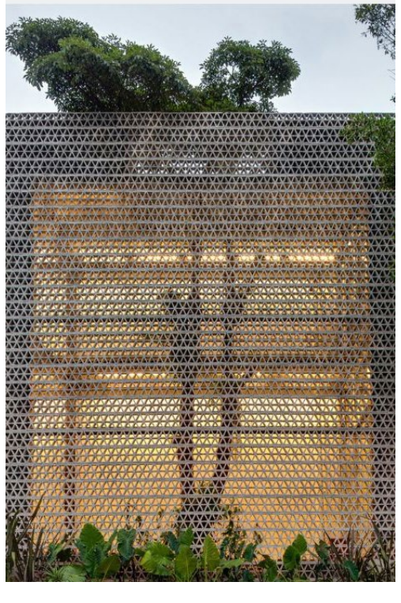


Moments from Pinterest





Sequoia Capital



SEQUOIA CAPITAL

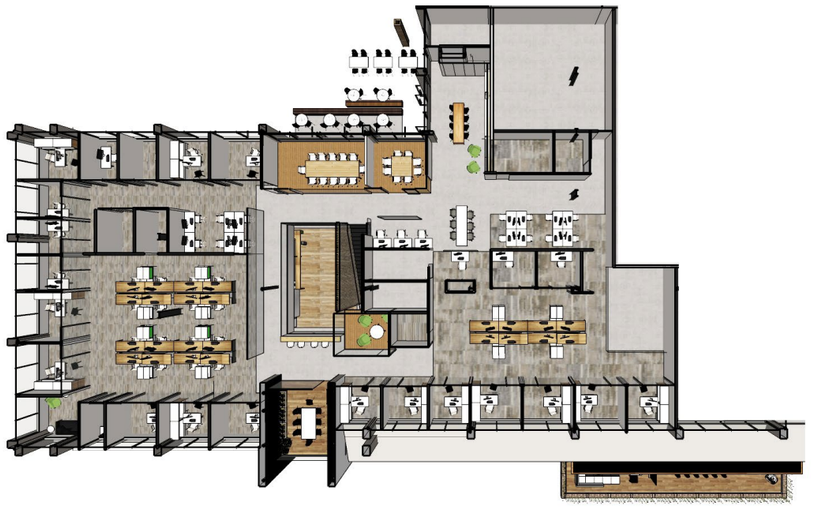
Design Development
January 22, 2014

Cultivating growth is based on the dichotomy of a strong framework combined with the unrestrained nature of growth.

It draws the direct comparison of an innovative company as a seedling. It is boundless potential, poised to take root with Sequoia, and sprout, shoot, spring into the global community.

