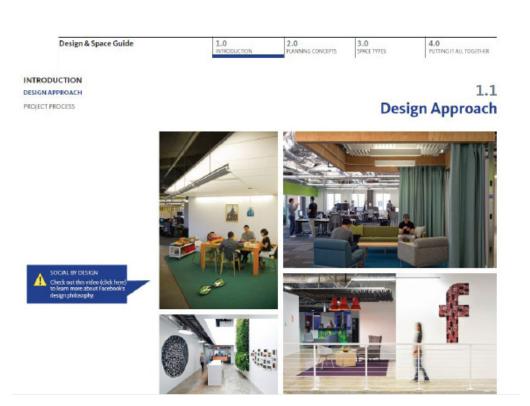
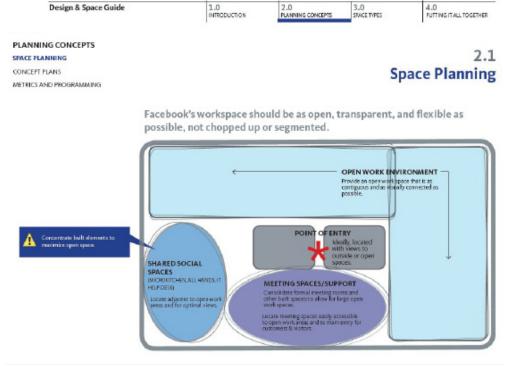
Version 3.0 Updated 21 February 2013

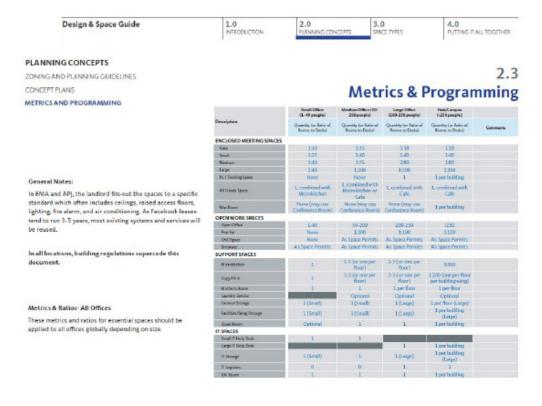
Design & Space Guide

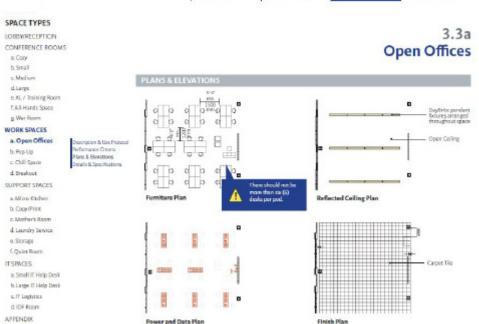




Design & Space Guide

Design & Space Guide





Description	Small Office (1-40	Medium Office (50-200	Large Office (200-250	HQ/Campus (251 +	
	people)	people)	people)	people)	
	Quantity for Ratio of	Quantity for Ratio of	Quantity for Ratio of	Quantity for Ratio of	Comments
	Rooms to People	Rooms to People	Rooms to People	Rooms to People	comments
ENCLOSED MEETING SPA					
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	
	1 combined with	1 combined with	1	1	
All Hands Space	MicroKitchen	MicroKitchen	1 combined with café	1 combined with café	
	None (may use	None (may use	None (may use	1 per building	
War Room	Conference Room)	Conference Room)	Conference Room)		
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	
MICIO KITCHEII	-	1-2 (of one per 11001)	2-3 (of one per 11001)	1:200 (one per floor per	
Copy/Print	1	1-2 (or one per floor)	2-3 (or one per floor)	bulding wing)	
Mother's Room	1	1	1 per floor	1 per floor	
	1	1 Ontional	·		
Laundry Service	1 (0 11)	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	