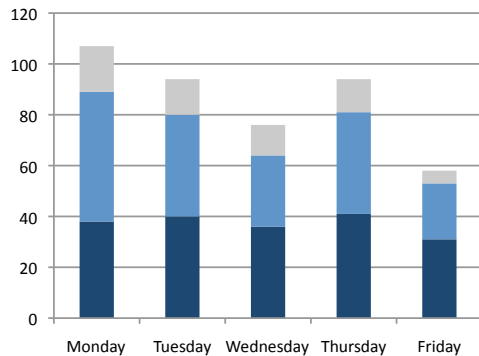
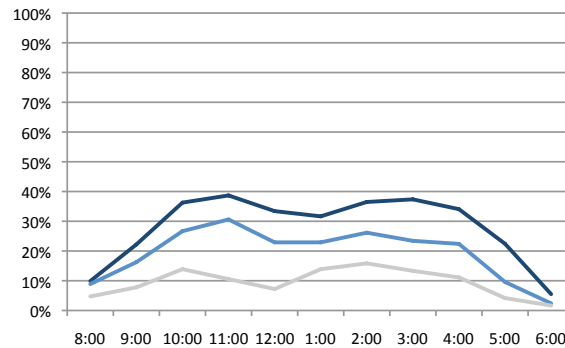


Individual Spaces

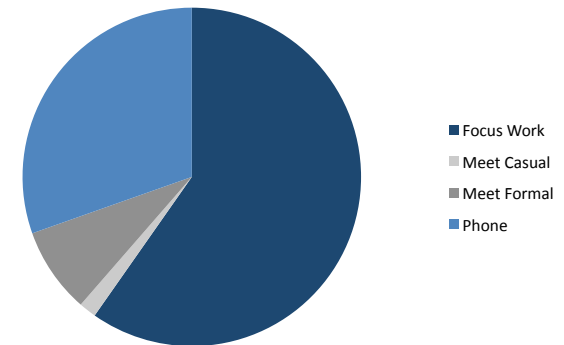
Occupied Individual Seats by Day



Percent Occupied Individual Seats by Hour



Individual Seat Use

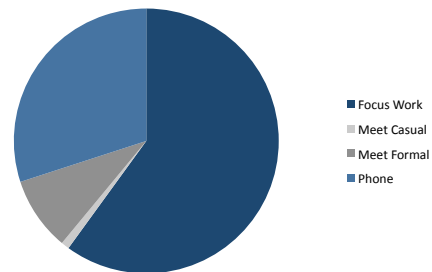
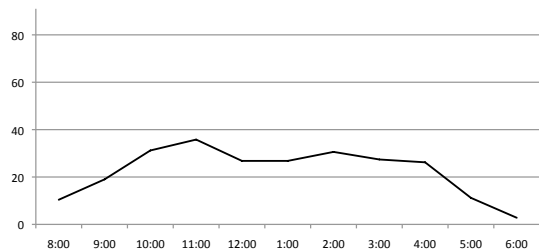


Ashburn is the most popular office by percentage of occupied seats throughout the day. Between 10:00 and 3:00, **Ashburn had a 36% occupancy in individual seats**. In the same time window, Westpark had 13% and Greensboro had 25% occupancy.

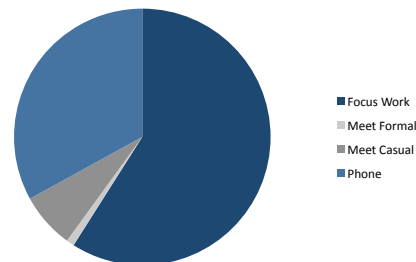
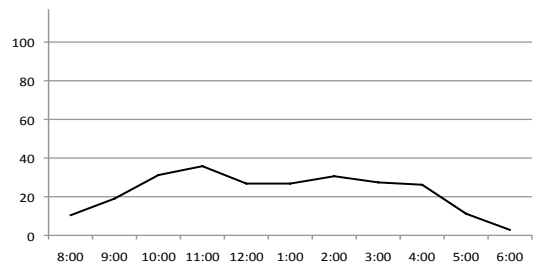
Ashburn had the busiest average occupation on Tuesday at 2:00 pm, with 40 of 92 seats occupied. Greensboro hosted the most users at any time on Monday at 11:00 am when 51 seats were occupied. (Greensboro has 117 seats available.)

