# Stanford in Redwood City
# **Pilot Workplace** User Guide

**As we prepare for the move to the Stanford in Redwood City campus in 2019, the Pilot Workplace is an exciting opportunity to promote and test new ways of working while helping to define Stanford's workplace of the future. We need your input to ensure its success for us all!**

## Our New Campus

The Stanford in Redwood City campus will be the first significant expansion beyond the original campus. Once complete, research and educational activities on the original campus can expand. Additionally, many support functions presently dispersed will be together in our new cohesive campus with state-of-the-art workplace design. The new campus will open in 2019, and with your help, we will be prepared for the move.

## Imagining our New Workplace

Last year, a User Group Advisory Committee was established and has been working with Clive Wilkinson Architects to put forward a design that provides variety and choice in our work environment to better suit the different types of work we do.

During this ongoing process, many of you have participated in surveys and focus groups, and your robust input has been extremely informative. We learned a lot about how Stanford staff work independently, interact with each other, and collaborate in many types of meetings. We discovered that, on average, we spend 40% of our day away from our desks. These findings have inspired the University to think deeply about the opportunity the new campus provides for an updated approach to designing our new workplace.

## Experience your Pilot Workplace

To support our diverse activities, Clive Wilkinson Architects identified every day solutions to enable both our focused, individual heads-down work and our collaborative projects. These solutions are considered a "Kit of Parts" that can fit together in a variety of configurations to create adaptable spaces that work in concert with each other.

The Pilot Workplace at 3160 Porter Drive will house future Redwood City user groups of 33 staff to work and test the space in two-week periods. Those not designated to work in the Pilot Workplace will have an opportunity to visit by working in the Plaza, attending a meeting, or touring during several Open Houses.

In the Pilot Workplace, no one is pre-assigned to a particular workstation, giving you the opportunity to tryout the different spaces – including the phone room to make a private call, the sofa lounge to collaborate with colleagues, or a meeting room to connect via videoconference. We encourage you to move around, and the furniture vendor will use occupancy sensors to determine what spaces you are gravitating towards.

> After you've tested the various spaces, please share your feedback by completing the online survey at
> http://www.surveymonkey.com/r/RWCpilot
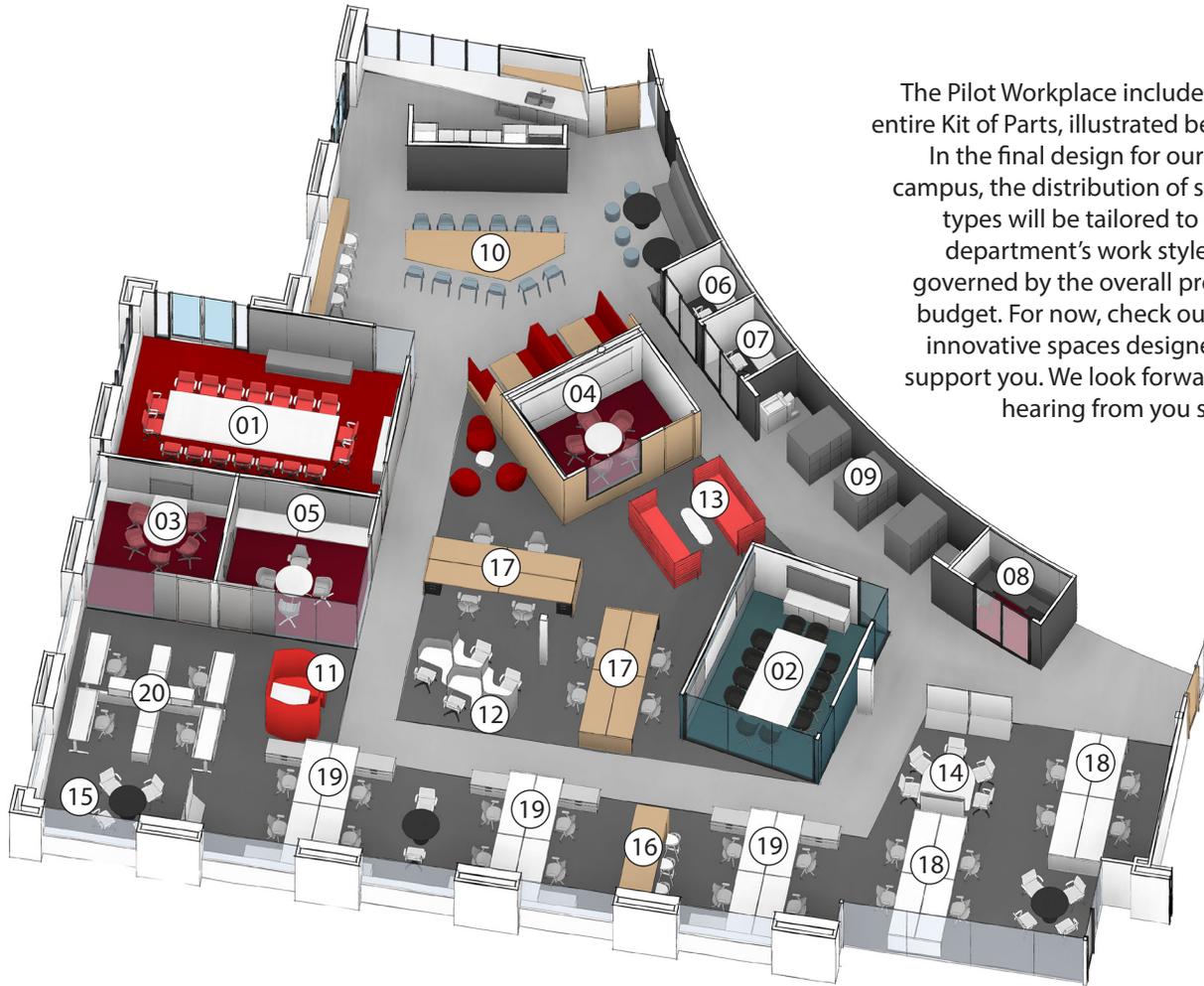
The Pilot Workplace includes the entire Kit of Parts, illustrated below. In the final design for our new campus, the distribution of space types will be tailored to each department's work style and governed by the overall project budget. For now, check out the innovative spaces designed to support you. We look forward to hearing from you soon!

