

# The Private Office Environment

## A “Kit of Parts” application in Building 60

Dean of Research (DOR) and Decision Support Services (DSS)

**Goal 1:** To create a workplace that models both Private and Open Environments that:

- changes with ease
- meets sustainability goals
- include wood esthetics
- is cost effective

**Goal 2:** To create a touchdown area that mixes functionality and fun

### Workplace objectives

- Apply Stanford’s newly implemented Furniture Guidelines
- Mix open, closed, and collaborative environments with same furniture pieces
- Maximize flexibility and Reconfigurability
- Maintain an academic image
- Promote health and ergonomics
- Provide for paper and storage organization
- Promote sustainable practices

### Solutions

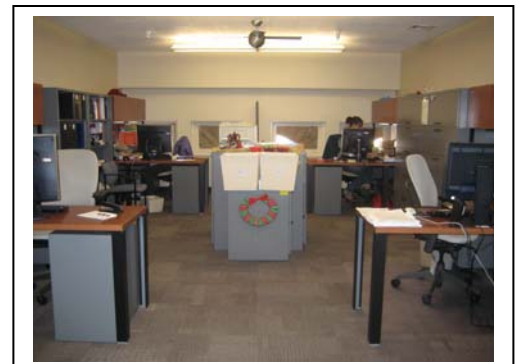
- Flexible Kit of Parts
- Mix of Private & Open collaborative Environment
- Steelcase furniture products: EE6 & Leap
- Interface carpet



Private



Conference Room



Open Office

# The “Kit of Parts” Story of Building 60

## The Workplace Evolution of DOR and DSS

Building 60, located in the center of the Main Quad, is a key historic building at Stanford. The building was renovated in the summer of 2007 to house the Dean of Research Offices (DOR), Decision Support Services (DSS) and the CFO office. The CFO office moved their existing furniture to the building. The DOR and DSS groups, in need of updated furniture, were interested in experimenting with a new flexible, lighter scale furniture concept in their offices. The groups wanted to continue with a special wood esthetics in their space. The lighter scale was critical due to the small window fenestrations and limited space of the building. We also wanted to pilot a project that followed the new Stanford Furniture Guideline concepts of; space flexibility and reconfigurability, sustainable practices, ergonomic solutions, good pricing, and a fast delivery track.

The desk set-ups were designed to be non-handed and reconfigurable. This proved invaluable because one week before installation, we began to change the locations of the desks within the offices. As we know, such changes often happen in projects at Stanford! After installation, more changes were needed as staff members changed office locations and desk placements. Because Building 60 is an older building, the floor variances were anywhere from 0 to 3 inches. The office set ups had legs that adjusted up to 4 inches, which made accommodating uneven floors very easy as well as address some ergonomic needs. We were also able to accomplish certain amount of user customization within each office; users had the option to choose different work tools to help them process their work. Below are some user comments:

**Anne Marie Kodama:** “When we started the project, Ann Arvin wanted to achieve sustainability, style and flexibility and we’ve done it!

**Sara Bible:** “It is a privilege to be at the Main Quad and collaborate with our neighbors. The analytical brainpower in Building 60 is reflective of Stanford. I can’t wait until next quarter when the students become part of our traffic. The solutions of Building 60 makes us feel good because we are part of the overall sustainable effort.”

**Rana Glasgal:** “We went from hand me down furniture scaled for larger people where I could not reach parts of my desk to a better scaled furniture solution. The scale of this furniture makes it easy to reach everything, functions better and gets me organized quicker. Access to storage is quicker as I can put away things easier.”

With the completion of Building 60, ‘Kit of Parts’ is no longer a foreign phrase at Stanford. We even hear Building 60 users speak of their “Kit of Parts” offices!

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### Building 60 Project Team:

Stanford Project Management – Kelly Rohlf  
Stanford Capital Planning and  
Space Management – Edith E. Porras

Sissela Malmstrom, AIA – Interior Architect  
Hathaway Dinwiddie – General Contractor  
Steelcase, Inc. – Furniture Manufacturer  
One Workplace – Furniture Dealership  
Interface – Carpet Manufacturer

# Sustainable and Ergonomic Products.....



## The chair - Leap

### Sustainable Features

- 94% recyclable by weight , 32% recycled content.
- Powder-coated paints, water-based adhesives and a VOC-free manufacturing process.
- The cushioning in Leap’s back upholstery is from 50% post-consumer PET (for example, recycled plastic soda and water bottles) and is 100% recyclable.
- Blanket wrapped (not boxed) shipping
- SCS Indoor Advantage™ and Greenguard® Indoor Air Quality certified.
- Cradle to Cradle certified by MBDC.

### Leap Ergonomic Features

- Fully adjustable arms, seat and back
- Back changes shape to mimic and support your spine
- Flexible seat edge

## The desk - EE6

### Sustainable Features

- Certified to meet Indoor Air Quality standards for LEED.
- Constructed with water-based glues, stains, topcoats and UV finished to significantly reduce VOC emissions.
- Particle board products have 100% recycled wood fiber content.
- Forest Stewardship Council and Sustainable Forestry Initiative certified woods.

### EE6 Ergonomic Features

- 4” worksurface height adjustability



## Interface Carpet

- Climate Neutral Carpet.
- All GHG emissions for the life of the carpet are offset.
- No Glue Installation. Releasable adhesive tabs secure flooring rather than traditional wet glue Improved IAQ and decreases environmental impact.
- No Dye Lot Carpet. Designed using Biomimicry so that each tile is slightly different and can be replaced with ease.

