

wood. STALLION WESTGATE III

Toolbox

Toolbox Index



Lobby / Arrival / Visitor Zone

An entry point into the building – welcoming guests.



Focus Room

A private respite space for “head’s down” work that should not be interrupted.



Telephone Booth

A private place to take a private phone call or for a quiet moment of contemplation.



Warm Up / Cool Down

A space to take a quick break from their workstations to decompress, destress and recharge.



Conference / Training

Meeting space, training space and entertainment space during events.



Neighborhood Center

Hosts a range of nurturing activities, from grabbing a coffee, taking a moment to reflect, or having a conversation with colleagues.



Business Lounge

An alternative workspace. This lounge area includes more casual and lightweight seating.



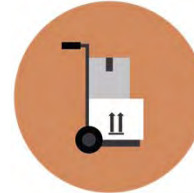
Work Café (Breakroom)

A break space for employees to use as a collaboration + social area.



Neighborhood

Daily workspace with private working environments for specific individuals and more collaborative co-working environments.



Designated Storage

Designated areas to store personal items, additional storage, supplies or training room equipment.



Open Meeting

Serves a variety of group sizes used by the staff as an additional workspace or overflow space.



Wellness / Mothers Room

Designated to new mothers to have time and privacy for pumping.



Coffee Bar / Copy Workroom

Printing and resource space with a production / assembly surface area.



Cafeteria / Dining

Employees can get lunch without leaving their place of work, catering services for the building, host meetings and events.



Team Room

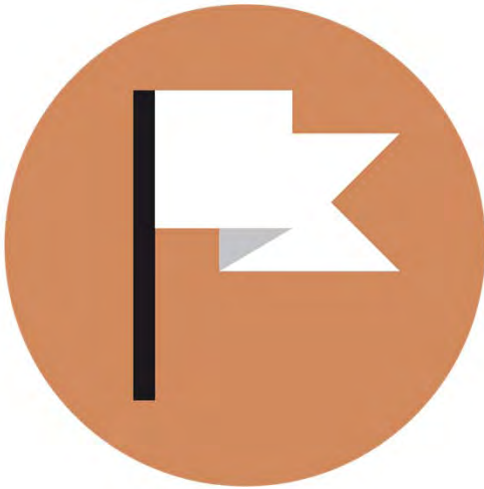
Acts as a meeting space for various departments.



Building Amenities

Gyms or on-site training facilities, game rooms or socializing spaces.

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Lobby / Reception

WHAT IS THE PURPOSE OF THIS SPACE?

The purpose of this space is to act as an entry point into the building – welcoming guests.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

This room will likely not serve anyone on a daily basis. Act as a waiting area for a few visitors.

CAN THIS SPACE BE RESERVED?

No.

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Reception millwork – dual monitor
Lockable drawer units.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

CPU at reception desk

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This is not a space that should be utilized by employees as an alternative space to work. Reserved for guests as a waiting and entry space. Will see more activity during events.

THIS SPACE IS:

Welcoming / Inviting / Branded

Lobby / Reception

Examples:



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Telephone Booth

WHAT IS THE PURPOSE OF THIS SPACE?

The Telephone Booth is a private place for someone (staff, program participant or visitor) to take a private phone call or for a quiet moment of contemplation. This space should be designed to create a sense of visual and acoustic privacy and located away from main hubs of activity.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

One

CAN THIS SPACE BE RESERVED?

No. It is intended for spontaneous, brief use as needed throughout the day.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

Electrical access for charging devices

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

Be considerate and leave in the condition that you found it.

THIS SPACE IS:

Quiet / Solitary / Private

Telephone Booth

Examples:



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BUILDING TOOLBOX**



Small Conference

WHAT IS THE PURPOSE OF THIS SPACE?

This space is to be used as a meeting space, training space and entertainment space during events.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

4-6

CAN THIS SPACE BE RESERVED?

Yes

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Powered conference table and conference chairs.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

AV video conferencing and adequate power. Writable surface?
Monitor at teaching wall

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

Meetings with 4-6 team members.

THIS SPACE IS:

Productive / Focused / Efficient

Small Conference

Examples:



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BUILDING TOOLBOX**



Medium Conference

WHAT IS THE PURPOSE OF THIS SPACE?

