

PART

ONE

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Programming
IDSN 3202

WORKING IN PLACE

WORKPLACE AMENITIES THAT MAKE EMPLOYEES HAPPY CAN HELP A BUSINESS THRIVE. SOME OF THESE AMENITIES THAT EMPLOYERS SHOULD OFFER ARE...

1. MOTHER'S ROOM

- There should be one room per 100 female employees
- A 50-square-foot room can meet accessibility guidelines if it accommodates a 5-foot turning radius
- Minimum amenities include a tabletop, chair, sink, and refrigerator
- The tabletop or working surface should be at least 24 inches deep to accommodate bottles, pumping equipment, and laptops
- There should be a supportive and adjustable task chair with casters, as opposed to a "cushy chair," which York says allows a mom to "get work and pumping done"
- Essentials include electrical outlets for the pump and laptop, a microwave for sterilizing pump equipment, a deep sink for washing bottles and pump parts, and a refrigerator for milk storage. Undercounter fridges can help to conserve floor space, but they must be situated as to not encroach on knee space beneath work

2. BREAK ROOM

That offers...

- Create a user-friendly coffee station
- Offer free healthy snacks and drinks
- Incorporate plants and natural sunlight
- Offer stimulating books, games and magazines
- Choose furniture that allows for flexible seating arrangements
- Offer privacy and a quiet space
- Have a place for everything
- Replace your break room bulletin board with a white board
- Include compost and recycling bins

3. OUTDOOR AREA

- Make sure your outdoor amenities **are as impressive as what you provide indoors.** An attractive patio or scenic rooftop deck with lots of seating will allow employees to get outside and recharge.



4. PRIVATE OFFICES

- Different positions require different amounts of storage and privacy. Private offices and independent workspaces give workers a better chance to focus on their own work without distractions.

5. NAP PODS

- Or Nap Rooms. **Research suggests a midday power nap can be helpful for resetting your brain** and making the rest of the day productive, especially for people who wake up extra early to workout, to help their children get ready for school, or to work on some other outside-work goal.

6. CONFERENCE SPACES

- Companies may have meeting rooms in their space, but not enough to accommodate large events. Having conference facilities with adjustable room sizes on the premises makes it easy for tenants to plan and host larger meetings.

7. CUSTOMIZABLE SPACES

- Today's tenants seek buildings that allow them to customize their offices with corporate logos and colors, comfortable furniture and workspace arrangements that can change and grow with the company.
- Some property managers are outfitting their office buildings with temporary walls, which enable commercial tenants to relatively quickly reformat a floor plan to use their space more efficiently as their staffing situation evolves, or offer a combination of open floor plans and walled-off areas to enable privacy and greater communication.

STAKEHOLDER PROFILE



OWNER: Tobacco Row

CLIENT: Real-estate dev

USER: Co-working Occupants

- Potential tenants will be looking for a space that can accommodate their needs for ...
 - Collaboration
 - Conference Meeting space
 - Lounge
 - Noise control
 - Natural lighting
 - workstations
 - private offices
 - Bike rack

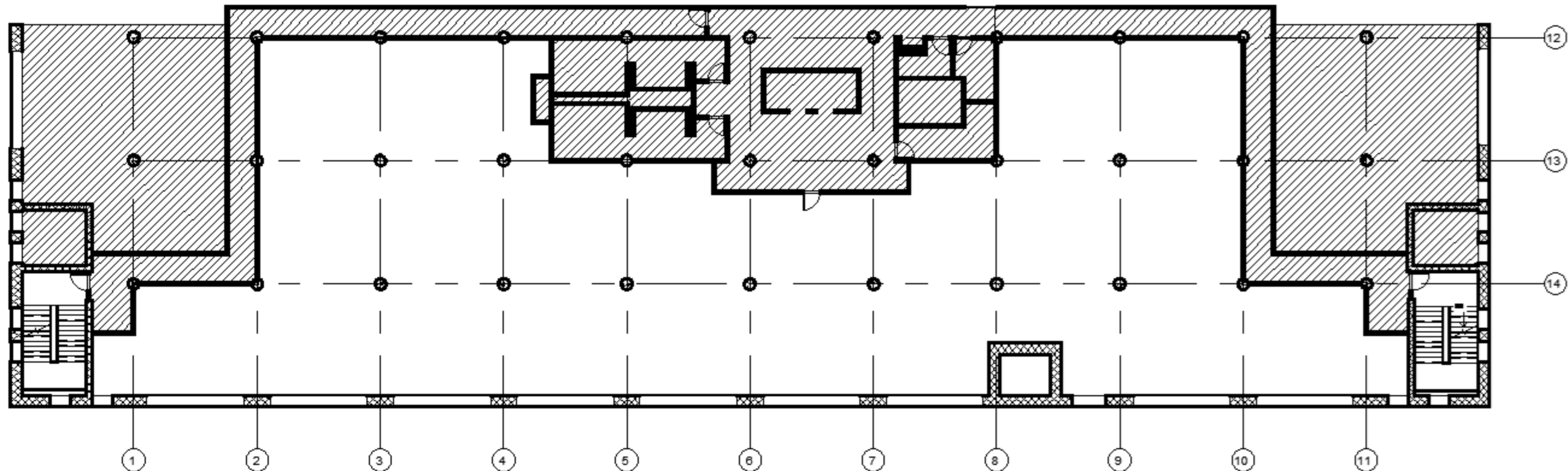
SITE PROFILE



2100 E. CARY STREET,
RICHMOND VA

10,087 square footage - Tenant space

The Edgeworth Building is an office property located in Richmond, Virginia. It was originally built as a tobacco factory in 1923 on the banks of the James River. Since then, it has been transformed to create loft-style office space that consists of five floors. The interior is blended with industrial accents and historic architecture. The building is a component of the Tobacco Row properties, which includes the adaptive reuse of several riverfront former tobacco factories and warehouses that now offers retail, residential, and office uses.