Individual Spaces by Location

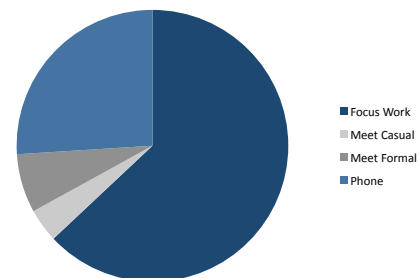
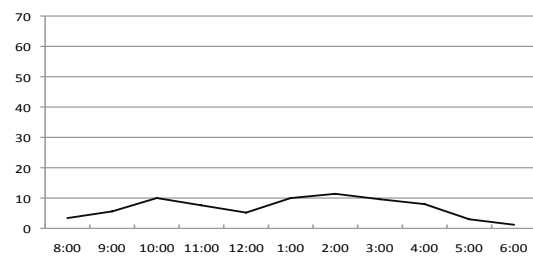
Ashburn



Greensboro

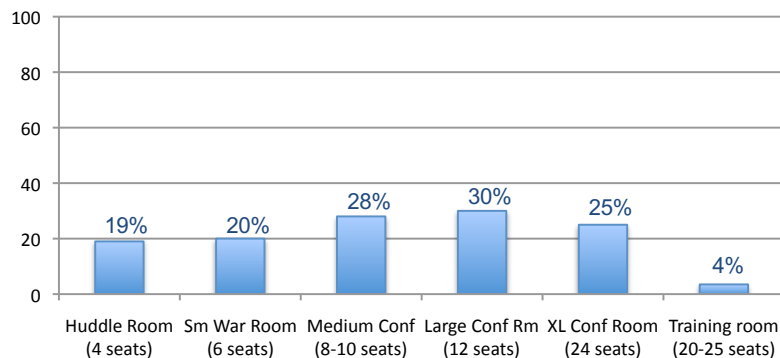


Westpark

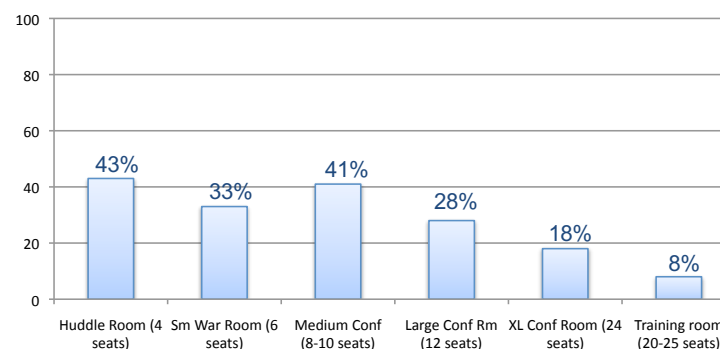


Meeting Spaces

Meeting Room Occupancy



Meeting Room Capacity Utilization



The Large Conference rooms, which seat 12 people were the most frequently utilized rooms, in use 30% of the time. Huddle rooms host an average of 1.7 people per meeting (of 4 person capacity; the War Room at Westpark hosts an average 2 people per meeting (of 6 person capacity); the medium size conference rooms host an average of 3.7 people per meeting (of an average 9 person capacity); the large conference rooms host an average of 3.4 people per meeting (of 12 person capacity); and the XL conference rooms at Ashburn and Greensboro host an average of 5 people per meeting (or 24 person capacity).

The training rooms were never in use for training or meeting purposes. The Greensboro training room occasionally had a person on a cell phone in the space.

Gather/Amenity Spaces – Open Meet Clusters



0%
occupied

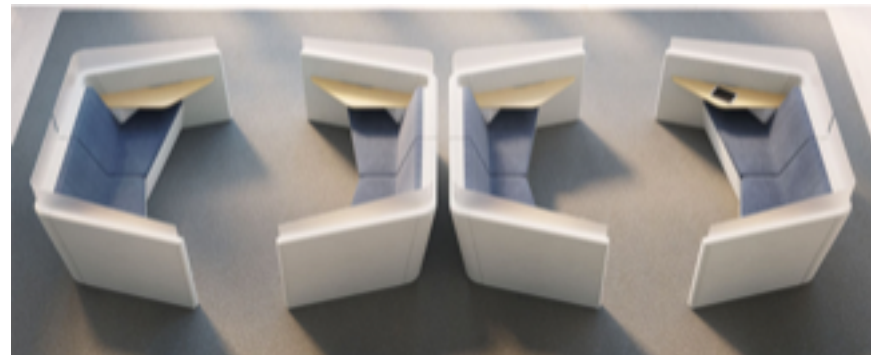


22%
occupied

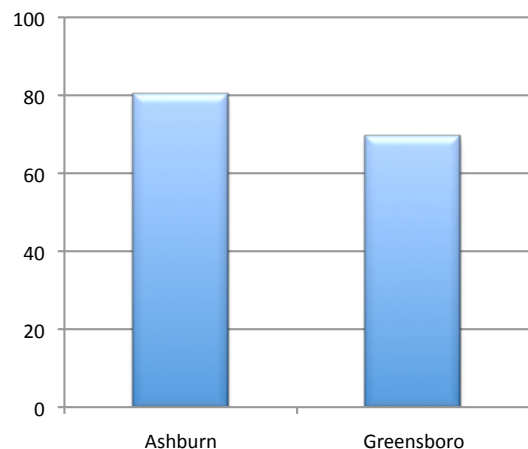


0%
occupied

These 'Open Meet' clusters represent a missed opportunity for acoustic sound dampening and meeting spaces. Users currently spend 10% of their time at individual stations involved in casual or formal style meetings. Open meet clusters could be used for impromptu meetings, quick conversations, or as a way of replacing low-decibel huddle room use. The following style of arrangement could fulfill these use behaviors and activate this style space.



Gather/Amenity Spaces – Reception



Reception was the most regularly occupied space in both facilities, averaging 75% occupied.

Especially at Ashburn, there was a common practice of employees stopping to say hello and catch up with each other in reception spaces.

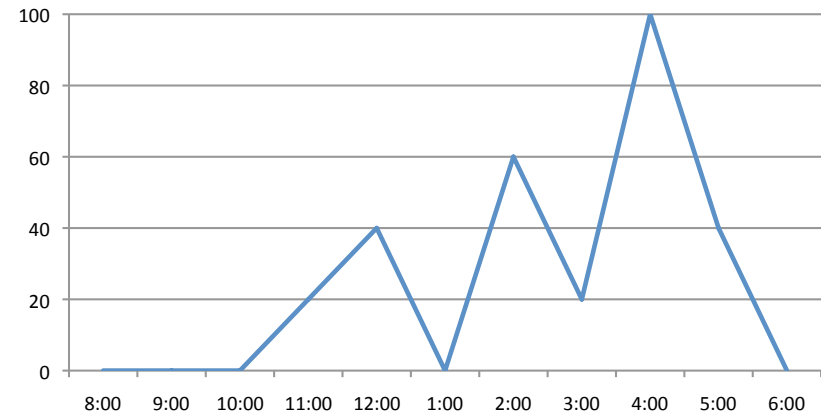
Reception as a programmatic element, is a large opportunity for companies to activate a low-density meeting area as a casual meeting space, or a spot to say hello quickly to a client. Adding the right furniture, like a high top table or 3-4 chair facing layout can make a quick difference in reclaiming reception square footage as casual meeting space.



Gather/Amenity Spaces – Games



Foosball Use by Hour at Ashburn

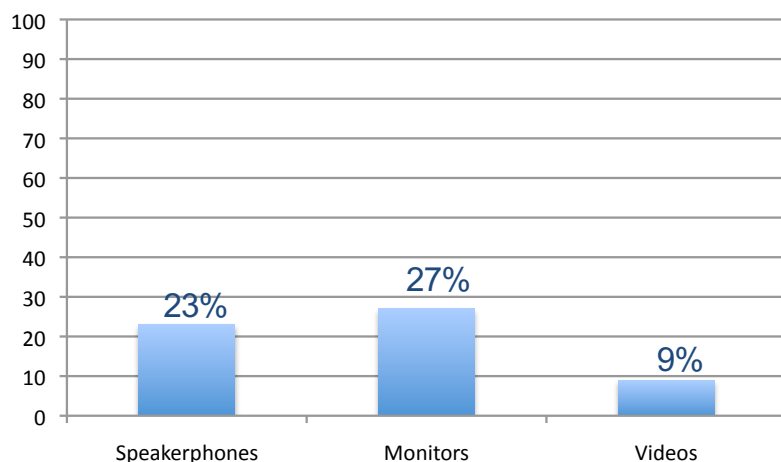


Having this much fun at work is the key ingredient to a loyal, enthusiastic, creative and engaged employee population. Looking at the time chart, we see that most use is end-of-day activity and lunch time. The most important spike to note is the 2:00 spike, an hour typically associated with the afternoon slump. **Employees have used the 2:00 hour to combat an otherwise sleepy hour of the day.** By taking 20 minutes to activate themselves, they renew their energy level and head back at a more productive level than had they tried to work through the exhaustion.

An interest in increased gaming and socialization was noted in interviews and in passing comments. It is recorded as a top priority at Level 3 Northern Virginia sites. **The existing games space is observed to be working effectively at Ashburn facility and its expanded activation is recommended.** No use was recorded at Greensboro, despite an existing foosball table.

Technology

Technology Use at Westpark, Greensboro, and Ashburn



The use of technology was recorded quantitatively in meeting room locations. Monitors were the most frequently used piece of technology, being used in 27% of meetings where this technology was in the room. Based on interviews, there is little technology support which results in employees often not utilizing available technology.

Also, because some rooms with technology have been observed in single or double-occupant use, the use of a monitor is decreased. Video and speakerphone use is dependent on how often the room is used for a multi-location meeting.

Importantly, it was noted that most employees work from laptops. These laptops are able to be hooked into desk-top monitors and are regularly carried home or around the office. Because this technological behavior is in use, **there is no technology-based reason that employees need to stay at their assigned desk the full day.** This likely facilitates the well-liked flex work policies as well.