This space is to be used as a meeting space, training space and entertainment space during events.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

10-12 people

CAN THIS SPACE BE RESERVED?

Yes

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Scheduled from the web – include a room scheduler on each space.

Large monitor at teaching wall

Powered conference table and conference chairs.

Hospitality millwork for serving of refreshments.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

AV video conferencing

Large monitor at teaching wall

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space should be scheduled prior to use, and will be managed by the ? Team – especially via Programming.

Technology will be integrated into how the space is used.

THIS SPACE IS:

Productive / Focused / Efficient

Medium Conference

Examples:



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BUILDING TOOLBOX**



Large Conference

WHAT IS THE PURPOSE OF THIS SPACE?

This space is to be used as a meeting space, training space and entertainment space during events.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

15-20, when configured like a Board Room.

CAN THIS SPACE BE RESERVED?

Yes

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Scheduled from the web – include a room scheduler on each space.

Powered conference table and conference chairs.

Banquet seating and nesting tables – should they be powered?

Hospitality millwork for serving of refreshments.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

Multi-camera views – for speakers and classroom

Speaker systems

Large monitors at teaching wall (two)

Smaller monitors mounted to each corner of the room

AV video conferencing

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space should be scheduled prior to use, and will be managed by the ? Team – especially via Programming.

Technology will be integrated into how the space is used.

THIS SPACE IS:

Educational / Technological / Informative

Large Conference

Examples:



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BUILDING TOOLBOX**



Training / Classroom

WHAT IS THE PURPOSE OF THIS SPACE?

This space will act as an educational space to be utilized often by various departments for training events. Adjustable room sizes with operable walls for flexible and efficient use of floor space.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

35-40 people

CAN THIS SPACE BE RESERVED?

Yes

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Flip-top and nesting tables – should they be powered?
Hospitality millwork for serving of refreshments.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

Multi-camera views – for speaker and classroom
Speaker systems
Large monitors at teaching wall (two)
Smaller monitors mounted to each corner of the room
AV video conferencing

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space should be scheduled prior to use and will be managed by a designated Team. Technology will be integrated into how the space is used.

THIS SPACE IS:

Educational / Technological / Informative

Training / Classroom

Examples:



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BUILDING TOOLBOX**



Business Lounge

WHAT IS THE PURPOSE OF THIS SPACE?

This space is to serve as an alternative workspace. This lounge area includes more casual and lightweight seating.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

10-15 people

CAN THIS SPACE BE RESERVED?

No

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Provide a variety of seating types and postures for different ways of working. Monitors will not be provided, so it should be assumed that furniture be conducive to laptop work.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

Wifi is acceptable connection method in the co-working space.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

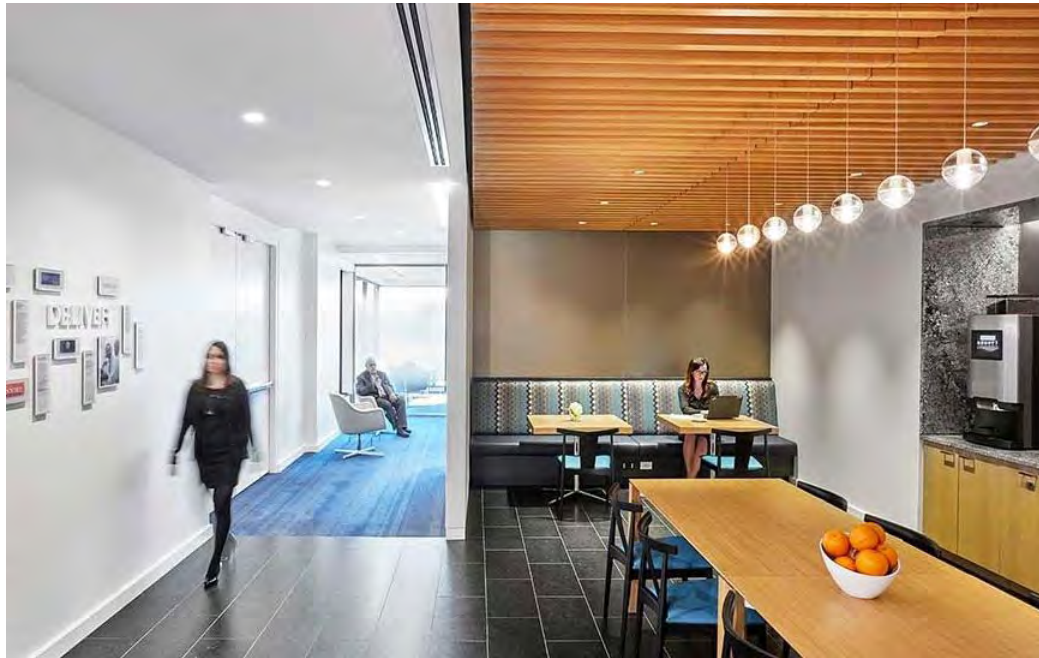
This space is easily accessible and utilized by any office member or group for any purpose.