SEQUOIA CAPITAL

OVERALL PLAN FIRST FLOOR
Gensler



SEQUOIA CAPITAL

OVERALL PLAN SECOND FLOOR
Gensler

SEQUOIA CAPITAL

Gensler

SEQUOIA CAPITAL

Gensler

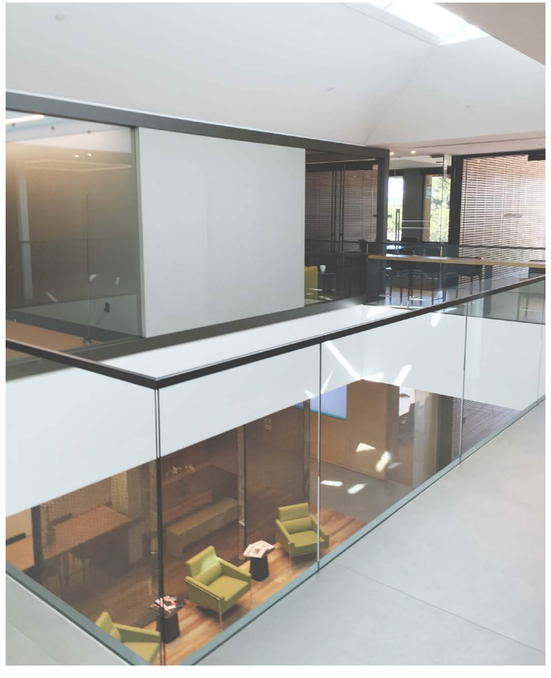
SEQUOIA CAPITAL

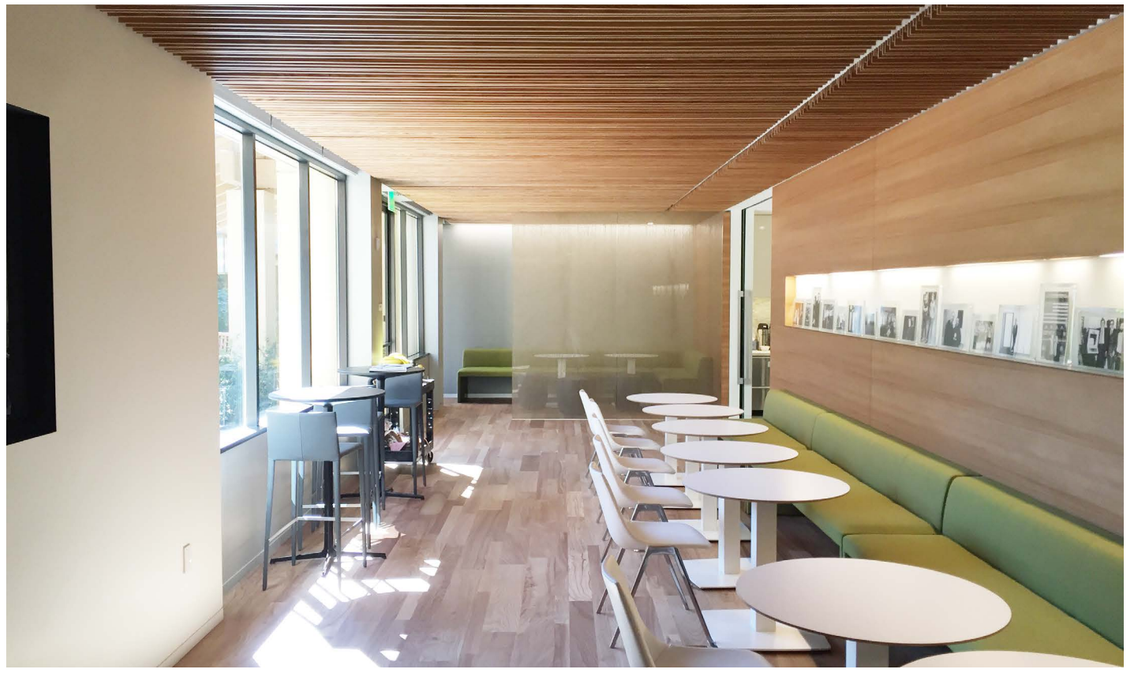
Gensler

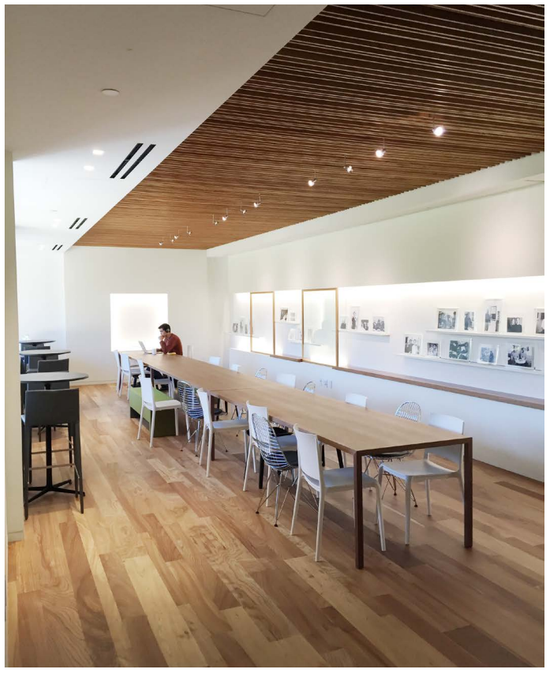
SEQUOIA CAPITAL

Gensler

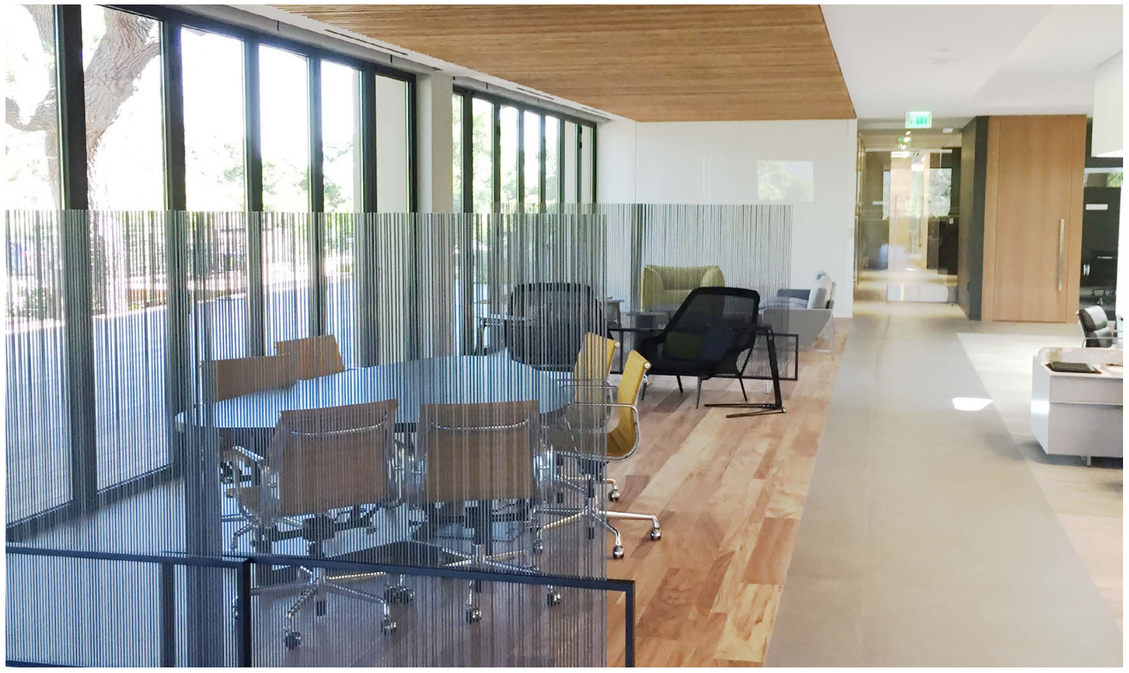
Sequoia Capital

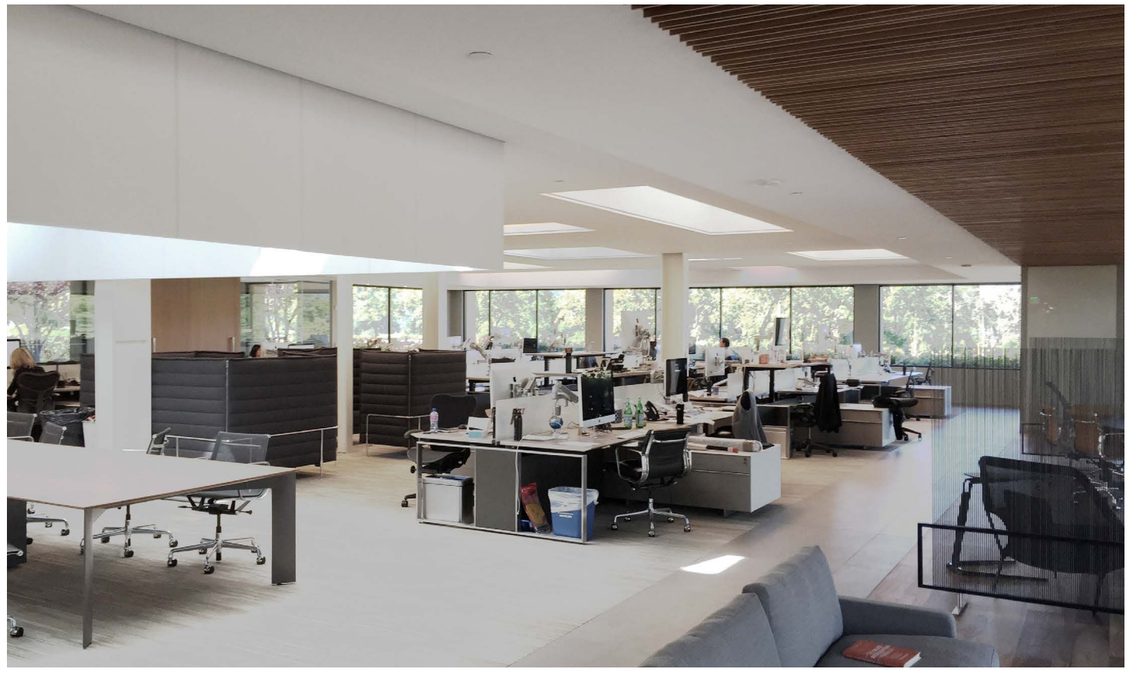






Sequoia Capital





Lam Research

Lam RESEARCH

Global Design Guidelines

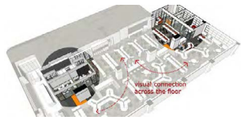
v.1.4 | 2015-05-22

1. Design Principles

Lower panels to increase visibility.

As part of leadership's vision to break down silos and shift to an open collaborative workplace, lowering panels at the desk helps to increase visual connection and embrace a more collaborative culture through visual awareness of proximity to others. Encouraging behavioral shifts to better support individual work in an open work environment, such as self-regulated lowering of voices while in a conversation to avoid disturbing neighbors, is also enhanced through this visibility.

RELATED CORE VALUES
mutual trust and respect
open communication
think: customer, company, individual



Locate built zone in more strategic locations so sight lines are not blocked.

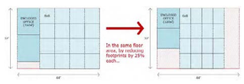
While it is important to support teams with enclosed meeting spaces nearby, it is equally important to maintain visual connection to adjacent teams, to open the lines of communication across functions.

RELATED CORE VALUES
open communication
teamwork

Provide open meeting spaces.

To support the shift to becoming the most collaborative company in the industry, increasing the opportunity for ad hoc discussion, and thus more opportunity for value creating innovation, is greatly improved through the introduction of open meeting spaces in the open plan.

RELATED CORE VALUES
innovation and continuous improvement
open communication
teamwork



Reduce workstation and enclosed office footprints.

In shifting to an open collaborative workplace, an exchange of under-utilized cubicle footprint and enclosed office footprint for more collaboration spaces, such as meeting rooms and open meeting spaces, is necessary.

RELATED CORE VALUES
mutual trust and respect
think: customer, company, individual

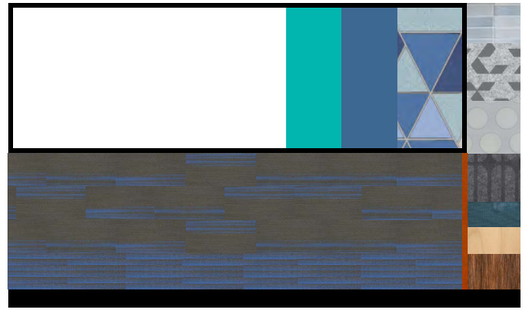
2. Branding / Look & Feel

The Lam Research Experience should convey a space which is at once:

- logical
- structured
- controlled
- serious
- transparent
- open
- secure
- protected
- proprietary
- refined
- reserved

The palette shown reflects Lam Research's mature, intelligent attitude to space and work. It covers a spectrum of materiality to adopt into the workplace design, ranging from a more refined attitude to a more dynamic one.

For work settings that influence a more quiet or formal behavior, for example the Library or Boardroom, the more refined side of the palette is appropriate. For active zones such as the Fitness Center and Town Hall space, the dynamic side of the palette is more appropriate. Spaces like the workstation zones and meeting spaces may fall somewhere in the middle of the spectrum.



6. MEETING SPACES

GENERAL

When creating meeting spaces, the Lam Research Experience (see pages 12-13) should be considered and kept consistent from building to building.

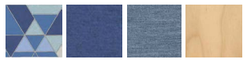
As meeting spaces are shared by everyone, we recommend that they are treated like landmarks in the workplace, and color coded with an accent color to reflect their size and type for easy orientation and wayfinding.

The recommended sizes and numbers of enclosed meeting rooms are as follows:

	No. per SEAT	SIZE (sf)	@ 200 SEATS...
Phone (1-2P)	1:20	60	10
Huddle (3-5P)	1:40	120	5
Small (6-8P)	1:40	200	5
Medium (8-12P)	1:80	300	3
Large / Board (14-18P)	1:100	500	2
Multi-Purpose (18-36P)	1:200	800	1

Open meeting spaces, on the other hand, vary in size but should generally cater to 2-4P per setting. Teams should be able to access an open meeting space easily, as an alternative to an enclosed meeting room.