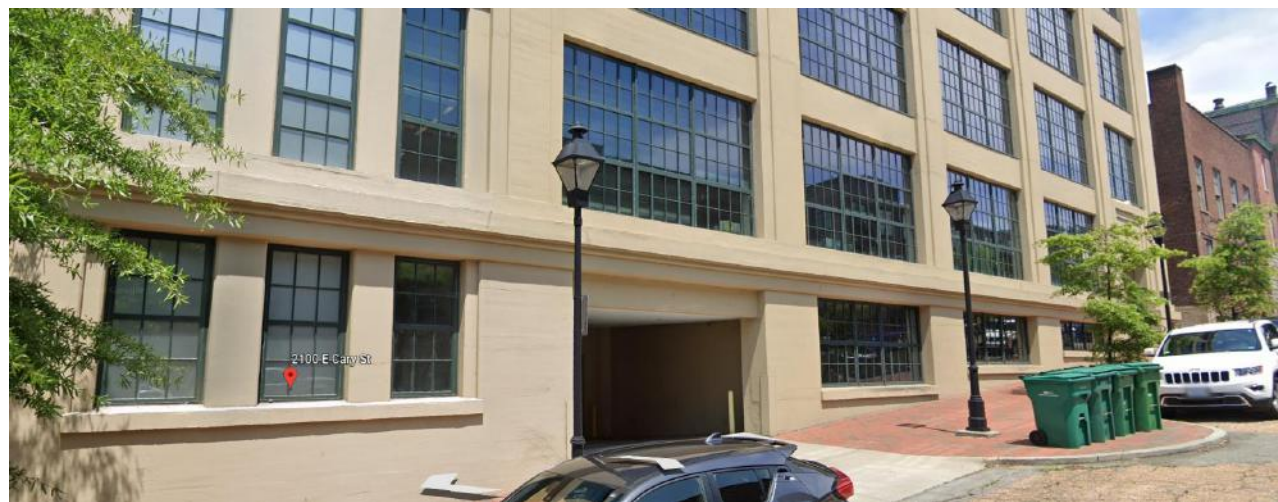


SITE ANALYSIS



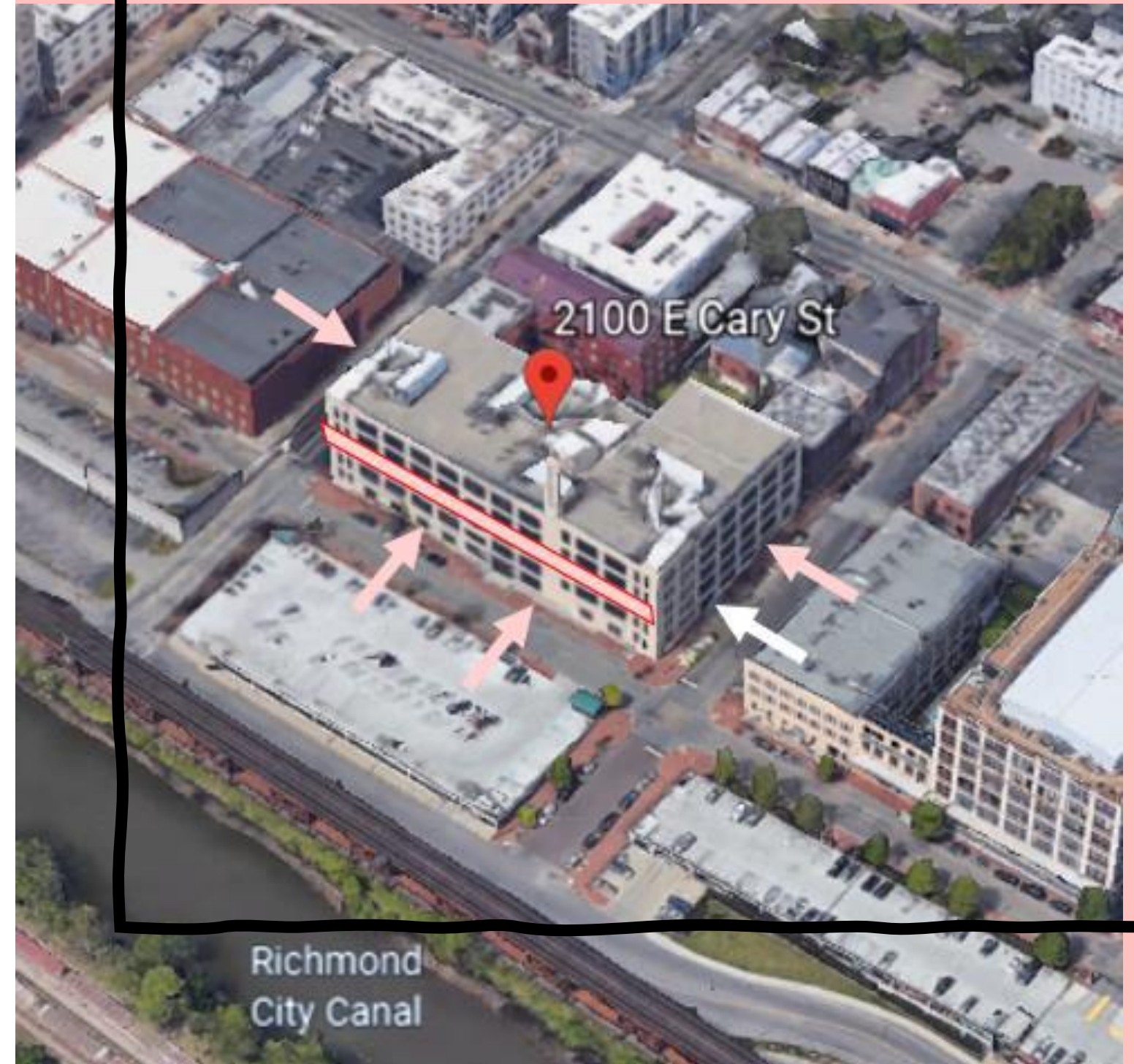
SOUTH WESTERN SIDE

- West: One entrance
- South: Two entrances
- No buildings are covering this side of the building, which lets in more light.
- South side is where the strongest sunlight hit, and it lasts for few hours



NORTH EASTERN SIDE

- East: One Vehicle Entrance, one pedestrian entrance
- North: No entrance
- It has enough sunlight during the day, and it keeps it warm during winter.
- This is where the sun light is dominant.