THIS SPACE IS:

Productive / Focused / Flexible T

Business Lounge

Examples:



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Private Office



WHAT IS THE PURPOSE OF THIS SPACE?

These spaces should act as private working environments for specific individuals.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

1-2

CAN THIS SPACE BE RESERVED?

This space is owned.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

Data drops and adequate power. Writable surface?

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space is for individualized, “head’s down” work. Meetings with one or two person are acceptable, but larger or longer meetings should be relocated to a meeting specific space.

THIS SPACE IS:

Productive / Focused / Efficient T

Private Office

Examples:



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Personal Workstation

WHAT IS THE PURPOSE OF THIS SPACE?

The private respite space from the more collaborative environment in the rest of the co-working space. A spot for “heads-down” work that should not be interrupted.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

1

CAN THIS SPACE BE RESERVED?

Yes – via online interface for the non dedicated stations. Select dedicated stations will be assigned an owner.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

There should be ample power for devices and a marker board included.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space is to be utilized by employees. Users can reserve the space for limited amounts of time, and it should not be used as everyday space for one person.

THIS SPACE IS:

Private / Quiet / Accessible

Personal Workstation

Examples:



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Open Meeting

WHAT IS THE PURPOSE OF THIS SPACE?

This space will serve a variety of group sizes, depending on the usage. Typically, it will be used by the staff as an additional workspace or overflow space.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

10-14 people

CAN THIS SPACE BE RESERVED?

No

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Provide seating for a variety of different users and work-types. Mostly lounge-like.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

There should be power provided at the end of the gallery/collaboration space in the floor – for possible use of AV equipment or microphones for an event.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space is a public space for the building – it is used by employees, guests to training events, co-working space participants, and event guests.

THIS SPACE IS:

Interesting / Flexible / Hospitable

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Open Meeting

Examples:



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Coffee bar / Copy Workroom

WHAT IS THE PURPOSE OF THIS SPACE?

This space is for printing and resource amenities with a production / assembly surface area.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

4-6 people

CAN THIS SPACE BE RESERVED?

No

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Custom casework for supply storage and counter height island for work surface.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

Power and data for printing equipment.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

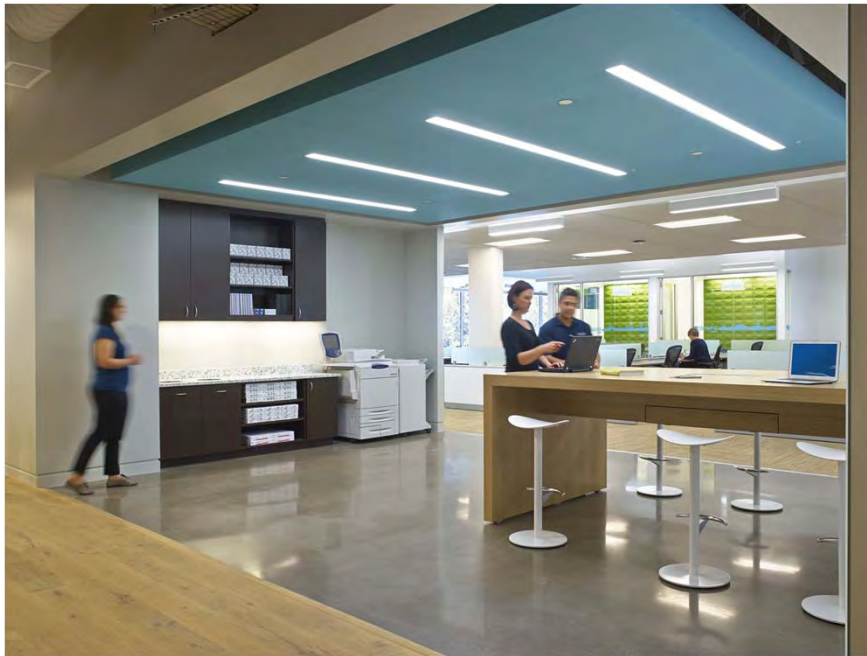
This amenity space to ensure efficient storage of materials and convenient accessibility of supplies.

