

Design & Space Guide

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Version 3.0
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1.1 Design Approach

INTRODUCTION
DESIGN APPROACH
PROJECT PROCESS

SOCIAL BY DESIGN
Check out the video (click here) to learn more about Facebook's design philosophy

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2.1 Space Planning

PLANNING CONCEPTS
SPACE PLANNING
CONCEPT PLANS
METRICS AND PROGRAMMING

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

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2.3 Metrics & Programming

PLANNING CONCEPTS
ZONING AND PLANNING GUIDELINES
CONCEPT PLANS
METRICS AND PROGRAMMING

General Notes:
In EMA and APJ, 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 tend to run 3-5 years, most existing systems and services will be reused.

In all locations, building regulations supercede this document.

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

Description	Small Office (3-49 people)	Medium Office (50-200 people)	Large Office (200-250 people)	Hub/Campus (250+ people)	Comments
	Quantity (or Ratio of Rooms to Desk)	Quantity (or Ratio of Rooms to Desk)	Quantity (or Ratio of Rooms to Desk)	Quantity (or Ratio of Rooms to Desk)	
ENCLOSED MEETING SPACES					
Small	1:10	1:15	1:20	1:30	
Medium	1:25	1:40	1:45	1:60	
Large	1:40	1:70	1:80	1:90	
XL / Training Space	None	None	1	1 per building	
All Hands Space	1, combined with Microkitchen or Cafe	1, combined with Microkitchen or Cafe	1, combined with Cafe	1, combined with Cafe	
War Room	None (may use Conference Room)	None (may use Conference Room)	None (may use Conference Room)	1 per building	
OPEN WORK SPACES					
Open Office	1:40	50-200	200-250	250	
Hot Desk	None	1:300	1:300	1:300	
Director	As Space Permits	As Space Permits	As Space Permits	As Space Permits	
Breakout	As Space Permits	As Space Permits	As Space Permits	As Space Permits	
SUPPORT SPACES					
Microkitchen	1	1-2 (or one per floor)	2-3 (or one per floor)	2:200	
Copy Print	1	1-2 (or one per floor)	2-3 (or one per floor)	1:200 (one per floor per building wing)	
Nurse's Room	1	1	1 per floor	1 per floor	
Laundry Service	Optional	Optional	Optional	Optional	
General Storage	1 (Small)	1 (Small)	1 (Large)	1 per floor (Large)	
Facilities/Log Storage	1 (Small)	1 (Small)	1 (Large)	1 per building (Large)	
Quiet Room	Optional	1	1	1 per building	
IT SPACES					
Small IT Help Desk	1	1	1	1	
Large IT Help Desk			1	1 per building	
IT Storage	1 (Small)	1	1 (Large)	1 per building (Large)	
IT Logistics	0	0	1	1	
IT Room	1	1	1	1 per building	

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3.3a Open Offices

SPACE TYPES
LOBBY/RECEPTION
CONFERENCE ROOMS
a. Copy
b. Small
c. Medium
d. Large
e. XL / Training Room
f. All Hands Space
g. War Room

WORK SPACES
a. Open Offices
b. Pop-Up
c. Chill Space
d. Breakout

SUPPORT SPACES
a. Micro Kitchen
b. Copy/Print
c. Mother's Room
d. Laundry Service
e. Storage
f. Quiet Room

IT SPACES
a. Small IT Help Desk
b. Large IT Help Desk
c. IT Logistics
d. IDF Room

APPENDIX

PLANS & ELEVATIONS

Furniture Plan
Description & Use Protocol
Performance Criteria
Plans & Elevations
Details & Specifications

Reflected Ceiling Plan
Daylight pendant fixtures arranged throughout space
Open Ceiling

Power and Data Plan
There should not be more than one (1) data per pod.

Finish Plan
Carpet Tile

Description	Small Office (1-40 people)	Medium Office (50-200 people)	Large Office (200-250 people)	HQ/Campus (251 + people)	Comments
	Quantity for Ratio of Rooms to People	Quantity for Ratio of Rooms to People	Quantity for Ratio of Rooms to People	Quantity for Ratio of Rooms to People	
ENCLOSED MEETING SPACES					
Cozy	1:10	1:15	1:18	1:18	
Small	1:35	1:40	1:40	1:40	
Medium	1:40	1:75	1:80	1:80	
Large	1:40	1:200	1:200	1:200	
XL/Training Spaces	None	None	1	1 per building	
All Hands Space	1 combined with MicroKitchen	1 combined with MicroKitchen	1 combined with café	1 combined with café	
War Room	None (may use Conference Room)	None (may use Conference Room)	None (may use Conference Room)	1 per building	
OPEN WORK SPACES					
Open Office	1-49	50-200	200-250		
Pop-Up	None	1:100	1:100	1:100	
Chill Space	None	As Space Permits	As Space Permits	As Space Permits	
Breakout	As Space Permits	As Space Permits	As Space Permits	As Space Permits	
SUPPORT SPACES					
Micro Kitchen	1	1-2 (or one per floor)	2-3 (or one per floor)	1:200	
Copy/Print	1	1-2 (or one per floor)	2-3 (or one per floor)	1:200 (one per floor per building wing)	
Mother's Room	1	1	1 per floor	1 per floor	
Laundry Service		Optional	Optional	Optional	
General Storage	1 (small)	1 (small)	1 (large)	1 per floor (large)	
Facilities Storage	1 (small)	1 (small)	1 (large)	1 per building (large)	
Quiet Room	Optional	1	1	1 per building	
IT SPACES					
Small IT Help Desk	1	1			
Large IT Help Desk			1	1 per building	
IT Manage	1 (small)	1	1 (large)	1 per building (large)	
IT Logistics	0	0	1	2	
IDF Room	1	1	1	1 per building	