SPACEPROGRAM

IDSN 3202 - PROGRAM DOCUMENT

PERSONNEL AND WORK SPACES

PERSONNEL

| Position | Personnel Totals | | Unit Square Ft. | | Extended Sq. Feet | Equipment | | | Notes |
|--------------------------|------------------|-----------|-----------------|-------------|-------------------|-----------|-----------|----------|-------|
| | Current | Future | Office | Workstation | | PC | Printer | Fax | |
| Director | | 2 | 120 | | 240 | | 1 | | |
| Manager | | 2 | 120 | | 240 | 2 | 1 | | |
| Assistant Manager | | 4 | | 64 | 256 | | | | |
| Administrative Assistant | | 4 | | 64 | 256 | 1 | 1 | | |
| Tech Assistant | | 30 | | 36 | 1080 | 3 | 8 | | |
| Assistant | | 30 | | 36 | 1080 | | | | |
| Personnel Totals: | 0 | 72 | | | 3152 | 6 | 11 | 0 | |

Department Summary

| Information: | |
|------------------------|------------------------|
| Personnel | 3152 Square Ft. |
| Work | 900 Square Ft. |
| Support | 2248 Square Ft. |
| Sub Total: | 6300 Square Ft. |
| Circulation | 1.54 |
| Total Rentable: | 9702 Square Ft. |

WORK SPACES

| Space | Support/Equipment | | Unit Square Feet | Extended Sq. Feet | Location | Notes |
|------------------------|-------------------|--------|------------------|-------------------|------------------------|---------------|
| | Current | Future | | | | |
| Concept Lounge | 0 | 2 | 250 | 500 | | |
| Open Work Area | 0 | 1 | 300 | 300 | Adjacent to Teams | Work counters |
| Storage | 0 | 1 | 100 | 100 | Next to Open Work Area | Shelving |
| Support Totals: | | | | 900 | | |

Interviewee:

Interview Date:

Revision Submitted:

Sign Off: _____

Department Notes:

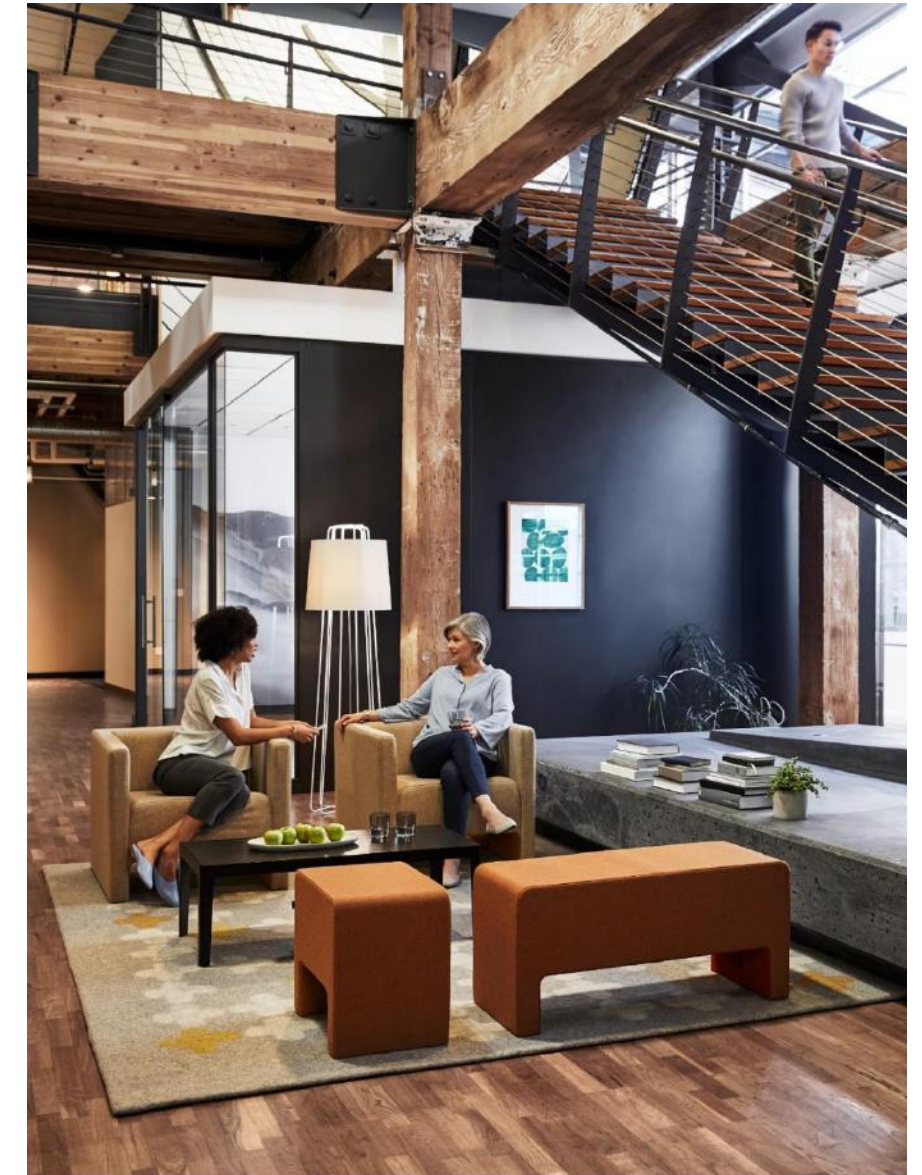
SUPPORT/EQUIPMENT SPACES

| Space | Support/Equipment | | Unit Square Feet | Extended Sq. Feet | Location | Notes |
|------------------------|-------------------|--------|------------------|-------------------|--|--------------------------------------|
| | Current | Future | | | | |
| Reception | 0 | 1 | 550 | 550 | Direct access to Entrance and Large Conference | Waiting for 6, TV's |
| Large Conference Room | 0 | 1 | 300 | 300 | Next to Reception | Full AV |
| Conference Room | 0 | 1 | 120 | 120 | Shared by all areas | Full AV |
| Computer Service Area | 0 | 0 | 0 | 0 | | Work counter, outlets, power poles |
| Computer Server Room | 0 | 1 | 80 | 80 | | Raised floor, secure, 3 racks |
| Equipment Station | 0 | 3 | 36 | 108 | Spread throughout | Printers, shredder, work counter |
| Pantry | 0 | 1 | 80 | 80 | Spread throughout | Coffee, sink, refrigerator, cabinets |
| Lunch Room | 0 | 1 | 350 | 350 | | Full kitchen, seating |
| Storage | 0 | 3 | 120 | 360 | | |
| Coats | 0 | 0 | 1 | 0 | Spread throughout | |
| Mechanical Room | 0 | 1 | 300 | 300 | Near Base Building air supply | Supplemental Air |
| File Drawers | 0 | 0 | 3 | 0 | Spread throughout | |
| Support Totals: | | | | 2248 | | |

INSPIRATION

INSPIRATION When thinking of office design, the things come to mind: Steelcase, Knoll, and Herman Miller. These are the three big boys of commercial design. Although similarities can be found across all three companies, each offers unique features. Steelcase has a contemporary industrial feel to it that blends right in with the Tobacco Row.

STEELCASE offers workspace furniture systems that combine aesthetics and practicality with elegant designs and built-in technology supports. Many Steelcase products can be stand-alone pieces or combined with other office furnishings to create versatile systems.



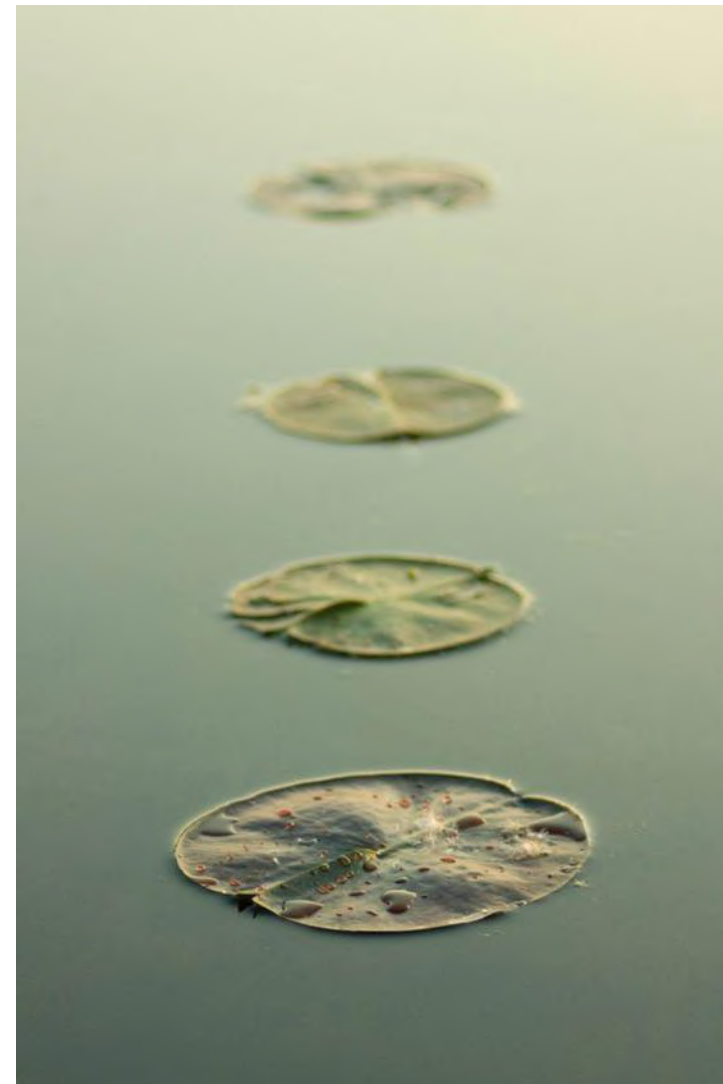
Steelcase





INHALE

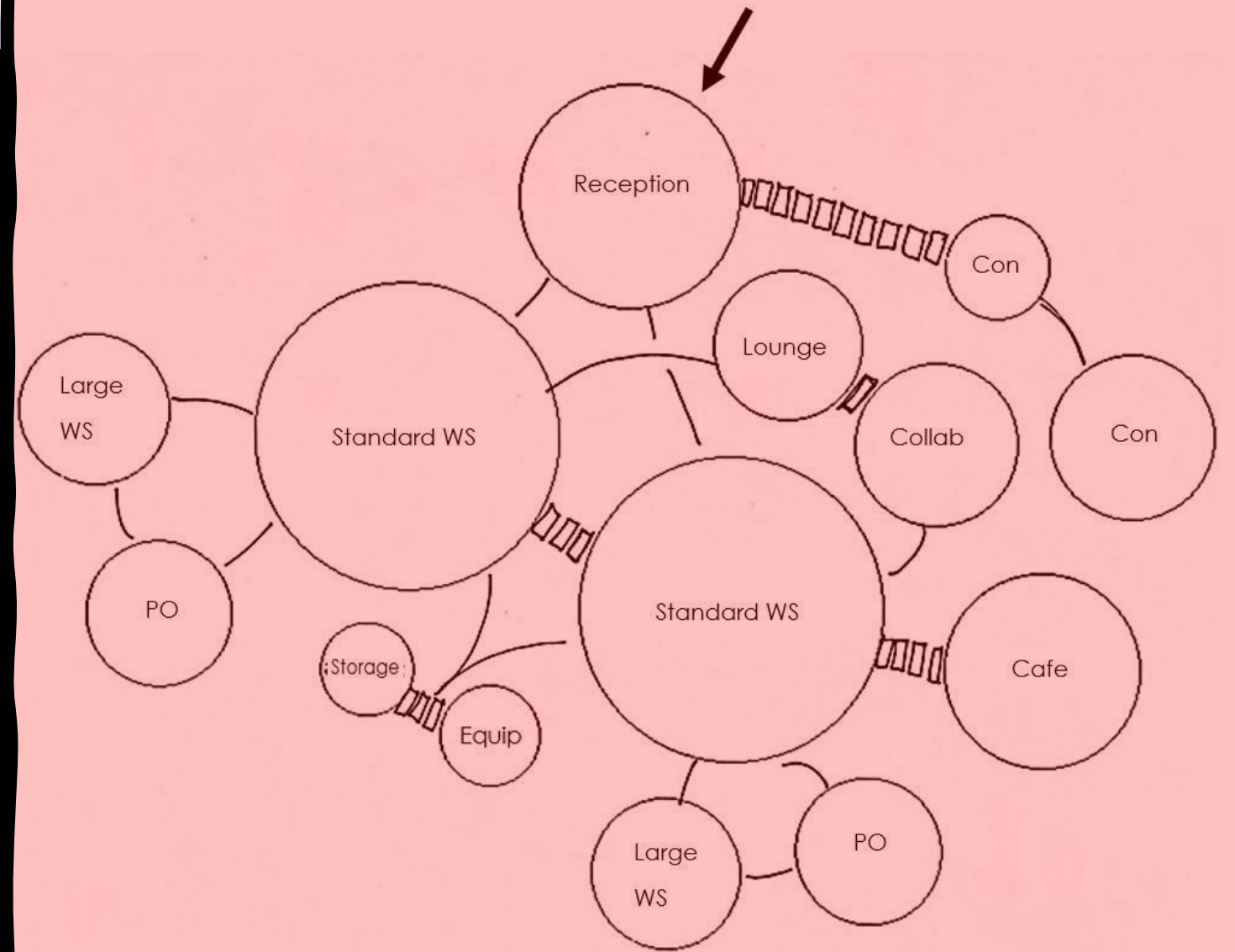
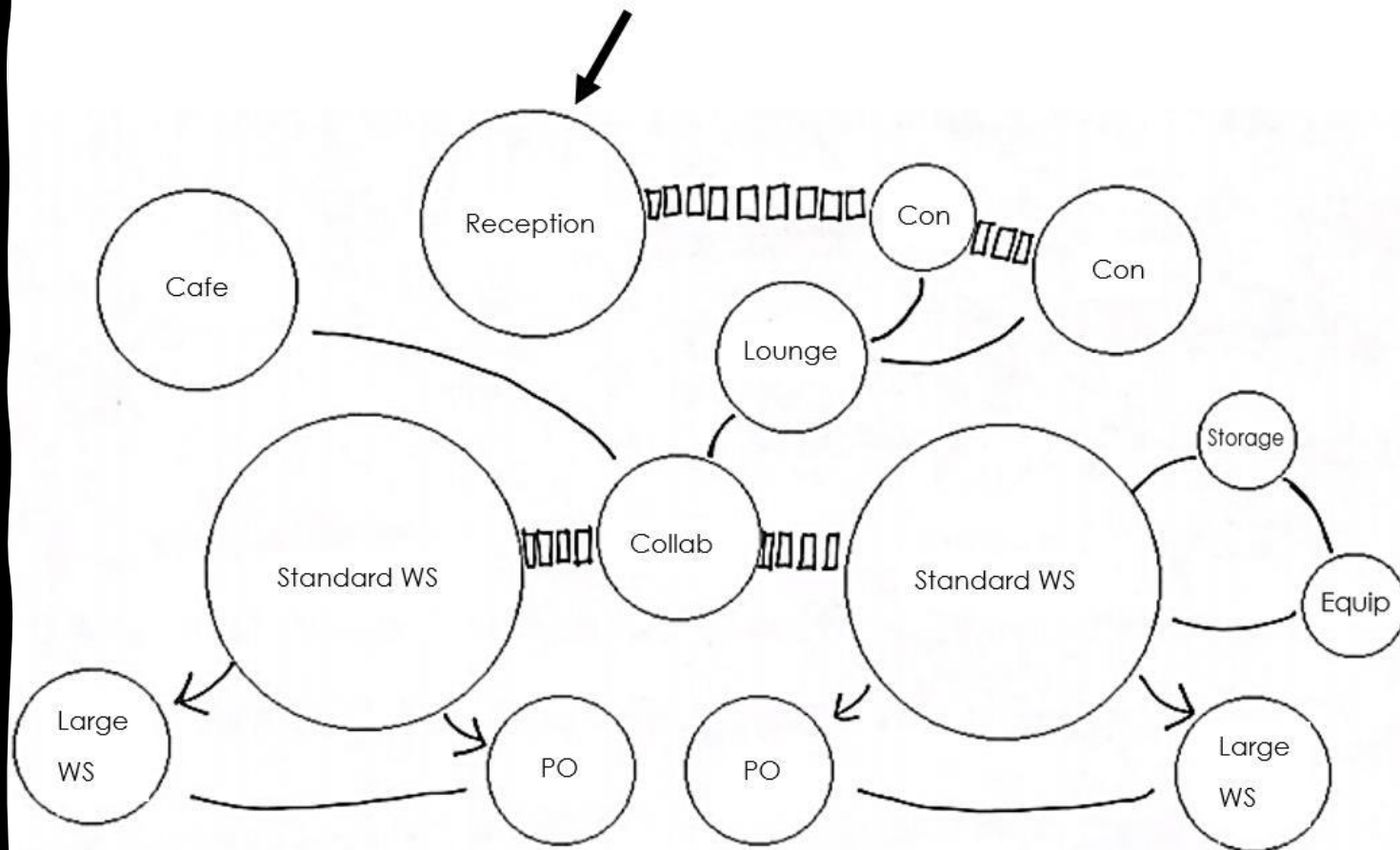
EXHALE



CONCEPT

BUBBLE DIAGRAMS

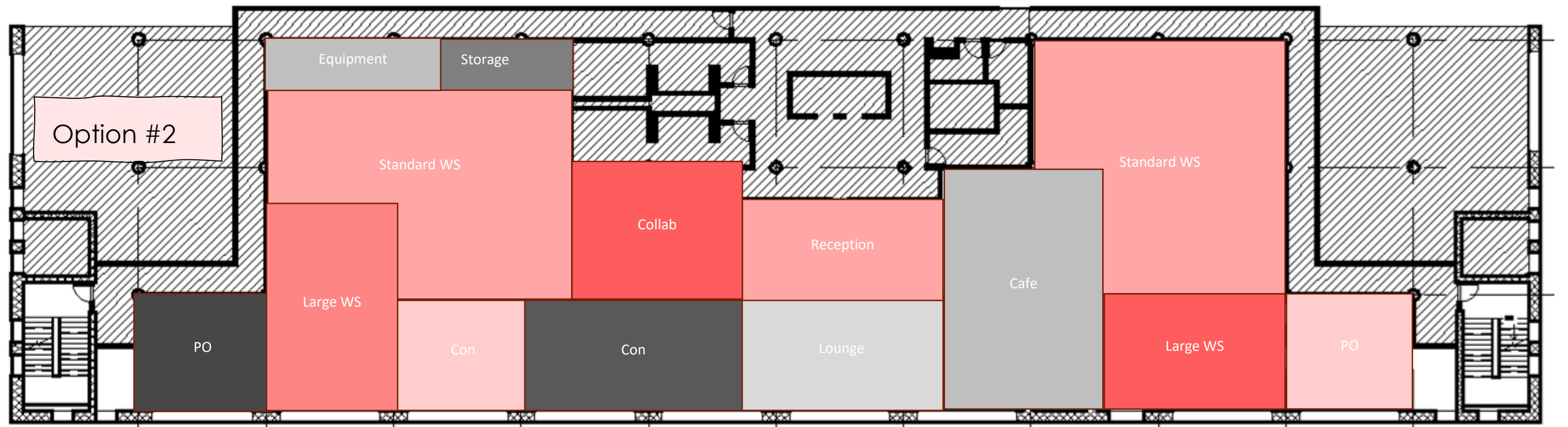
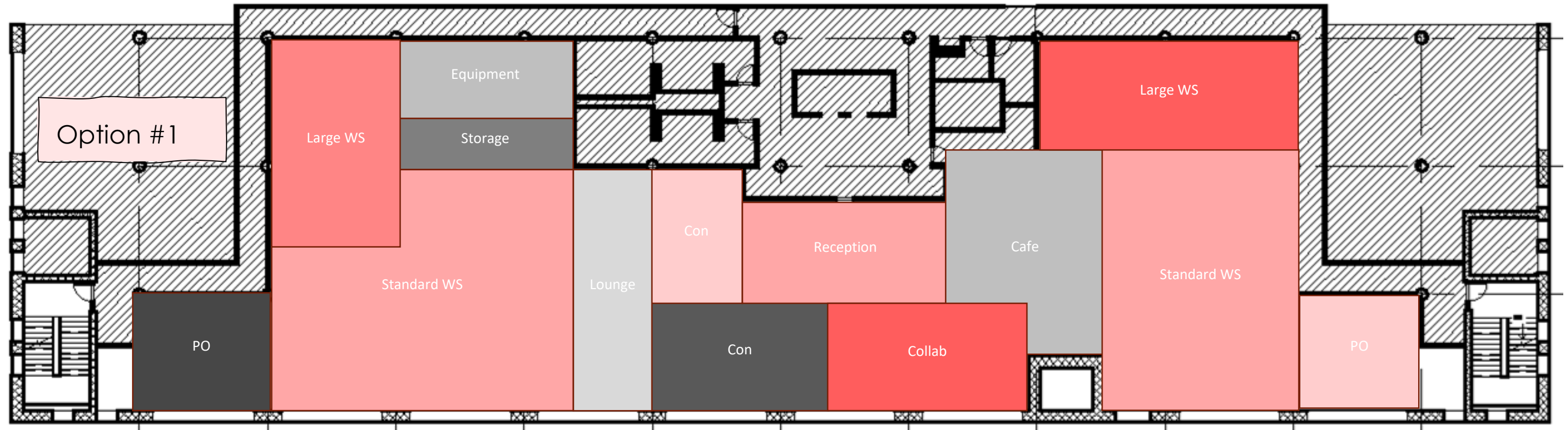
Option #1



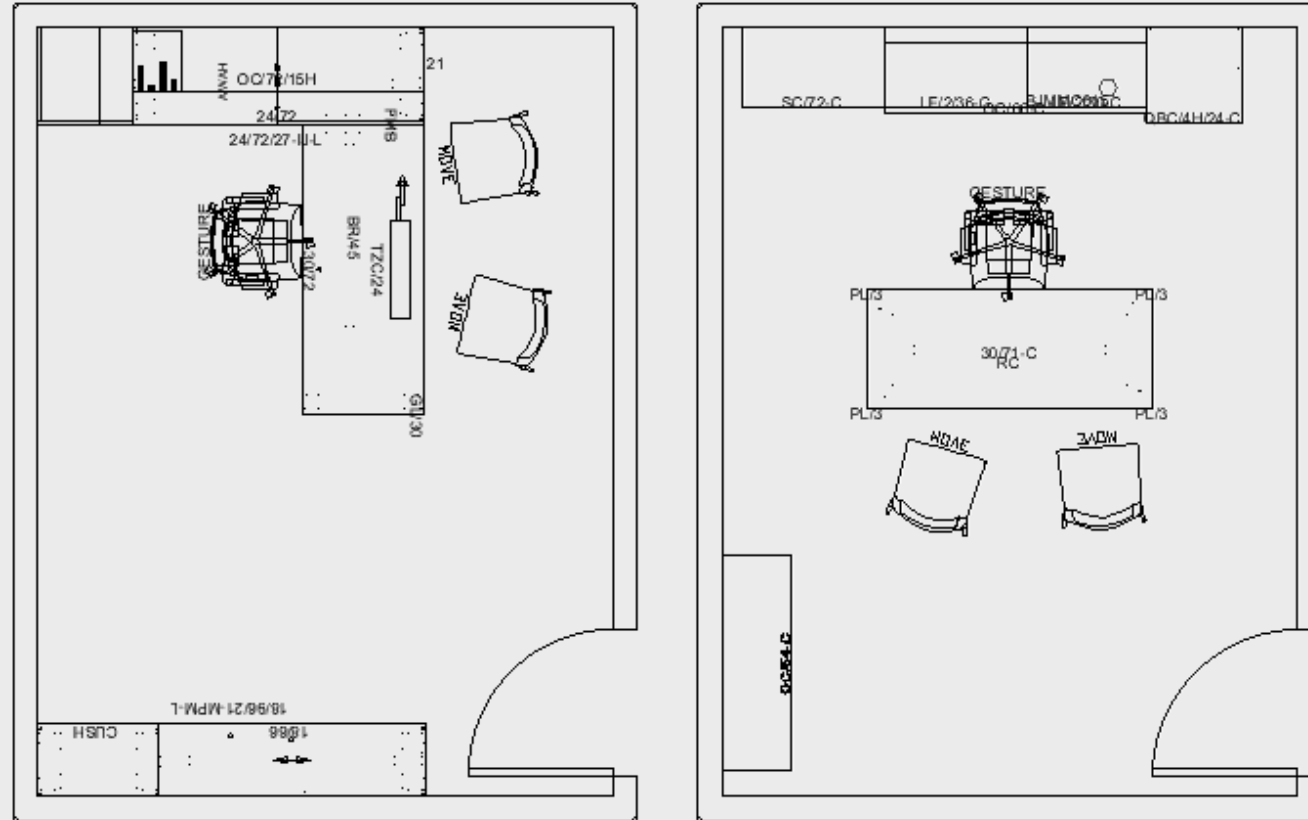
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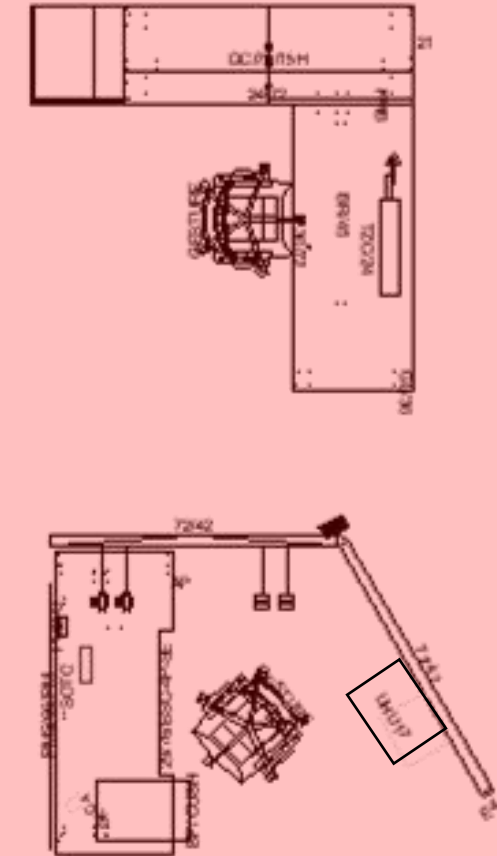
BLOCKING DIAGRAMS