THIS SPACE IS:

Resource / Organized / Accessible

Coffee Bar / Copy Workroom

Examples:



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Team Room

WHAT IS THE PURPOSE OF THIS SPACE?

This space is to act as a meeting space for various departments.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

4-6 people

CAN THIS SPACE BE RESERVED?

Reservable with room scheduler.

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Powered conference table, conference chairs and credenza.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

Monitor, unidirectional camera, speakers, HDMI hook-up, marker boards.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space should be reserved when it is needed and utilized for the department's use as a priority.

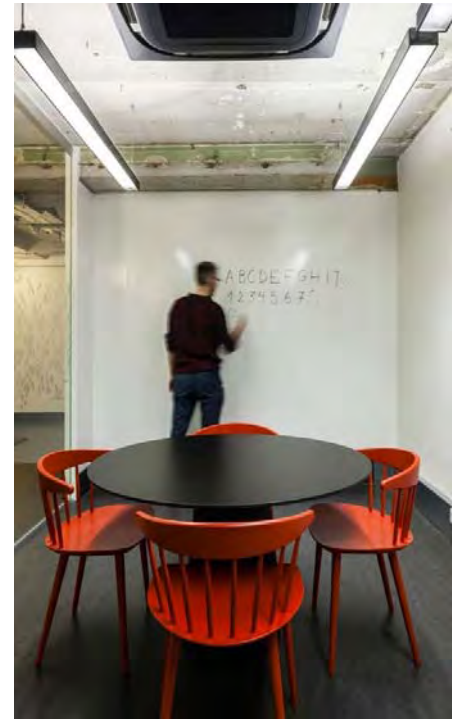
This space may also be used as overflow space from the collaboration area during meetings.

THIS SPACE IS:

Collaborative / Informative / Efficient

Team Room

Examples:



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Focus Room

WHAT IS THE PURPOSE OF THIS SPACE?

A private respite space for the more collaborative environment in the rest of the co-working space. A spot for “head’s down” work that should not be interrupted.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

1-2

CAN THIS SPACE BE RESERVED?

Yes – via online interface or door-mounted room scheduler

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Some kind of desk environment and possibly an ancillary lounge solution as well – if space allows.

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

This space is a low-tech area.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

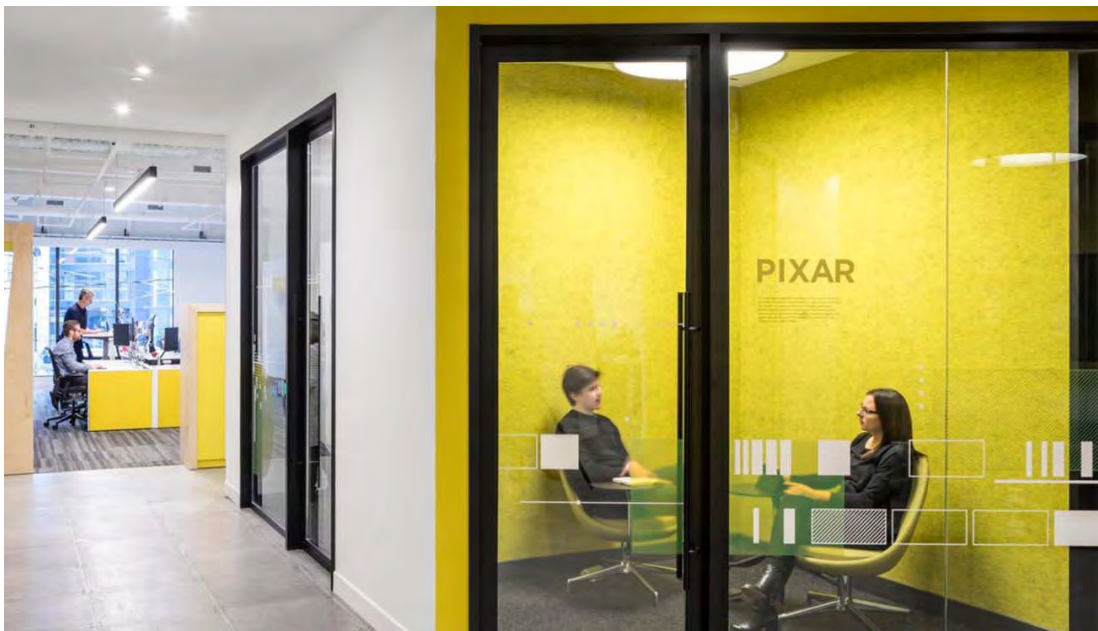
Users can reserve this space for limited amounts of time and it should not be used as an everyday office space for one person.