# Kit of Parts

| | | |
|---|---|---|
| 01 | LARGE MEETING ROOM | Team meeting room for 18-20 people. |
| 02 | MEDIUM MEETING ROOM | Team meeting room for 10-12 people. |
| 03–04 | SMALL MEETING ROOM | Team meeting room for 4-6 people. |
| 05 | EXECUTIVE MEETING ROOM | Private office that can also be used as a team meeting room. |
| 06–08 | PHONE ROOM | Unassigned room for focused work, phone calls, or remote meetings. |
| 09 | ANCHOR POINT | Centrally-located storage and print point. |
| 10 | PLAZA | Centrally-located gathering space for eating, meeting, or working. |
| 11 | BOOTH | Shared table and soft seating with high back. |
| 12 | COUPÉ | Short-term quiet space for concentrative work. |
| 13 | SOFA LOUNGE | Soft seating with high back. |
| 14 | MEDIA LOUNGE | Work table with video display to support collaboration. |
| 15 | OPEN MEETING | Round table and chairs for informal meeting. |
| 16 | STORAGE ISLAND | Layout table with team storage that can also be used for stand-up meetings. |
| 17–20 | WORKSTATIONS | Individual desk with varying levels of privacy and storage depending on work style. |

# User Group Schedule

| BA | UHR | OCS | LBRE + GSB | MCD | RDE + VPTL | SOM | BA | OOD | SOM |
|---|---|---|---|---|---|---|---|---|---|
| 3/13 | | | | | | | | | |
| 3/20 | | | | | | | | | |
| | 3/27 | | | | | | | | |
| | 4/3 | | | | | | | | |
| | | 4/10 | | | | | | | |
| | | 4/17 | | | | | | | |
| | | | 4/24 | | | | | | |
| | | | 5/1 | | | | | | |
| | | | | 5/8 | | | | | |
| | | | | 5/15 | | | | | |
| | | | | | 5/22 | | | | |
| | | | | | 5/29 | | | | |
| | | | | | | 6/5 | | | |
| | | | | | | 6/12 | | | |
| | | | | | | | 6/19 | | |
| | | | | | | | 6/26 | | |
| | | | | | | | | 7/3 | |
| | | | | | | | | 7/10 | |
| | | | | | | | | | 7/17 |
| | | | | | | | | | 7/24 |

# Frequently Asked Questions

## GENERAL INFORMATION

**What is the location?**

The Pilot Workplace is located at 3160 Porter Drive, just off Page Mill Road in the Stanford Research Park. 3160 Porter Drive's business hours are 8:00am-5:00pm. Your Stanford ID will admit you to the building via a card reader system 24/7. Parking permits are not needed and for those who use public transportation, the Marguerite shuttle stops nearby. For more information, please visit the Porter Drive website at http://porterdrivecampus.stanford.edu.

**What food options are available?**

Bistro @ 3160 is the on-site café serving breakfast from 7:30-10:00am and lunch from 11:30am-1:30pm. Catering services are also provided for breakfast and lunch meetings. For the menu and weekly specials, please visit http://bistro3160.cafebonappetit.com. You can also visit the Porter Drive website for additional local options.

**Who do I contact for assistance?**

The Porter Drive receptionists and Operations team are available to assist you and help make your Pilot experience a success.

Nancy Franzen, Receptionist – 650-724-7990 or nfranzen@stanford.edu

Lorin Mukai, Receptionist – 650-724-7990 or lorinm@stanford.edu

Denise Ochoa, Operations Manager – 650-796-7786 or drochoa@stanford.edu

Terri Flamer, Assistant Building Manager – 650-400-8403 or tflamer@stanford.edu

### What do I bring?
Bring only essential items you can carry yourself in a briefcase, backpack, or small box. You are responsible for bringing your own laptop computer - don't forget your power cable! Please do not bring your monitor, mouse, keyboard, desktop phone, or task chair. It may also be useful to try to reduce the amount of paper, binders, notebooks that you may currently rely on as we are testing out working with less hard copy documents. Save any documents you may need access to in Box or other digital asset management tool.

### What will be provided?
Pilot workstations will be equipped with a sit-stand desk, ergonomic task chair, storage unit, monitor, keyboard, mouse, and desktop phone. Lockers and a coat wardrobe are located at the Anchor Point for your personal belongings.

Basic office supplies will be provided at the Anchor Point, including staplers, scissors, pens, pencils, and paper. Basic kitchen supplies will be provided at the Plaza, including paper plates, cups, flatware, and condiments. Coffee, tea, and snacks will also be provided.

### How do I use the lockers?
The lockers are unassigned and intended for day-use only. If the locker is available, you will see a green light, and if the locker is in use, you will see a blinking red light. To lock: With the knob in the unlocked position, enter a four-digit code, and turn the knob to the locked position within 10 seconds. To unlock: Enter the same four-digit code and turn the knob to the unlocked position.

### How do I use a Coupé or Phone Room?
If a coupé or phone room is unoccupied, jump on in! They cannot be reserved so there should always be one open if you are looking for a more private environment. We do ask that you don't "camp-out" there all day, unless your focused work requires this.

### How do I use a Sofa Lounge, Media Lounge, or Open Meeting?
These work settings also cannot be reserved so feel free to use them whenever you like. Please be conscious of others around you and move to a meeting room if your collaboration gets too loud.

### How do I find out more about the Stanford in Redwood City campus?
More information about the Stanford in Redwood City campus can be found at http://redwoodcity.stanford. edu which features an overview of the project, a video rendering of the new campus and a FAQ that will be updated as details are finalized. For general questions, please contact StanfordRedwoodCityInfo@stanford. edu or submit a comment card at http://redwoodcity.stanford.edu/contact-us.

## ERGONOMICS

### How do I adjust the sit-stand tables?
The wood tables have a soft, paddle-shaped switch works exactly as you'd expect it to, moving up to raise the table and down to lower it. The white tables have a digital switch, and you simply press and hold the down or up arrows. To save a desktop height, press S and the desired position (1-4). You will hear an audible click and after about 2 seconds the saved desktop height will be displayed. To adjust to a saved position, double-click the position, and the desktop will automatically move.

For more information about the sit-stand tables, please visit http://www.hermanmiller.com/products/tables/ sit-to-stand-tables/renew-sit-to-stand-tables.html.

### How do I adjust the task chairs?
Seat height: Pull the lever located beneath the front right of the seat upwards and bring the seat to the desired height by applying or relieving pressure. In an ideal sitting position, the upper and lower legs form a 90° angle and the feet should be flat on the floor.

Backrest: Pull out the handle that is located beneath the front left of the seat and turn it until you reach the desired backrest resistance. Turning the handle forwards will increase resistance and turning it backwards will decrease resistance.

Armrests: Press the button that is located on the back of the armrest in order to adjust it to the desired height.
In an ideal sitting position, the upper and lower arms should form a right angle.

For more information about the task chairs, please visit http://www.vitra.com/en-us/product/id-chair-concept.

## TECHNOLOGY

### How will IT support work during the Pilot?

On your first and last days in the Pilot, there will be onsite IT support to ensure smooth setup and disconnect of your equipment. We recognize that many of you have ongoing IT support through your home department, but in addition, Computer Resource Consulting (CRC) will also offer on-call support to all participants for any IT needs related to the Pilot.

### How do I book a meeting room?

For a list of the available meeting rooms, please visit http://porterdrivecampus.stanford.edu/3160/overview-pilot-meeting-rooms. Meeting rooms can be booked for use in advance of your department occupying the Pilot Workplace so you can make scheduling decisions now.

To book a Pilot meeting room, please contact the 3160 Porter Drive receptionist desk via email at Nancy Franzen nfranzen@stanford.edu or Lorin Mukai lorinm@stanford.edu. Alternatively, you can call during business hours at 650-724-7990 to inquire about a meeting space.

### How do I know which meeting room to reserve?

Generally, you'll want to reserve your room based on the number of participants who will attend. If you have a need for confidentiality, Small Meeting Room 04/140 is best as it will have frosted glass walls.

All Pilot meeting rooms will have the ability to teleconference with the exception of Small Meeting Room 04/140. These rooms will be equipped with a tablet that can be used to share content and make an audio or video call.  We will also include detailed instructions on how best to use them.

### How do I print, scan, or copy documents?

A multifunction printer, scanner, copier will be provided in the Pilot Workplace. On your first day of the Pilot, the on-site consultants will help you install and set this up.