# Touchdown in Building 60 on the 1<sup>st</sup> Floor.....

In Building 60, we are piloting one of the first touchdown spaces on campus. These spaces will be increasingly important as various groups move off campus (including those moving to SRI Menlo Park and Porter Drive).

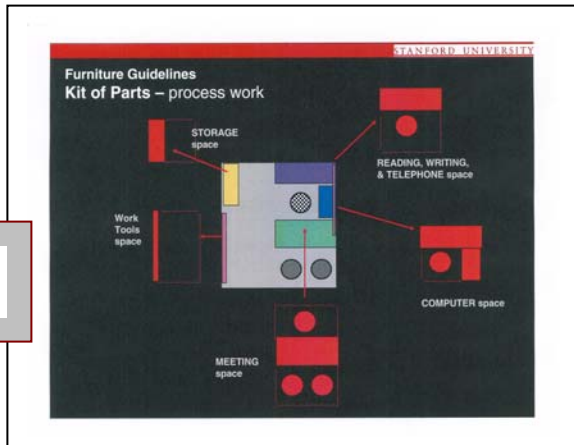
## Some touchdown ideas and protocols

- Supports a short stay, drop-in style of working;
- The touchdown size of the area does not support meetings – this could be a feature in future facilities;
- Open from 8am to 5pm;
- Card key access;
- First come, first serve;
- Accessible via the front door to the CFO’s office
- Wireless connectivity;
- Users consciously think about modulating voices when 2-3 people are sharing space;
- “Leave no sign” area: Users leave the area as they found it.

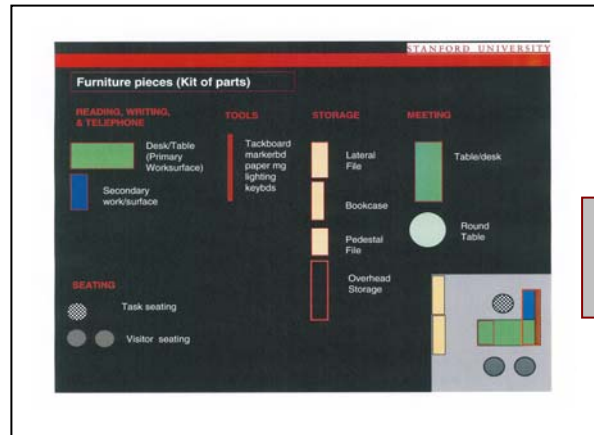


# Kit of Parts – Definition and Explanation

1



2



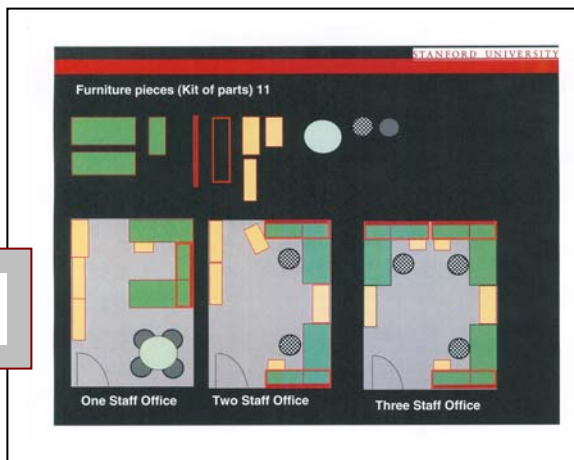
An office has 5 activity centers:

1. Reading/writing/telephoning
2. Computer usage area
3. Meeting area
4. Storage area
5. Organizational center

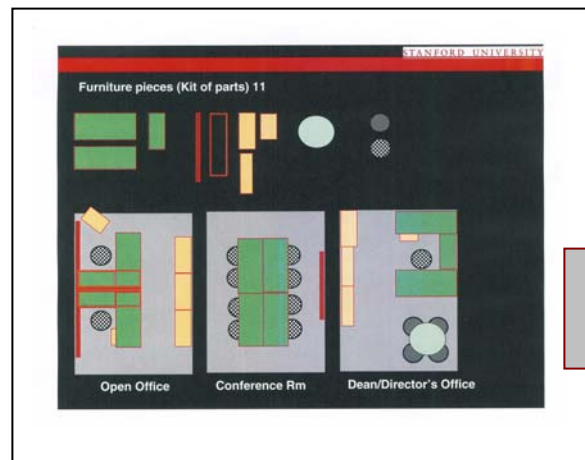
Activity centers are defined by furniture pieces

1. Reading/writing/telephoning area: work surfaces
2. Computer usage area: work surfaces
3. Meeting areas: work surfaces and visitor seating
4. Storage: lateral files, bookcase, peds & overhead storage
5. Organizational center: tackboards, worktools.

3



4



There are 11 pieces that make up the kit of parts:

1. 30" X 72" work surface desk
2. 24" X 72" work surface desk
3. 24" X 42" return
4. Tack board or slat wall
5. Overhead Hutch
6. Round table
7. Lateral File
8. Personal storage
9. Round table
10. Task seating
11. Visitor seating

The same 11 pieces (kit of parts) are used for various office types:

1. Director/ Faculty /Single office
2. Two people shared Office
3. Three people shared office
2. Open Office/collaborative environment
3. Conference Room