THIS SPACE IS:

Quiet / Focused / Comfortable

Focus Room

Examples:



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BUILDING TOOLBOX**



Warm Up / Cool Down

WHAT IS THE PURPOSE OF THIS SPACE?

This space is utilized by employees to take a quick break from their workstations to decompress, destress and recharge. This calm, distraction-free zone should feel different from the rest of the workplace.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

2-3

CAN THIS SPACE BE RESERVED?

No

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Soft chairs, built-in nooks, pods, comfortable seating

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

This space is a no-tech zone.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

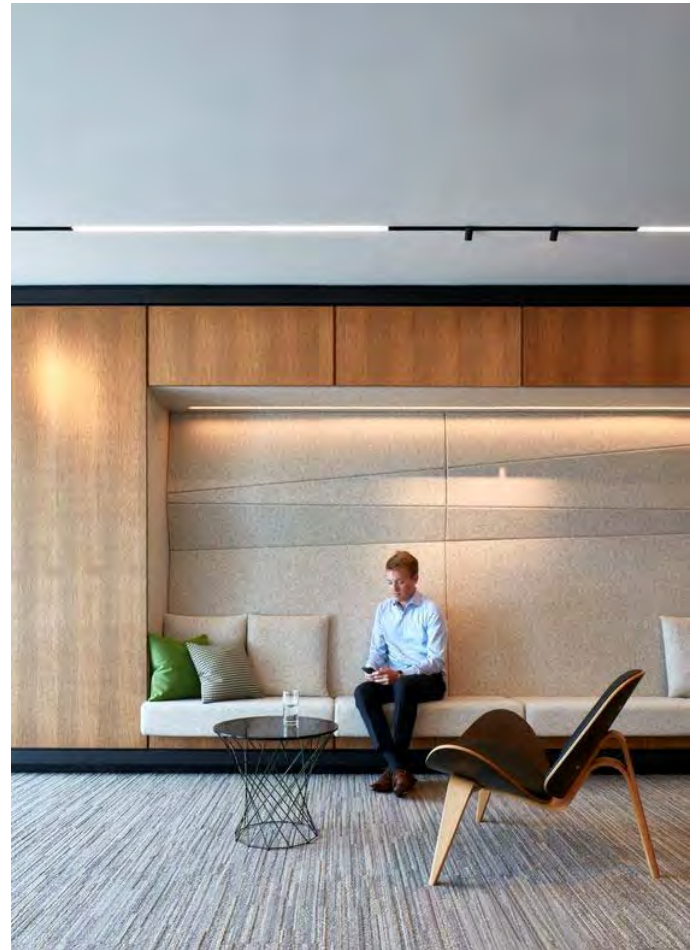
This space is a temporary quiet area and not intended as a workspace. It can be used to relax and recuperate in private and away from technology.

THIS SPACE IS:

Recharge / Destress / Quiet

Warm Up / Cool Down

Examples:



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Neighborhood Center

WHAT IS THE PURPOSE OF THIS SPACE?

This space is created to host a range of nurturing activities, from grabbing a coffee, to taking a moment to reflect, or having a conversation with colleagues. Workers can go back to their tasks feeling rejuvenated.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

6-10 people

CAN THIS SPACE BE RESERVED?