SPACE STANDARDS



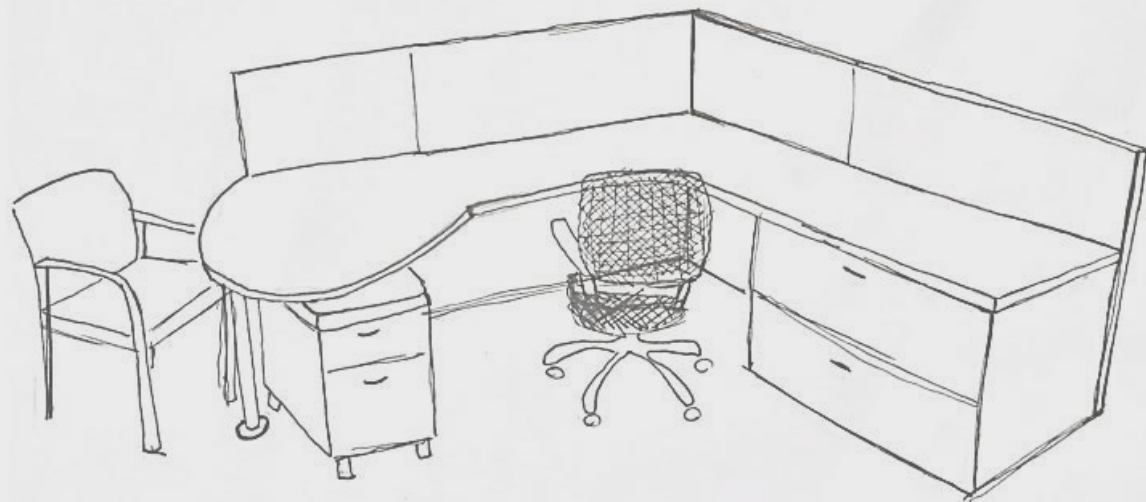
Private Office Layouts



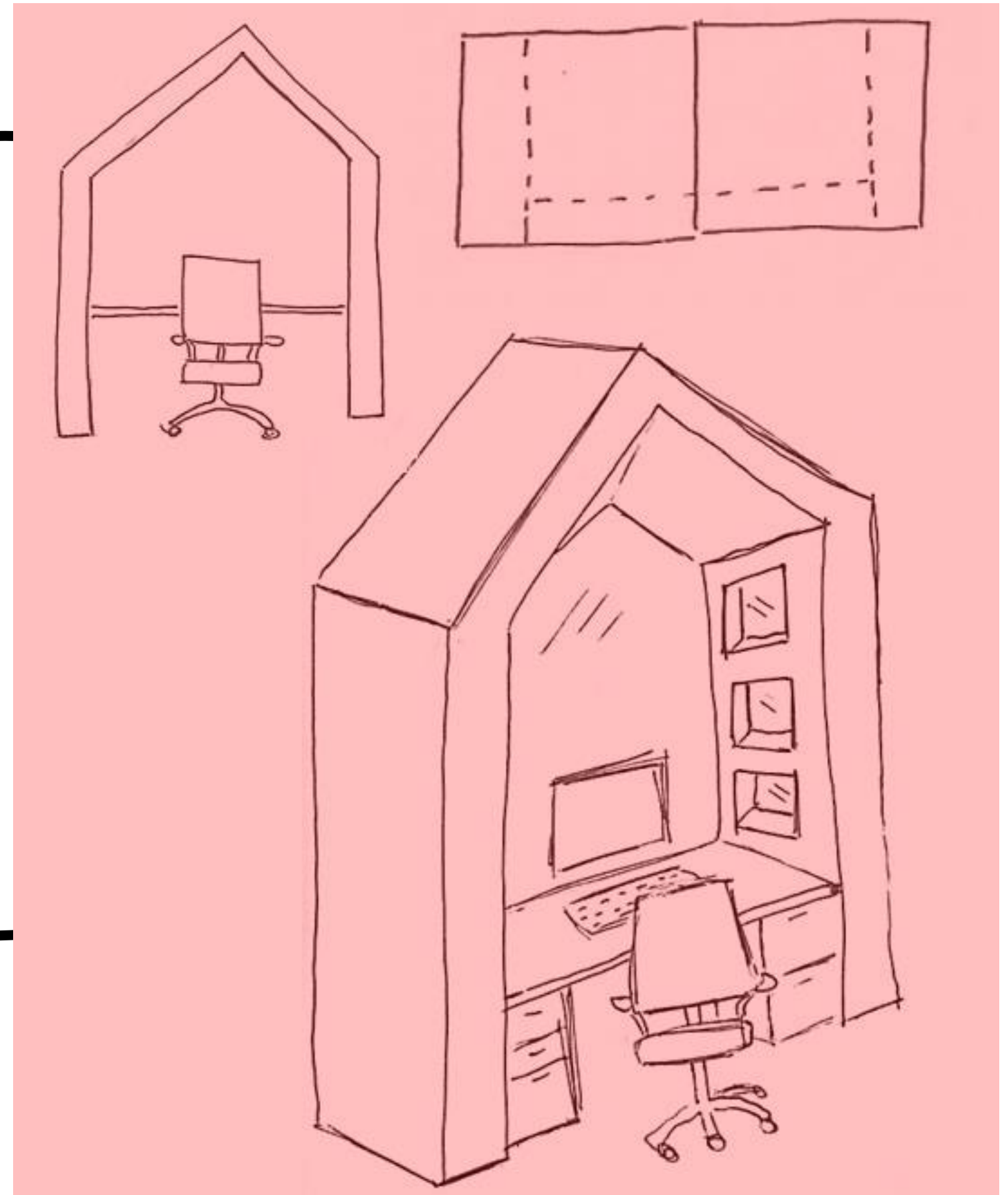
Work Station Layouts

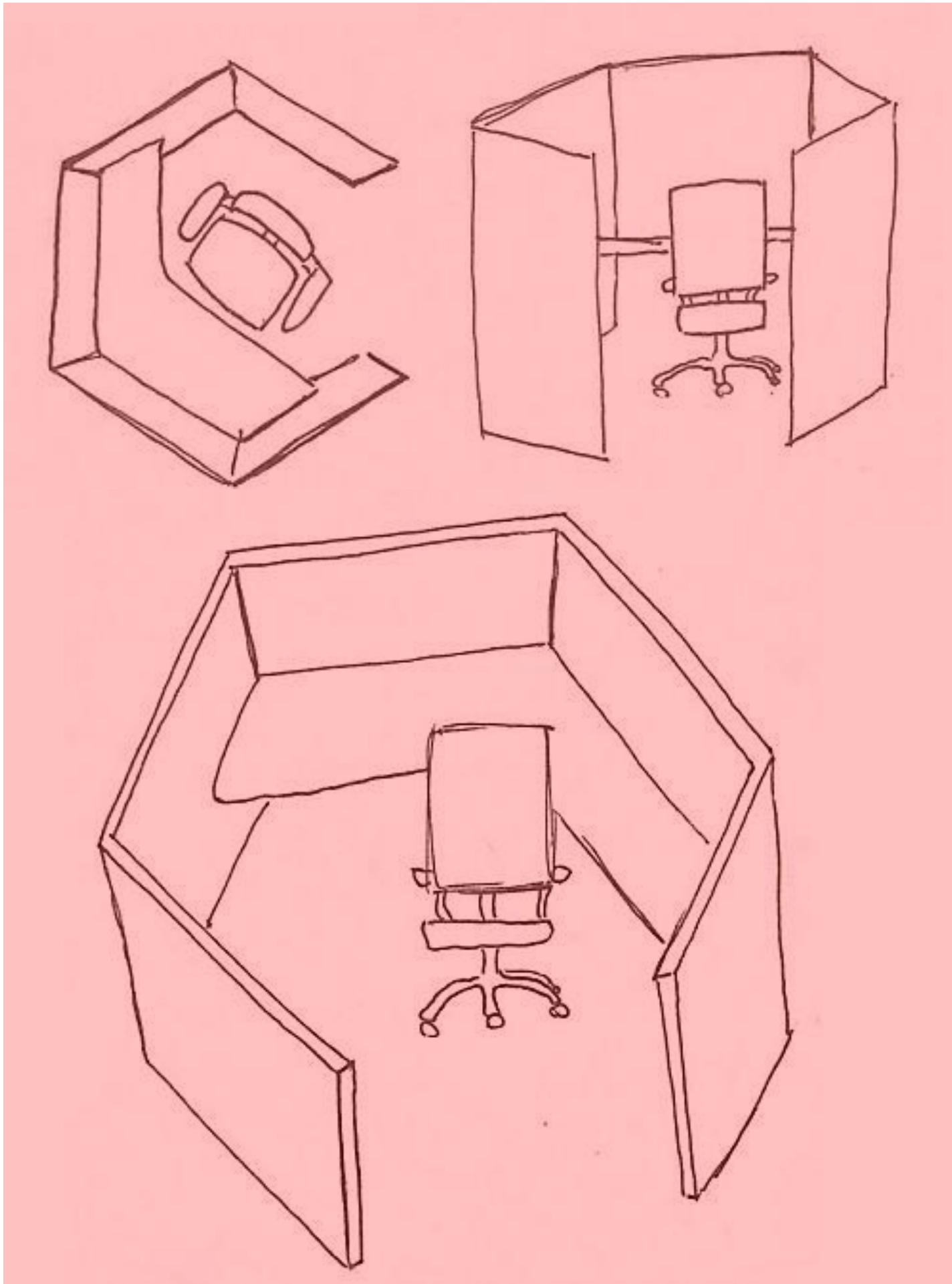
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INTENSE FOCUS

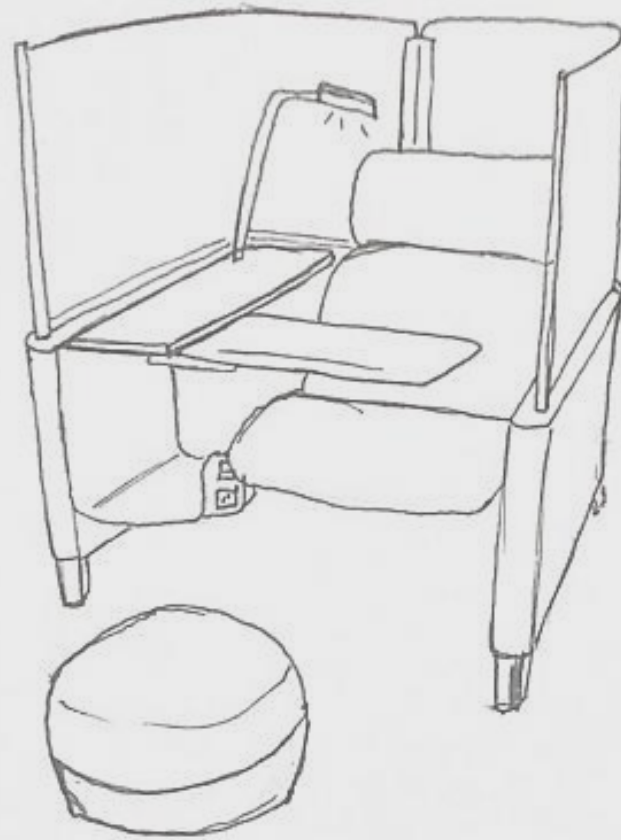


Intense focus work is usually done in a space with privacy, clean work surface, storage, and an ergonomic seat. Bringing in some color can also help the mind focus.





DIFFUSE FOCUS



Diffuse focus work can be done in comfortable and more laid-back spaces. Privacy is also beneficial to help think and relax.

SOCIALIZING

Socializing spaces typically include lounge chairs, a space where people can comfortably interact. Integrating workstations behind the seating can make the space also suitable for group work.