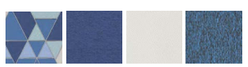
Phone Rooms are highly utilized types of meeting spaces, and the Large Conference Room / Boardroom is often frequented by visitors. For these reasons, both space types should be **designed in a similar tone to Lobby / Reception Areas** (see chapter 9) - one that is more directly branded as "Lam Research".



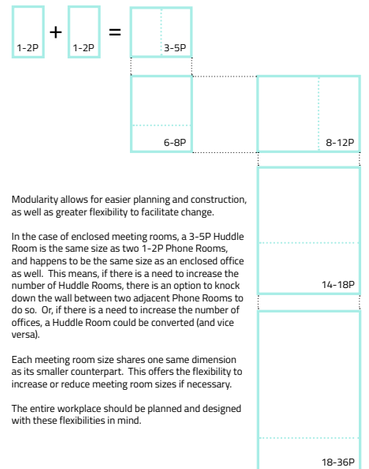
Huddle Rooms, Small Conference Rooms, and Medium Conference Rooms should be **accented with color**. Shades of **green, purple, or orange** are good choices as they respond to nature, growth, ambition, stimulation and creativity. Reds and yellows should be avoided, as they can be a bit too intense.

Multi-Purpose Rooms should embrace a more **dynamic, vibrant palette**.

While open meeting spaces should be a little more subdued, in **tones of blue**.



MODULARITY



Modularity allows for easier planning and construction, as well as greater flexibility to facilitate change.

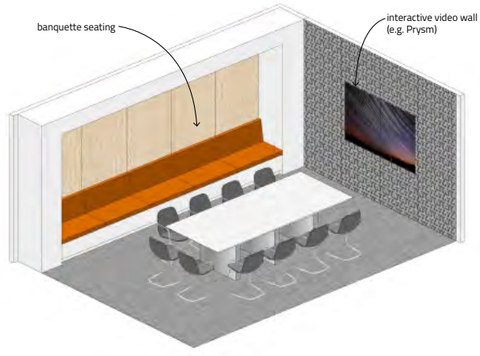
In the case of enclosed meeting rooms, a 3-5P Huddle Room is the same size as two 1-2P Phone Rooms, and happens to be the same size as an enclosed office as well. This means, if there is a need to increase the number of Huddle Rooms, there is an option to knock down the wall between two adjacent Phone Rooms to do so. Or, if there is a need to increase the number of offices, a Huddle Room could be converted (and vice versa).

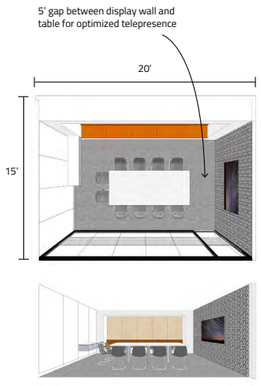
Each meeting room size shares one same dimension as its smaller counterpart. This offers the flexibility to increase or reduce meeting room sizes if necessary.

The entire workplace should be planned and designed with these flexibilities in mind.

olivia hyde

MEDIUM CONFERENCE ROOM (8-12P)





RECOMMENDATIONS

Medium Conference Rooms are bookable meeting spaces for conference calls and medium sized meetings.

Key elements to be incorporated:

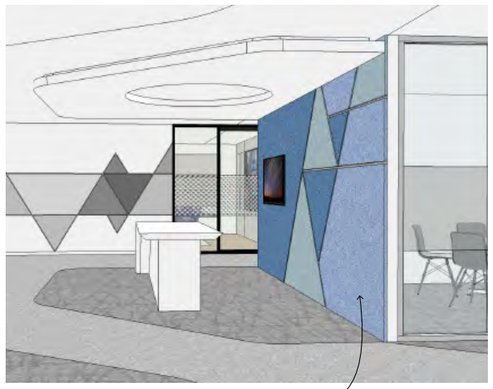
- full height glass front with glass door (black frame)
- privacy film on glazing (typically a frosted film from 30" above finished floor to 60" above finished floor – see page 23 for sample finishes)
- magnetic back-painted glass panels for writing
- 2 adjacent walls with acoustic finish
- acoustic ceiling
- credenza with a horizontal surface to serve catered food for lunch meetings
- perspective table
- banquette seating along the wall for additional seating capacity
- accent color

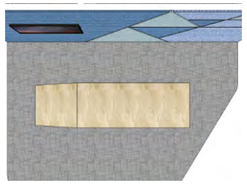
PLANNING AND ADJACENCIES

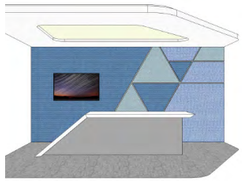
Medium Conference Rooms should be accessible in the open plan to teams within the building, as well as to groups from other buildings.

A landing space (see pages 48-49) should be located outside these rooms for pre- and post-meeting spill out. There should also be some buffer space between the room and any nearby workstation zones, so that when people gather outside the room, the acoustic impact on heads-down work is reduced.

BAR HEIGHT SPACES / LANDING SPACES







RECOMMENDATIONS

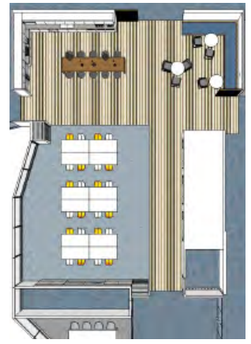
Bar Height Spaces / Landing Spaces are non-bookable open meeting spaces designed for quick stand up meetings. They are most useful right outside meeting rooms for pre- and post-meeting spill out.

Key elements to be incorporated:

- acoustic wall
- acoustic ceiling
- accent color

PLANNING AND ADJACENCIES

Stand up meeting spaces are ideal in high foot traffic areas. These include spaces right outside meeting rooms, along corridors, near hydration stations, etc.



EQUIPMENT

As the Town Hall duals as a large break room, it should be equipped with the following:

- refrigerator
- sink
- dishwasher
- water filter
- microwave
- coffee machine
- vending machine (optional)
- recycling bins
- trash
- compost receptacles (as required per local jurisdiction)

PLANNING AND ADJACENCIES

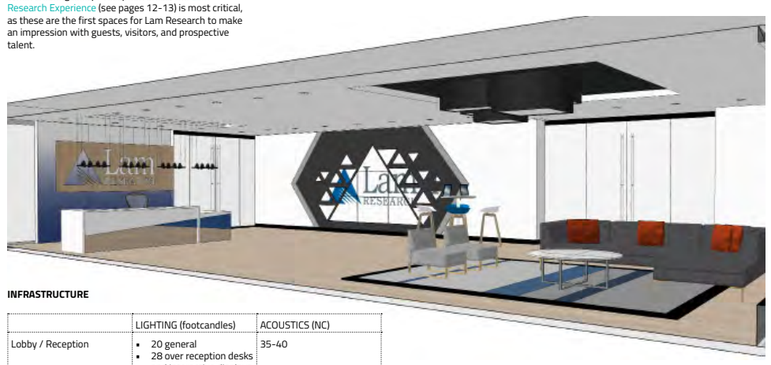
The Town Hall should be centralized and accessible to teams within the building, as well as to groups from other buildings.

There should be no more than one per building, to facilitate more chance interaction between teams.

As break areas are typically "noisy" zones, it is highly recommended to plan small collaboration spaces (e.g. Open Meeting Tables - see pages 54-55) on the periphery to act as a buffer space with workstation zones.

9. Lobby / Reception Areas

When creating lobby / reception areas, the Lam Research Experience (see pages 12-13) is most critical, as these are the first spaces for Lam Research to make an impression with guests, visitors, and prospective talent.



INFRASTRUCTURE

	LIGHTING (footcandles)	ACOUSTICS (NC)
Lobby / Reception	• 20 general • 28 over reception desks and interactive displays	35-40

NOTES:
- please refer to local codes for energy requirements, which may suggest more complex requirements for lighting e.g. California Title 24
- please coordinate placement of switches and outlets with color back glass / tv screen / fabric panel locations

RECOMMENDATIONS

Lobby spaces are unstaffed waiting areas, while Reception Areas are hosted by a receptionist, complete with a check-in / reception desk, waiting space, and digital displays. A sample layout is shown on the left, and in the next two pages.

Key elements to be incorporated:

- a refined, reserved, but welcoming look and feel
- higher end materials to convey appropriate sophistication and achievement, without looking too expensive
- blond timber floor finish
- accent lighting over reception desk and seating areas
- accent carpet under seating areas

PLANNING AND ADJACENCIES

The office areas should be fully secured from the Lobby / Reception Areas.

Lobbies should be no smaller than 100sf.

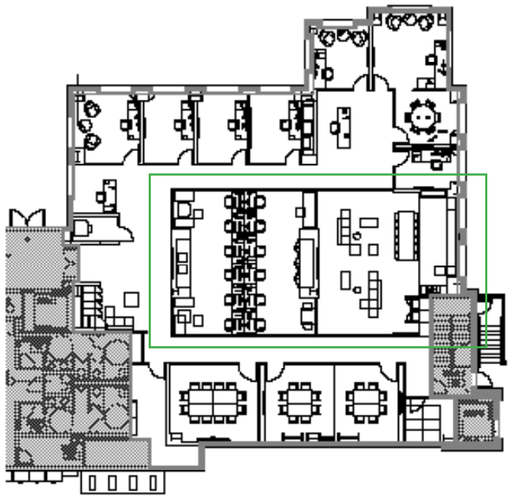
Reception Areas should be no smaller than 400sf.

Index of Other Works

olivia hyde

Citi Ventures Innovation Center

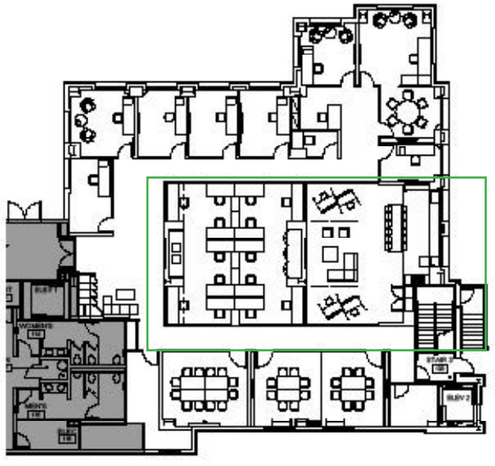
Existing Plan



SUMMARY

	Existing
Private Offices	7
Workstations	15
TOTALS	22

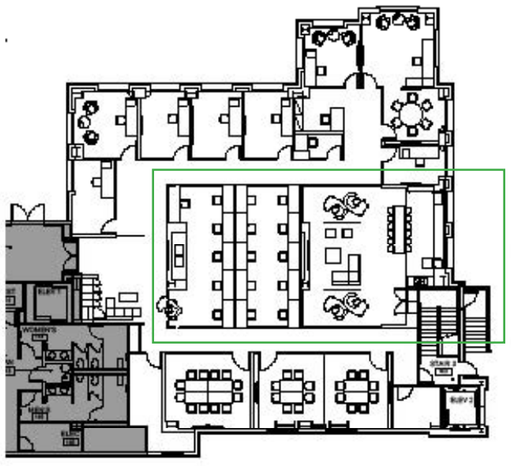
Option 1



SUMMARY

	Existing	Provided
Private Offices	7	8 (+1)
Workstations	15	15 (+0)
TOTALS	22	23 (+1)

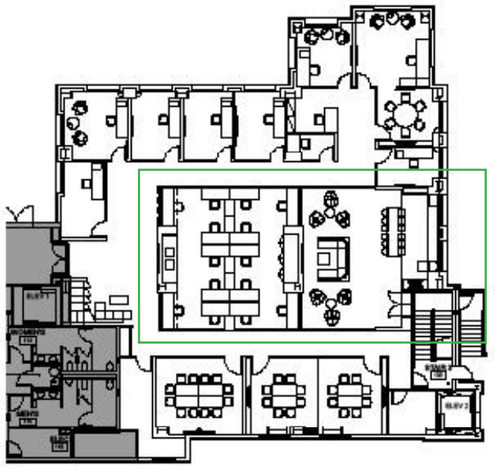
Option 2



SUMMARY

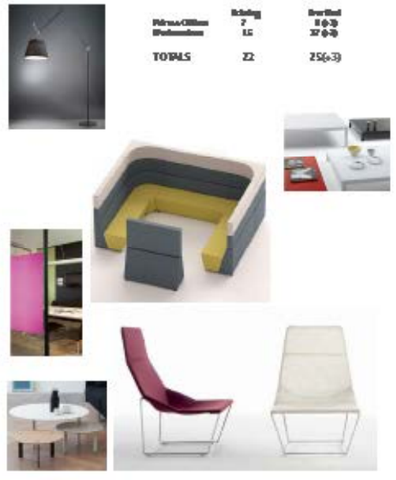
	Existing	Provided
Private Offices	7	8 (+1)
Workstations	15	17 (+2)
TOTALS	22	25 (+3)

Option 3



SUMMARY

	Existing	Provided
Private Offices	7	8 (+1)
Workstations	15	17 (+2)
TOTALS	22	25 (+3)



Citi Ventures

SPACE VISION
Major Program Areas

CEC

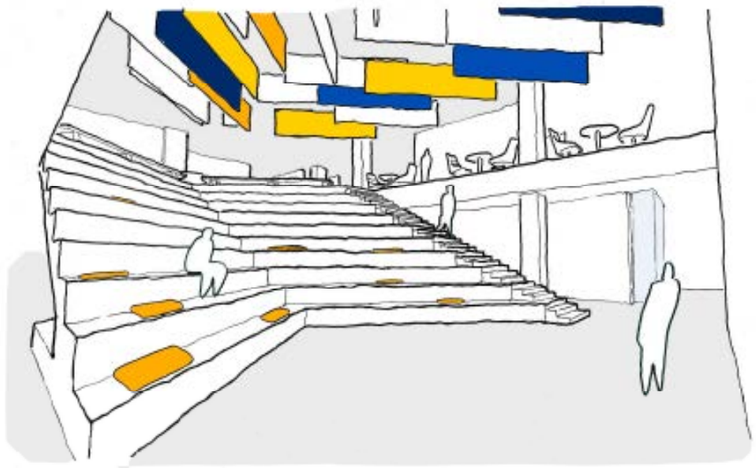
EXECUTIVE OFFICES

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

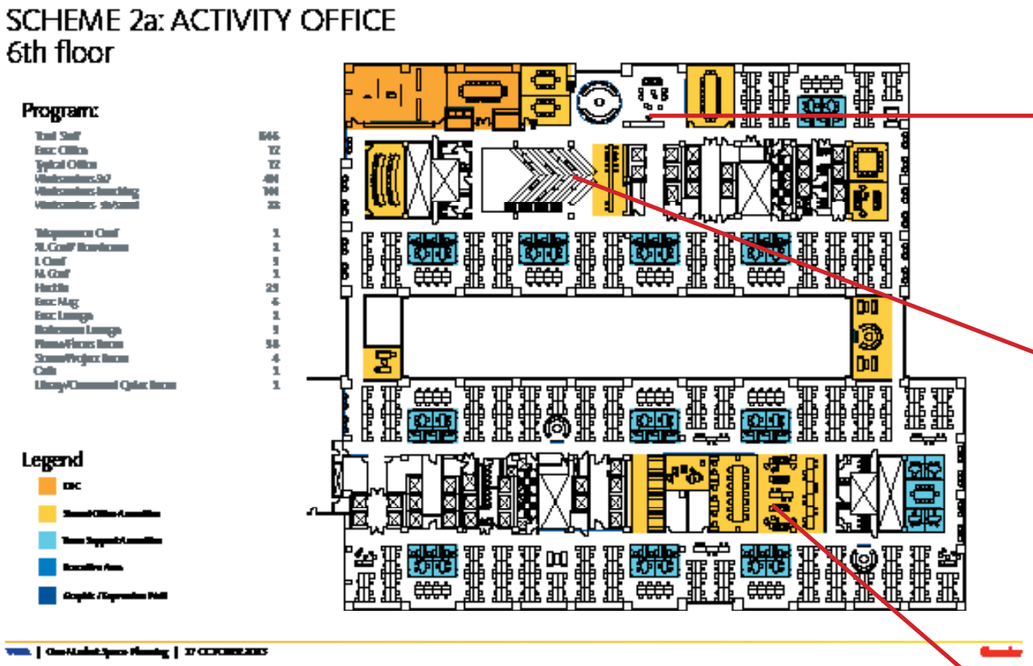
Floor plan layout that explores smaller footprint workstations and offices and provides a variety of shared spaces.

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.

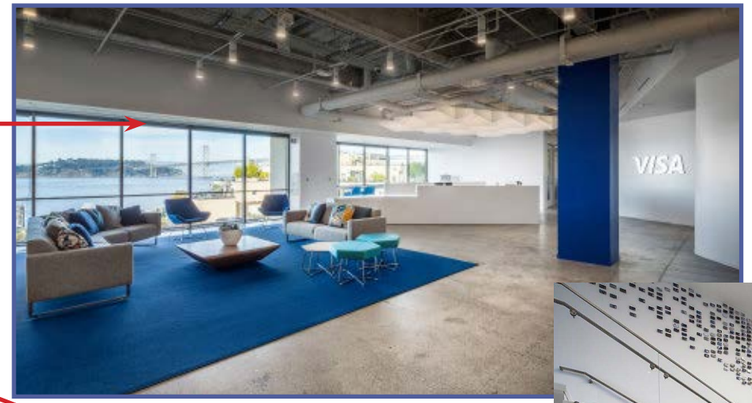
The layout allows Visa employees to 'work everywhere', finding workspaces that fit their task, team, or mood throughout the day.

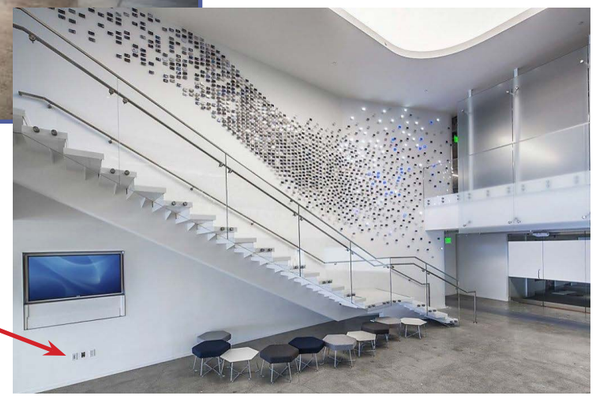

SCHEME 2a: ACTIVITY OFFICE
6th floor

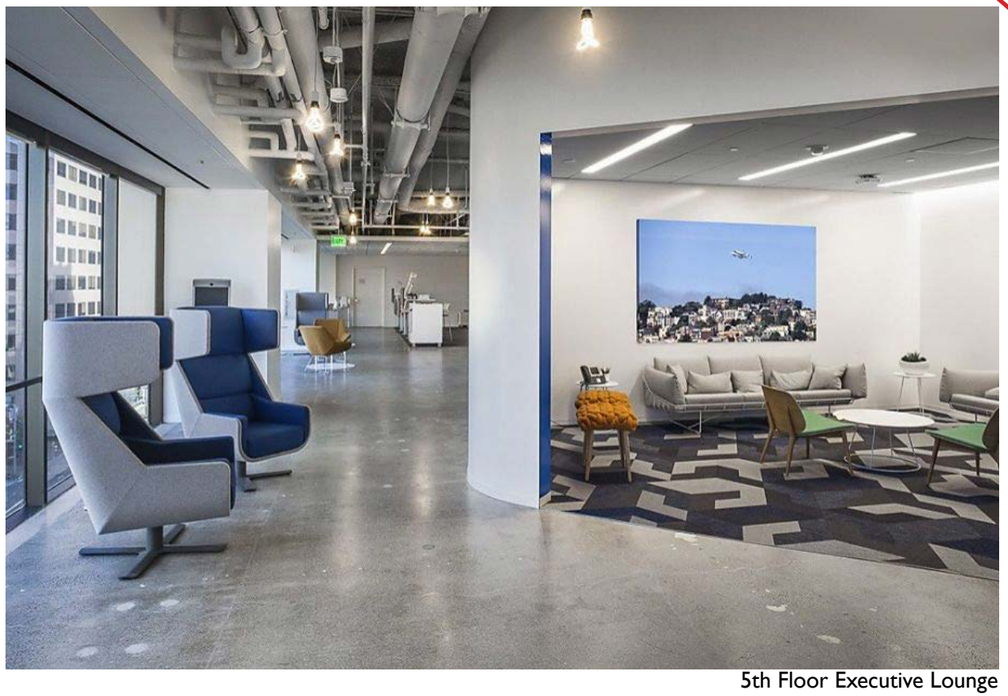
Program:

Total Staff	646
Exec Office	12
Typical Office	12
Workstations 5x7	404
Workstations Inbuilding	104
Workstations - sta/small	22
Telepresence Conf	1
XL Conf/ Boardroom	1
L Conf	5
M Conf	1
Huddle	29
Exec Mag	6
Exec Lounge	1
Bathroom Lounge	5
Phone/Focus Room	58
Storm/Project Room	4
Cafe	1
Library/Command Quiet Room	1

Legend







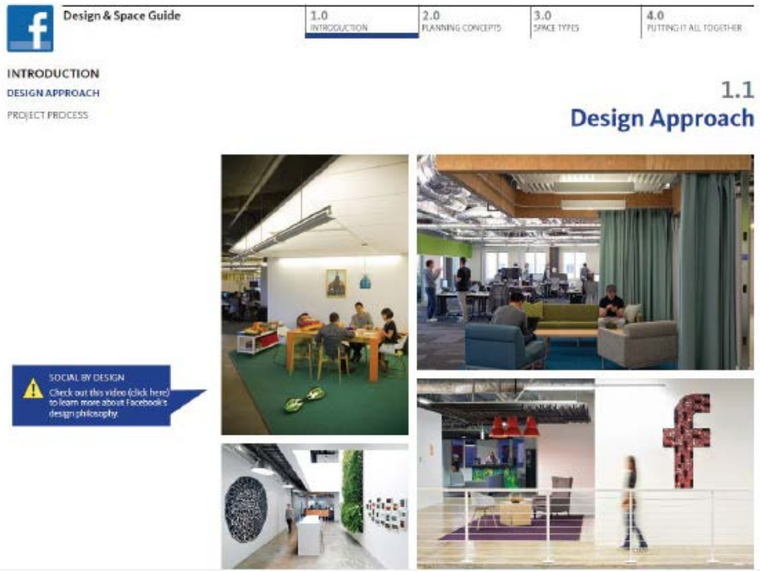
5th Floor Executive Lounge

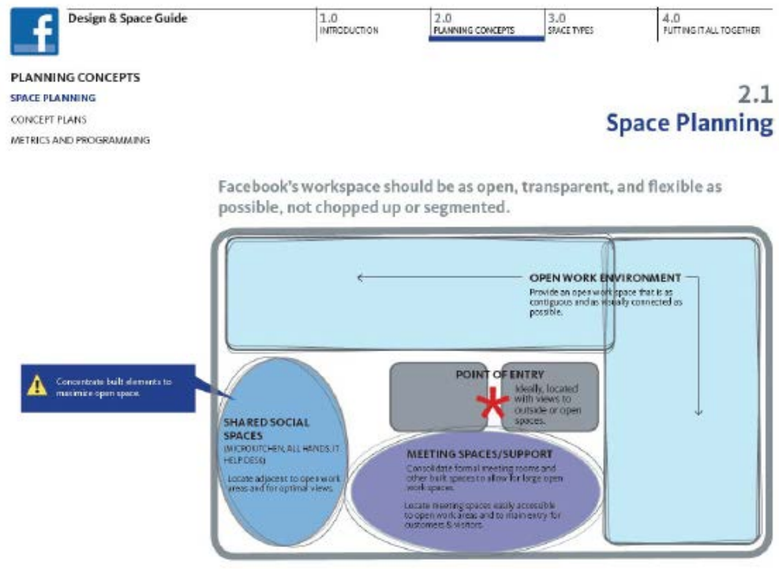
Facebook, Seattle

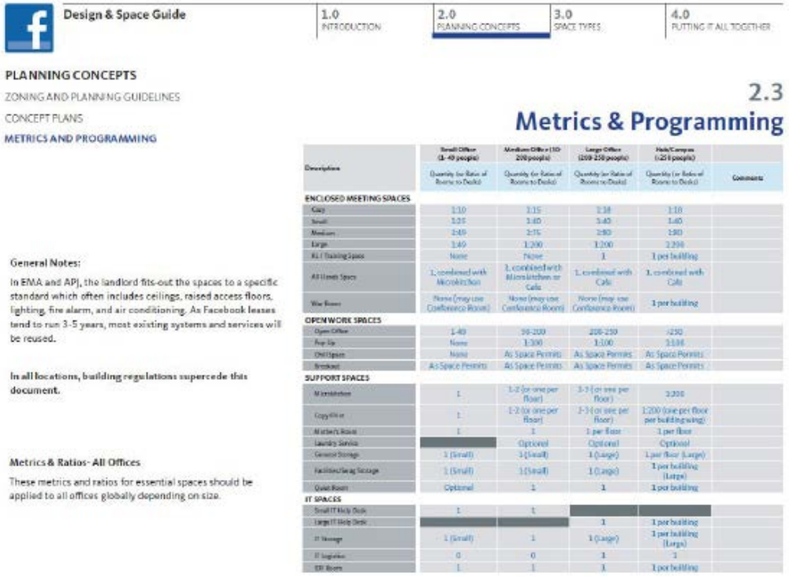
Design & Space Guide

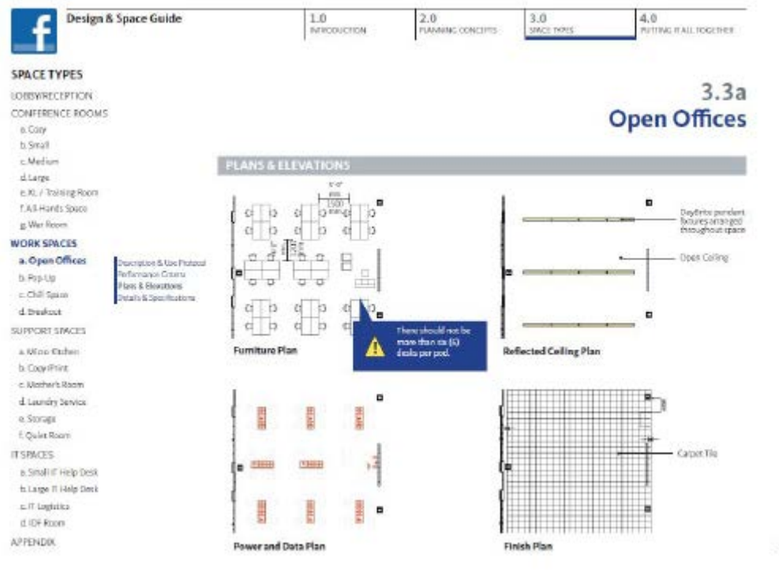
Design & Space Guide

Version 3.0
Updated
21 February 2013



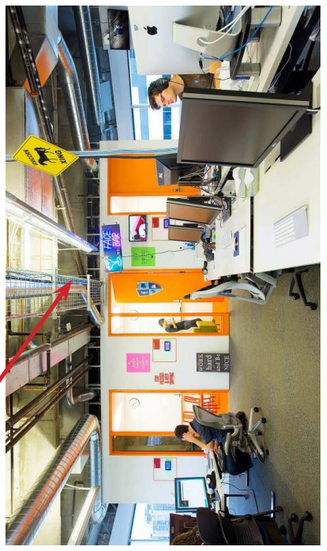


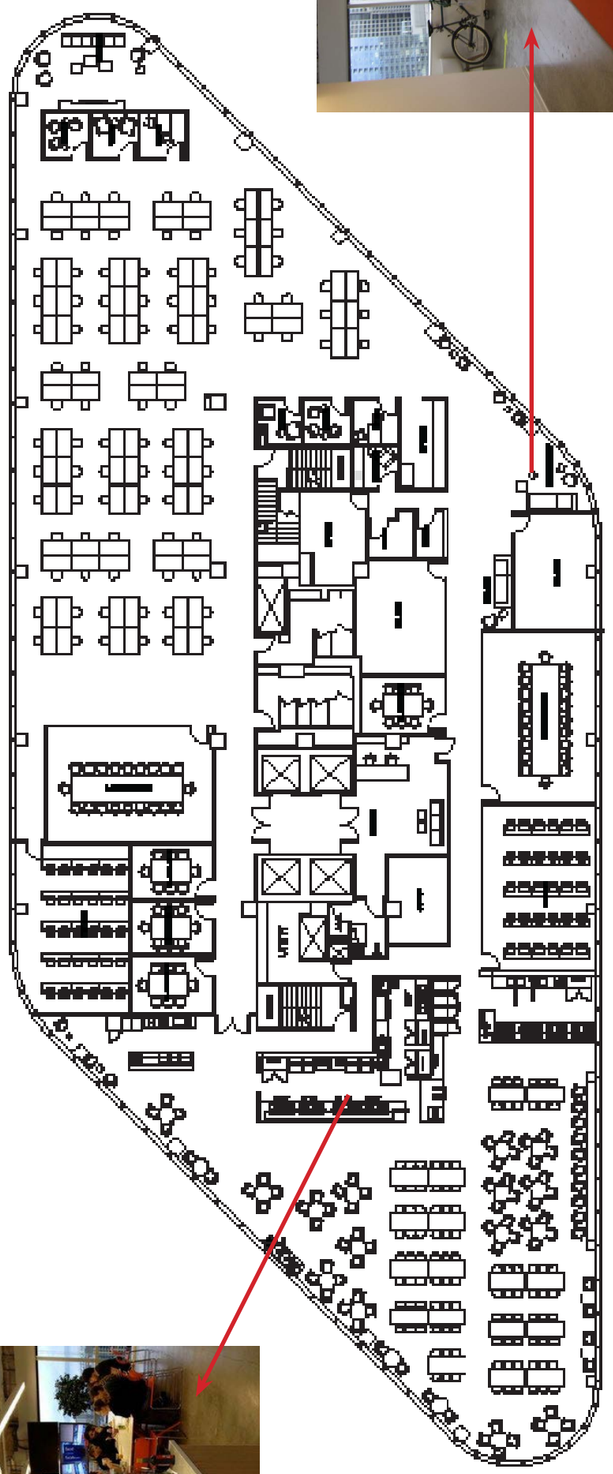


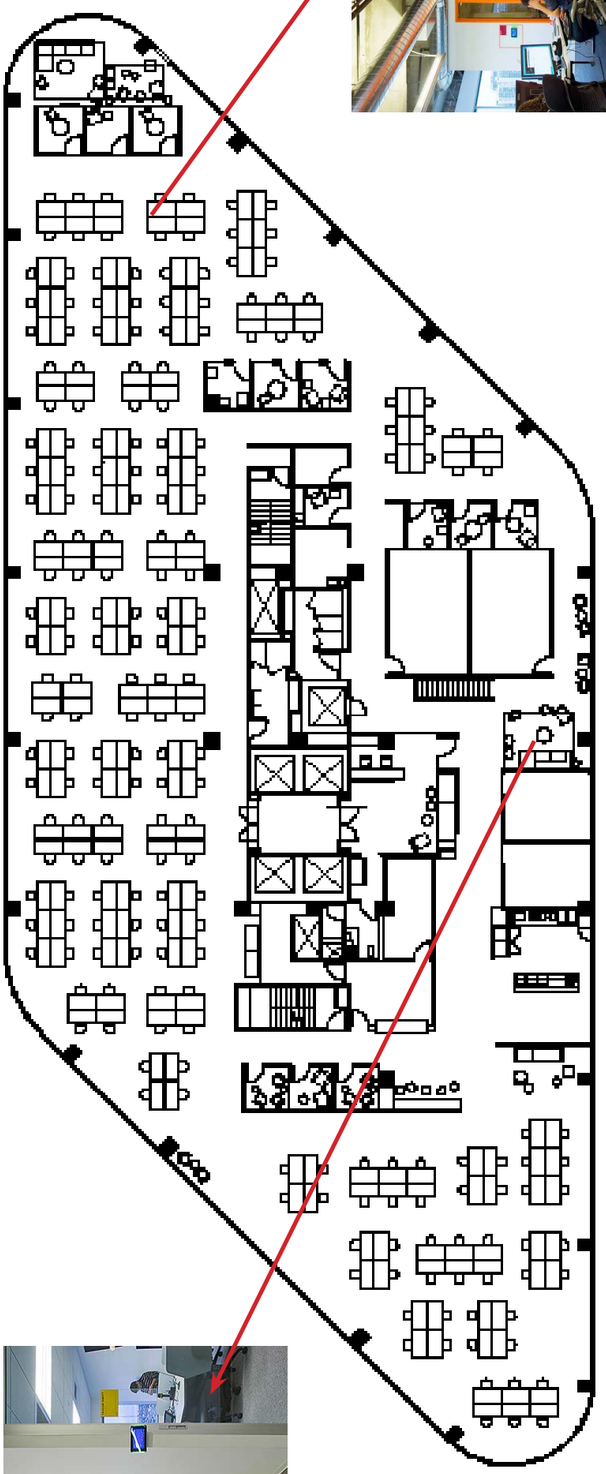


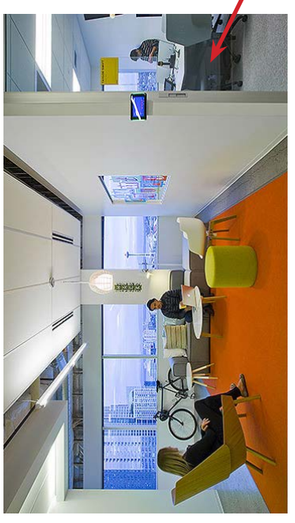
olivia hyde

Facebook Seattle





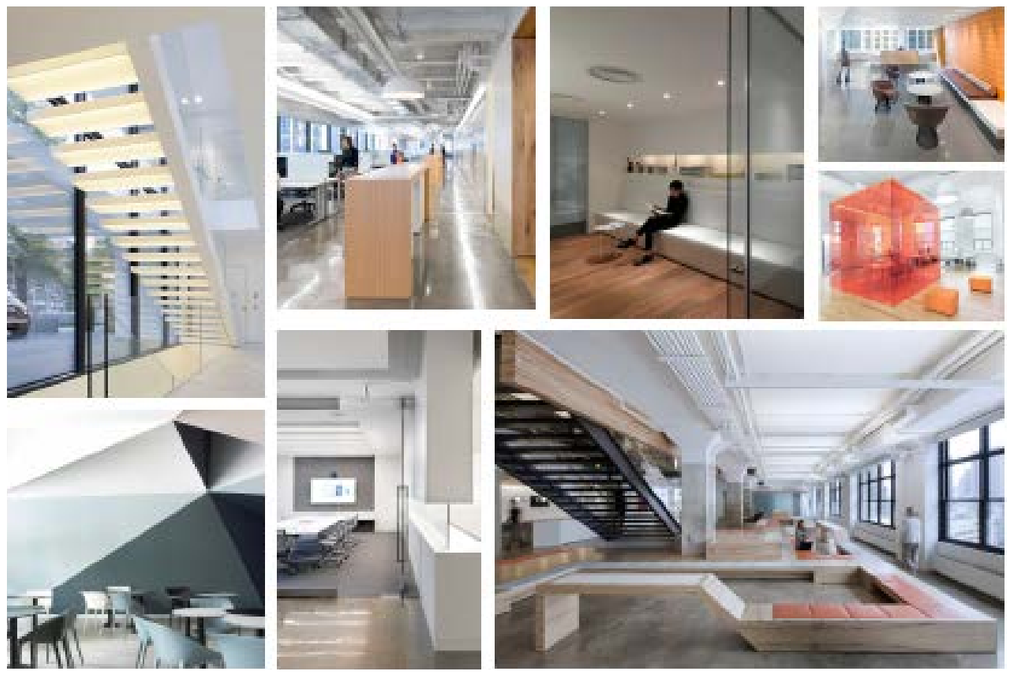




olivia hyde

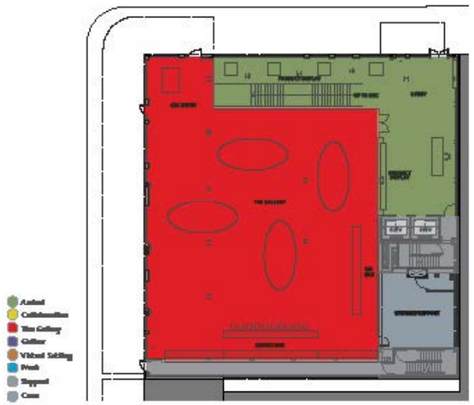
Samsung, NYC

Workplace
Workplace
Workplace
The Commons
Executive Briefing Center
Customer Experience Center

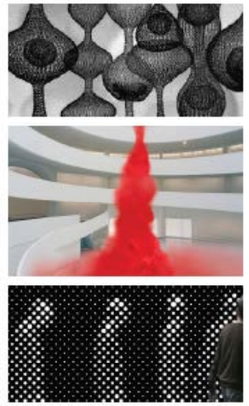


Samsung, NYC

Level 1 | Customer Experience Center

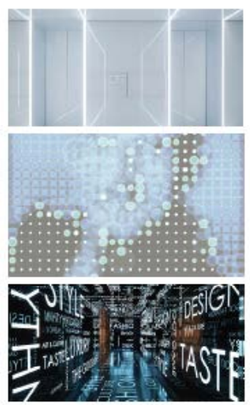