No

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Lounge chairs, game or activity tables

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

Wall mounted TVs

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space serves as an alternate break room that allows easy access for nourishment and a

place to rest the mind.

THIS SPACE IS:

Social / Hospitable / Open

Neighborhood Center

Examples:



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BUILDING TOOLBOX**



Work Café (Breakroom)

WHAT IS THE PURPOSE OF THIS SPACE?

This is a break space for employees to use as a collaboration + social area. This space will also be used heavily in events – using the island as a bar of serving areas.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

Seating for 20-25 people on a daily basis, but more gathering space for events – could handle much larger group with standing space considered.

CAN THIS SPACE BE RESERVED?

No

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Stools at the island and banquet seating with tables

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

This is a low-tech area.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space should be used daily by staff members and partners in the co-working space. However, it will also be the main entertaining space during events.

THIS SPACE IS:

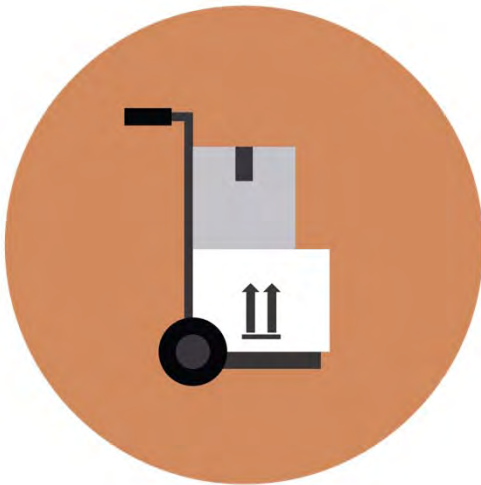
Social / Open / Flexible

Work Café (Breakroom)

Examples:



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BUILDING TOOLBOX**



Dedicated Storage

WHAT IS THE PURPOSE OF THIS SPACE?

This space is to be utilized for additional storage, supplies or training room equipment based on department needs. Designated areas will be utilized by employees to store their personal items.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

This is not a space intended for gathering people.

CAN THIS SPACE BE RESERVED?

No.

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Lockers/Key access?

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

No required technology.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

THIS SPACE IS:

Secure / Organized / Efficient

Dedicated Storage

Examples:



**WOOD GROUP
BUILDING TOOLBOX**



Wellness / Mothers Room

WHAT IS THE PURPOSE OF THIS SPACE?

This space is designated to new mothers to have time and privacy for pumping.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

1

CAN THIS SPACE BE RESERVED?

No

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Comfortable seating
Locking cabinet, sink, countertop and mini fridge.
Mirror

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

This is a low-tech area.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

Room with a door and lock. Easily accessible but private location.

THIS SPACE IS:

Private / Secure / Comfortable

Wellness / Mothers Room

Examples:



**WOOD GROUP
BUILDING TOOLBOX**



Cafeteria / Dining

WHAT IS THE PURPOSE OF THIS SPACE?

This space is where employees can get lunch without leaving their place of work, catering services for the building, host meetings and events.

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

50-100 people

CAN THIS SPACE BE RESERVED?

Yes

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Café booth seating, café chairs, tables and bar stools

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

This space is a low-tech area.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This space should be used daily by staff members and partners in the co-working space. However, it will also be the main entertaining space during events.

THIS SPACE IS:

Welcoming / Efficient / Flexible

Cafeteria / Dining

Examples:



**WOOD GROUP
BUILDING TOOLBOX**



Private Locker Room

WHAT IS THE PURPOSE OF THIS SPACE?

This space is utilized by employees to secure their personal items while using the building amenities

HOW MANY PEOPLE DOES THIS SPACE ACCOMMODATE?

8-10 people

CAN THIS SPACE BE RESERVED?

No

WHAT ARE THE FURNITURE REQUIREMENTS FOR THIS SPACE?

Bench area

WHAT KIND OF TECHNOLOGY DOES IT HAVE?

This is a low-tech area.

ARE THERE GUIDELINES FOR HOW TO USE THIS SPACE?

This is a temporary storage and not intended for long-term use.

THIS SPACE IS:

Secure / Private / Functional

Locker Room

Examples:

