



U.S. General Services Administration

Transforming The Workplace

Federal facilities Council

June 9th, 2011

Martha Johnson

Transportation & Infrastructure Committee Hearing April 6th 2011



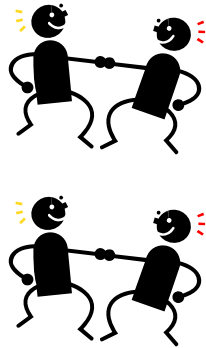
Drivers

- June 2010 Presidential Memo
- Telework Enhancement Act
- Congress
- Administrator's Challenge
- Technology enabling mobility
- Carbon footprint reduction
- Shifts in the Workplace

Measures

Utilization=

70%



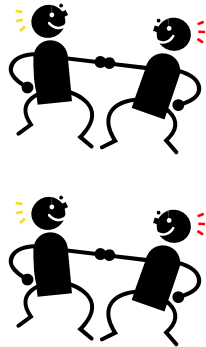
7,000 Sq. Ft.



10,000 Sq. Ft.

Measures

Allocation=



100 People

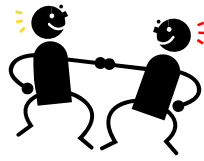


10, 000 Sq. Ft.

100 Sq. Ft. / Person

Measures

Use of Space=



50%

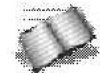
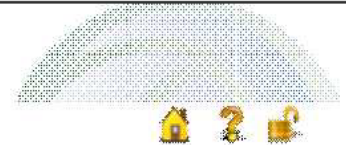
50 People

100 People Bld.

3:00 PM

[Bookit.gsa.gov](https://bookit.gsa.gov)





Make Reservation

[Make Reservation](#) > [Choose Resource](#) > [Reservation Summary](#)

Facility: 1800 F Street
Floor: Any
Category: Workspace
Type: Any
Make Reservation By: Date & Time

Date: 09-Jun-2011

Start Time: 09:00 AM

End Time: 10:00 AM

[Modify Search](#)[Refresh](#)

Availability

[Floor Plan](#)[Calendar](#)

Room ▲	Location	Type	Capacity
<input checked="" type="radio"/> 1307D	Floor 1	Workstation	1
<input type="radio"/> 1321A	Floor 1	Workstation	1
<input type="radio"/> 1326E	Floor 1	Workstation	1
<input type="radio"/> 1326F	Floor 1	Workstation	1
<input type="radio"/> 1427A	Floor 1	Workstation	1
<input type="radio"/> 1427C	Floor 1	Workstation	1
<input type="radio"/> 1436L	Floor 1	Workstation	1
<input type="radio"/> 1438G	Floor 1	Workstation	1
<input type="radio"/> 2031E	Floor 2	Cubicle	1
<input type="radio"/> 2031I	Floor 2	Cubicle	1
<input type="radio"/> 2031L	Floor 2	Touchdown	1
<input type="radio"/> 2031M	Floor 2	Touchdown	1
<input type="radio"/> 2308A	Floor 2	Cubicle	1

* - Requires manual approval

1 2 3

[Cancel](#)[Express](#)[Continue](#)



Make Reservation

[Make Reservation](#) > [Choose Resource](#) > [Reservation Summary](#)

Facility: 7300 1800 F St.
Floor: 7
Category: Workspace
Type: Any
Make Reservation By: Date & Time

Date: 18 July 2011

Start Time: 09:00 AM

End Time: 5:00 PM

[Modify Search](#)[Refresh](#)[Availability](#)**Floor Plan**[Calendar](#)

Floor 7

Zoom X

1

[Cancel](#)