Inspiration

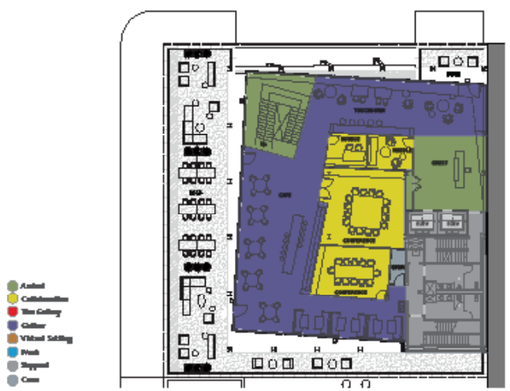


Level 2 | Executive Briefing Center

Inspiration



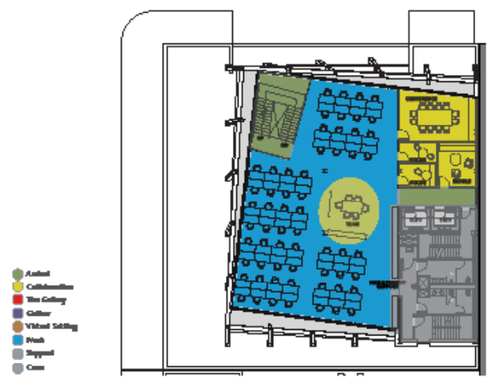
Level 3 | The Commons



Level 3 Summary

Workspace Quantity	8
Collaboration Seat Quantity	203

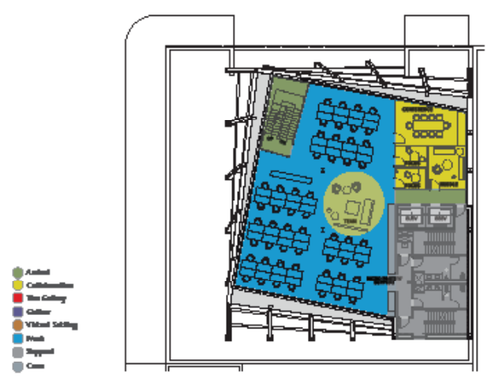
Level 4 | Workplace



Level 4 Summary

Workspace Quantity	63
Collaboration Seat Quantity	26

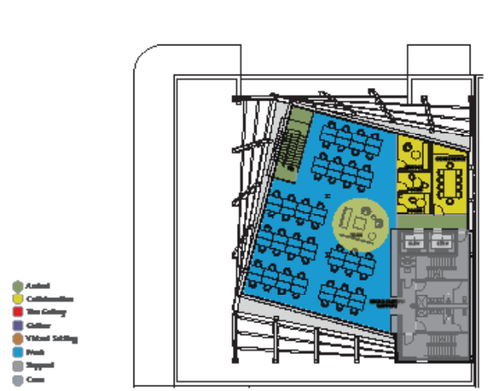
Level 5 | Workplace



Level 5 Summary

Workspace Quantity	63
Collaboration Seat Quantity	26

Level 6 | Workplace



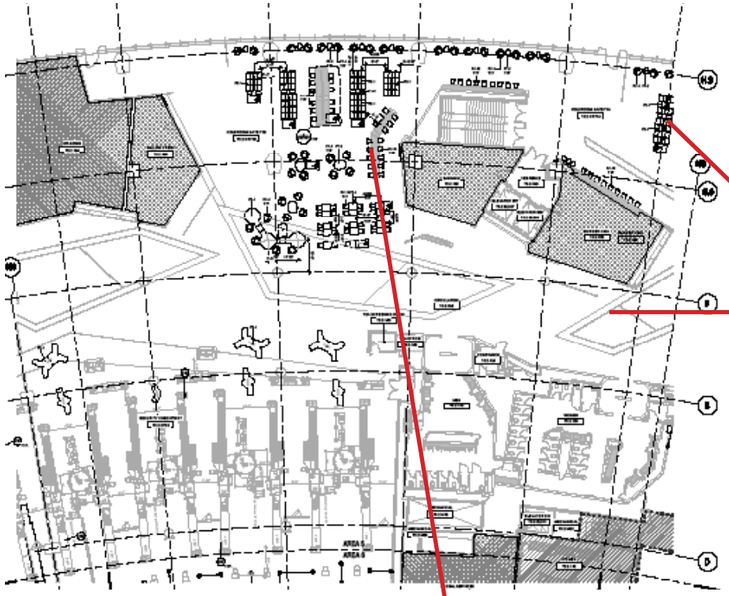
Level 4-6 Workplace Summary

Level 4	
Workspace Quantity	69
Collaboration Seat Quantity	26
Level 5	
Workspace Quantity	63
Collaboration Seat Quantity	26
Level 6	
Workspace Quantity	63
Collaboration Seat Quantity	26
Total	
Workspace Quantity	264
Collaboration Seat Quantity	79

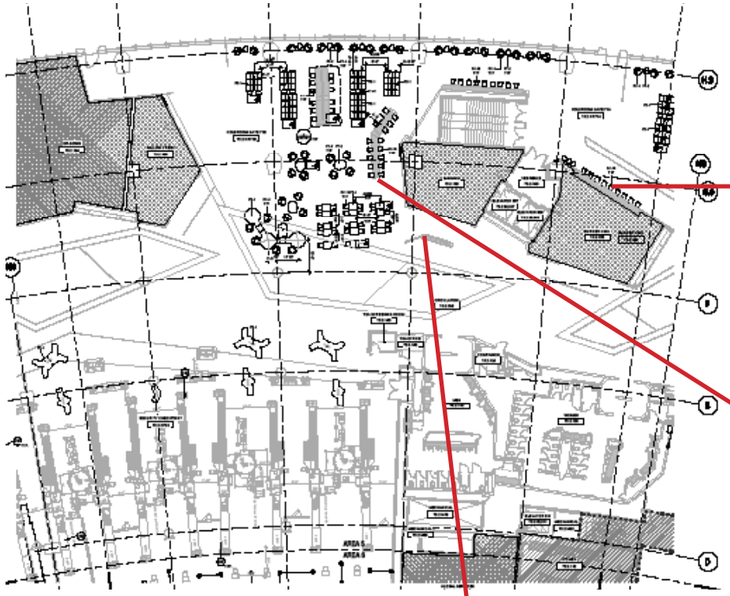
Staff as Collaboration Seat Ratio 2:3

Building NSF for Levels 1-6 (Includes The Commons)	37,000 SF
Total Staff	264
Total NSF per Staff	94 NSF/Staff

SFO Terminal 3 East



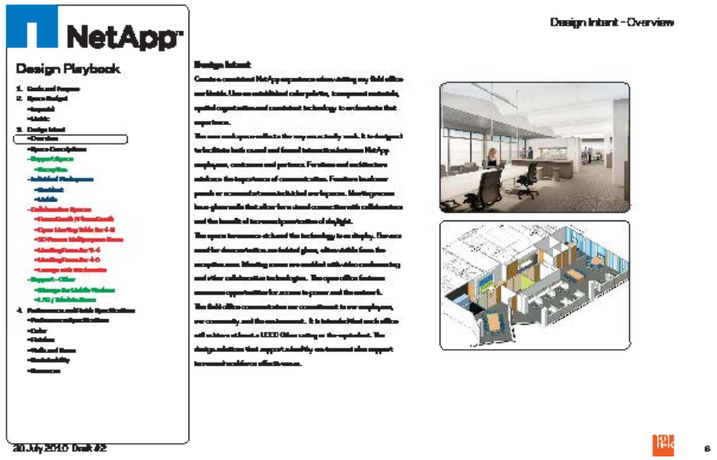
SFO T3 East

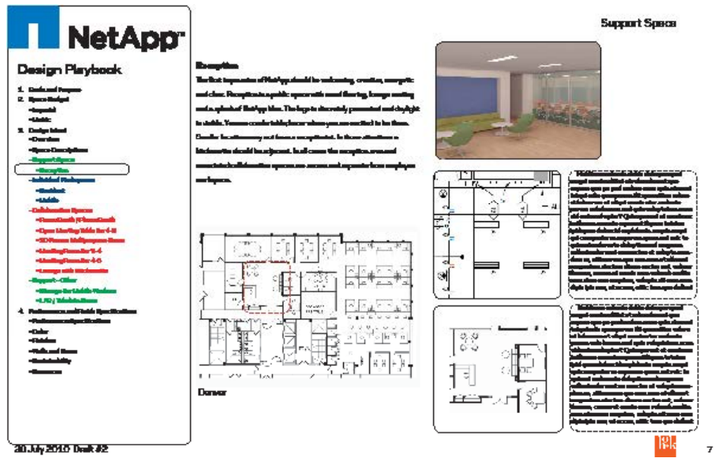


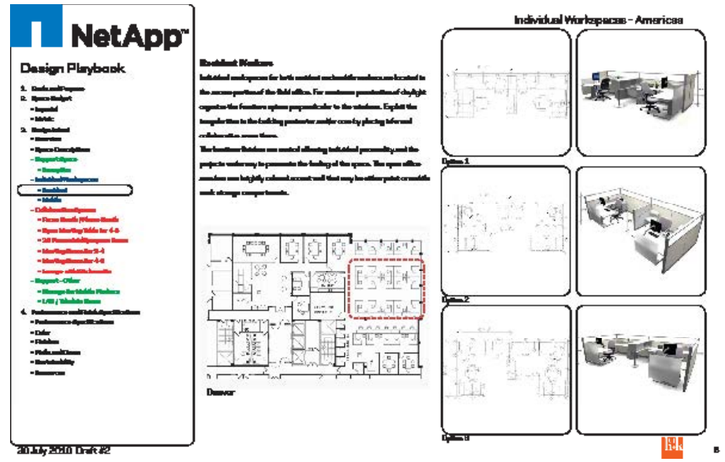
NetApps Playbook

olivia hyde

NetApps Playbook



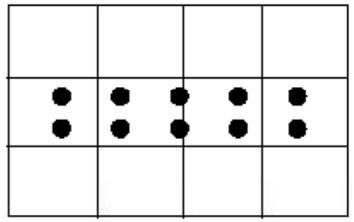




The NetApp Playbook was designed for NetApp, an online cloud company, which was looking to open offices internationally. While working at HOK, I worked on this design handbook that was then distributed to local firms to carry-out the vision HOK had developed with NetApp for their branded office spaces. The chapters included open layout office, private office, small, medium, and large meeting space, lounge and reception, among others. There were minor adaptations for North America, Europe, and Asia.

Patterns: Songza

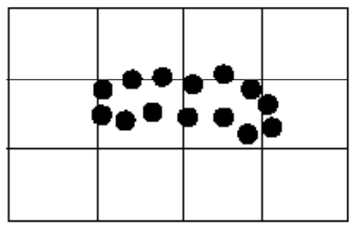
Beginning Layouts: Participants placed in couplets along a row. They are given a first instruction, a minute, and then a second instruction. The task is completed once they have chosen someone they may want to go to a concert with.



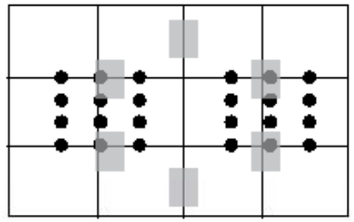
1. Say something nice to the person next to you

2. Choose a someone you may want to go to a concert with.

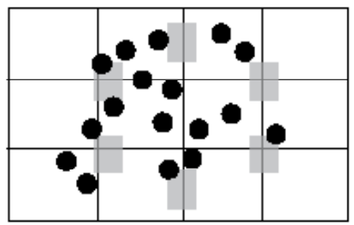
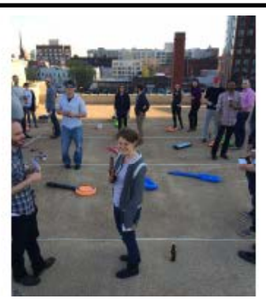
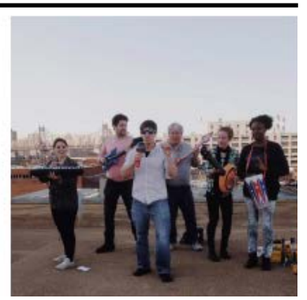
Assessments: Participants exhibited an extraordinary sense of inclusion. Rather than choosing the person with whom they had formed a quick bond, the team linked arms in one giant circle with the people all around them. They evidenced deeper bonds and concern for all members of the team.



Beginning Layouts: Participants were placed in two equal groups. Images were distributed throughout the space for participants to look at. They were then given a que to promote personal spacial identification.



1. Look at images of different venues.

2. Draw what mode of transportation you'll use to get there.

Assessments: Participants observed and drew on a primarily individual basis, wit about 30 percent of participants observing socially. When asked to perform a task, they did so individually, but mostly in group orientation.