PT Space







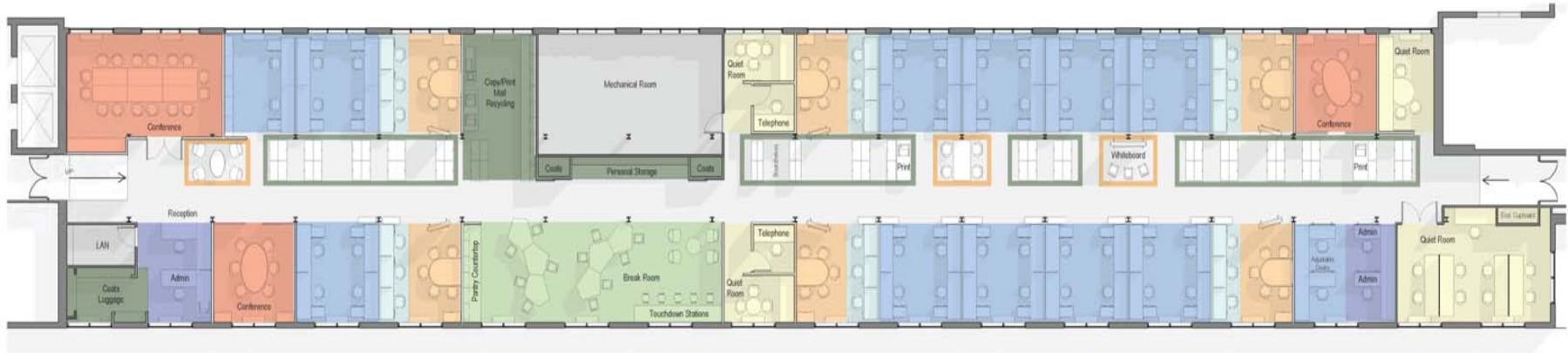


The Plan





7TH FLOOR PLAN



Workspace Quantities

Neighborhood Workstations	42
Admin Workstations (Including Reception)	4
Touchdown Stations	18
Quiet Workstations	11

Standard Workstations (~ 2:1 Ratio)	46
Non-Reservable Workstations	29

Total Workstations	75
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Collaboration Quantities

Team Spaces (5 Person)	6
Small Quiet Rooms (1 Person)	3
Conference (6 Person)	2
Conference (16 Person)	1
Break Room (5 Touchdown stations)	1

Total Alternative Seats	66
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Storage Quantities

File Drawers	
86 Cabinets, 3 Drawers per cabinet :	258
Book Shelves	
18 Bookcases, 4 Shelves per case :	54

Total File Storage Inches	11,232"
Average of 130" Per Employee	

Work Areas

Reserved Workstations
Touchdown Stations
Team Work Areas
Telephone Booths/Conferencing Room/
Quiet Room
Work Space

Staff Technical Equipment

Wi-Fi - Wireless Office
Hard Phone at each Workstation
USB port to connect Monitor,
keyboard and mouse at each workstation
Printers throughout space

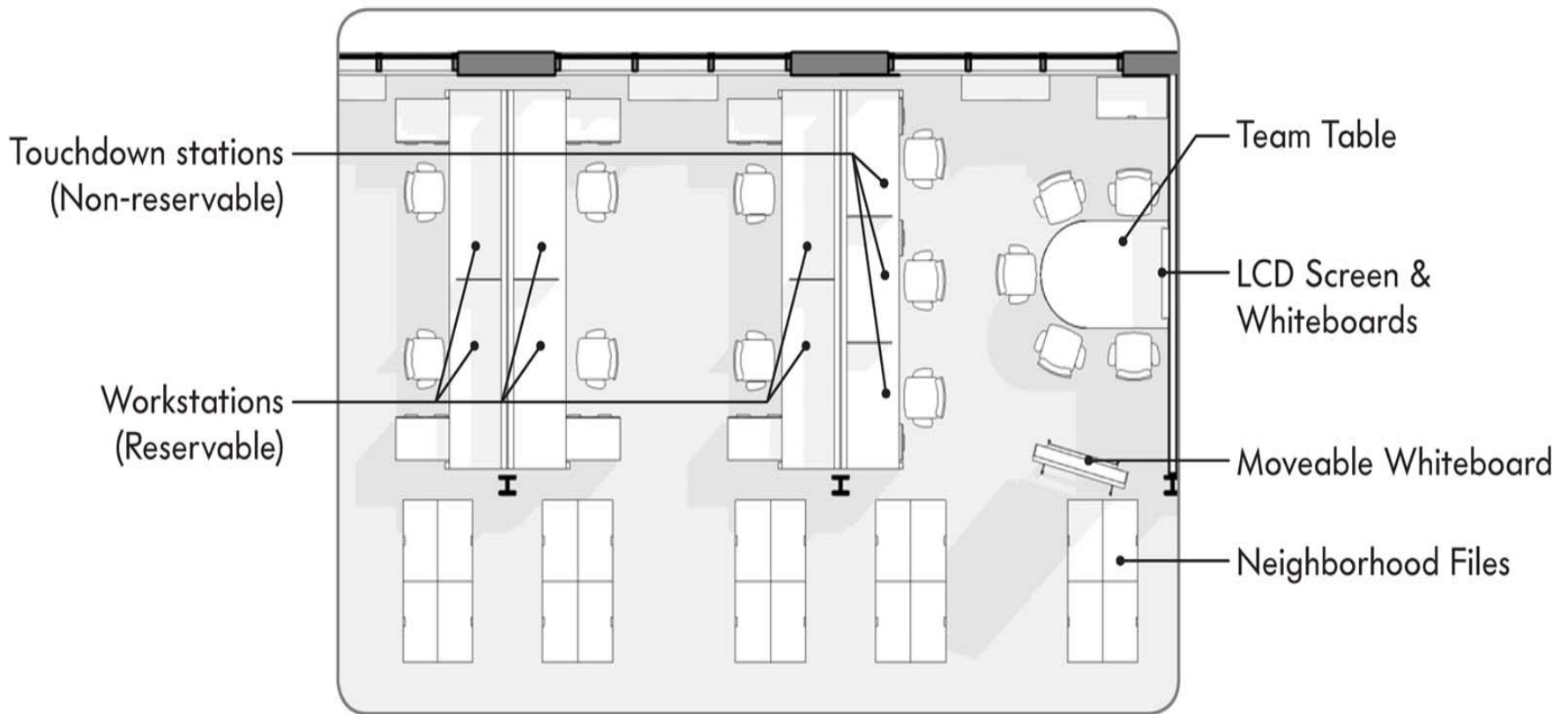
Storage

Dedicated/Personal Storage
- lockable or all PT Staff
Coat Closets & Luggage Storage
Divisional File Storage
Mail/Office Supply
- dedicated Copy Room

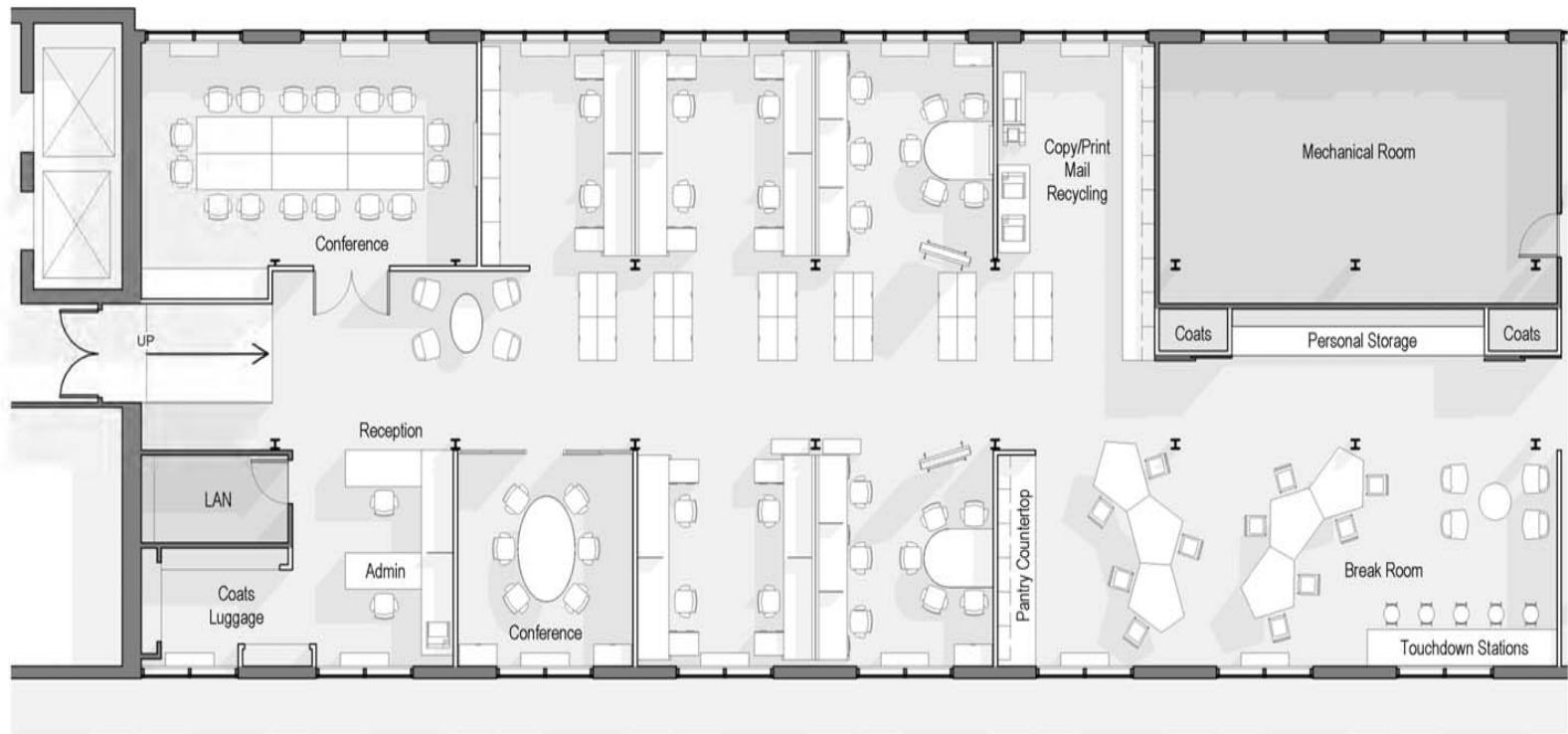
7th Floor Neighborhoods



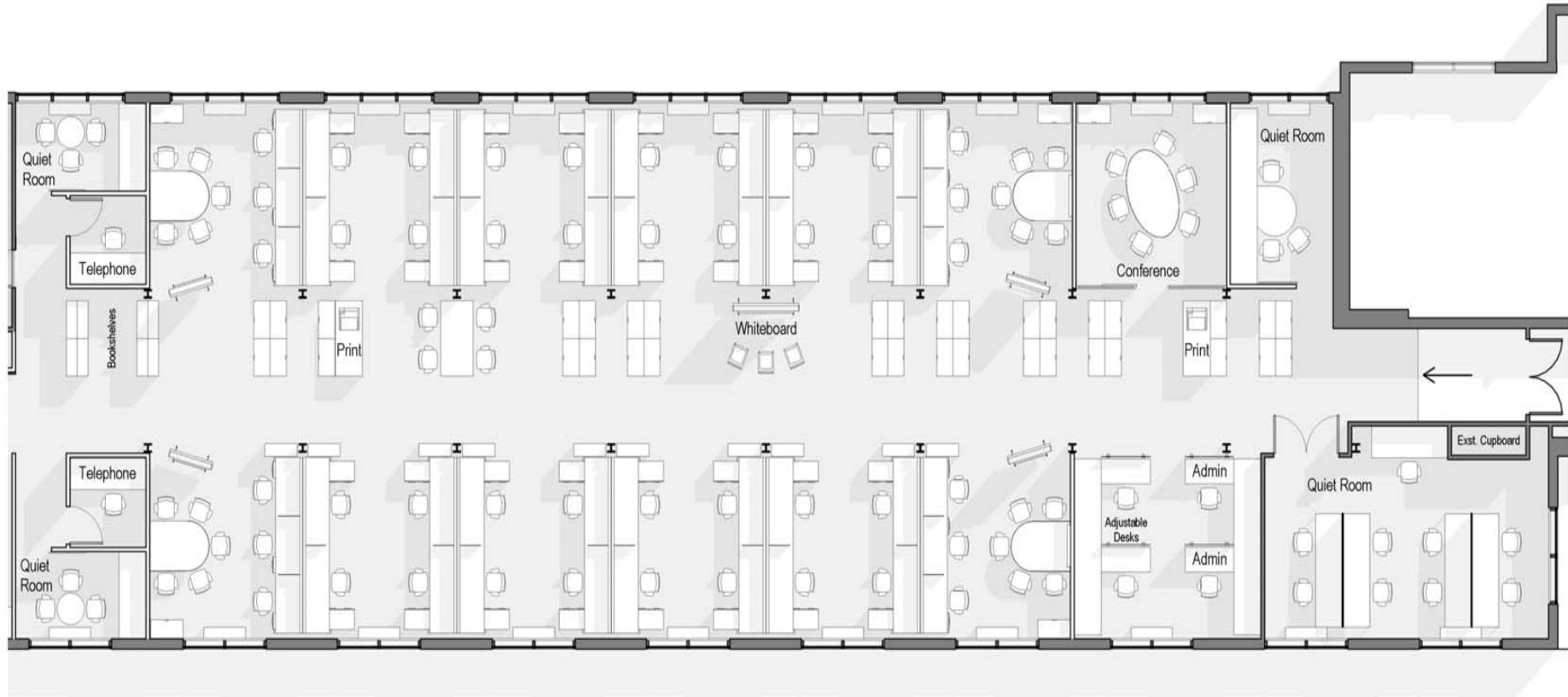
NEIGHBORHOOD PLAN



PLAN ZONE 1



PLAN ZONE 2



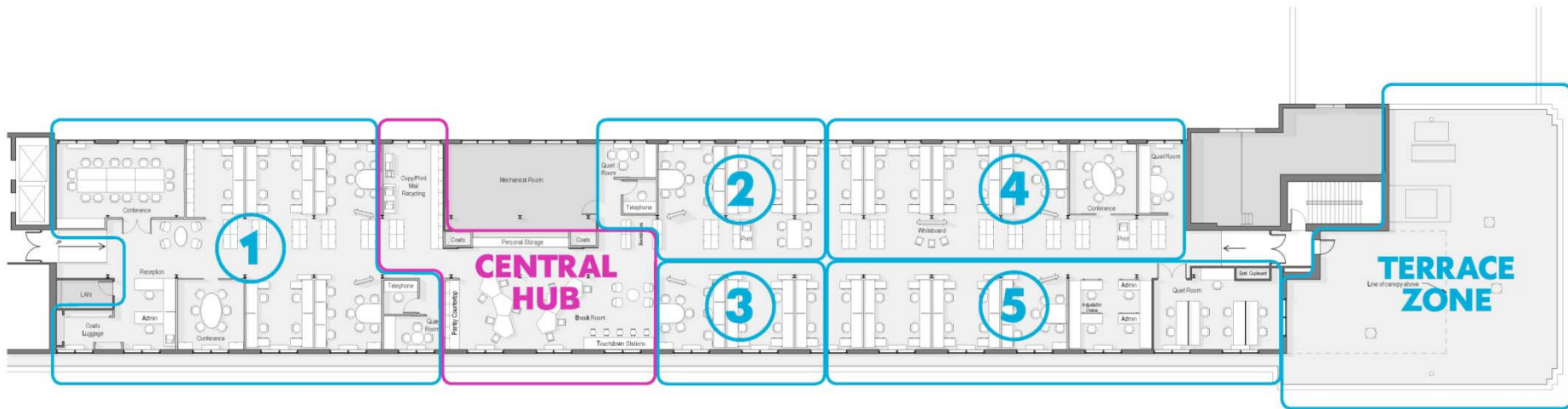




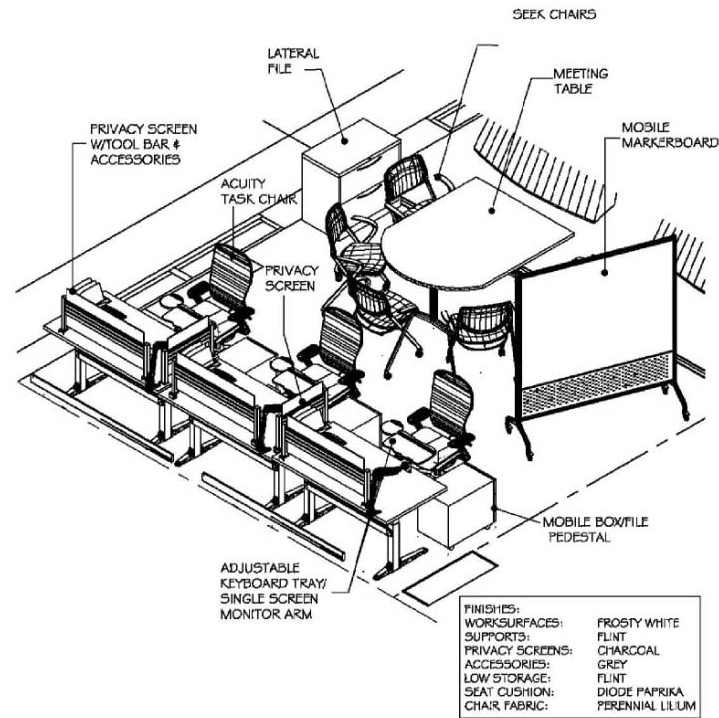




Vendors



- Steelcase
- Allsteel
- KI
- Herman Miller
- Haworth



Schedule

December 2010

Workspace Surveys Completed

January 31st, 2011

Focus Group Session

February 18th, 2011

Studios Given Notice to Proceed

March 14th, 2011

Preliminary Concept Presented

March 23rd, 2011

Design Charrette

April 8th, 2011

RFI to Vendors Released

April 13th, 2011

Final Concept Presented at All-Hands Meeting

June 3rd, 2011

Selected Furniture Vendors Notified

June 10th, 2011

PT Staff Vacates 7300

July 15th, 2011

PT Staff Moves into 7300

Change Management

- Space Advisory Committee
- Regular Communications and Sharing of Information
- All-Hands Meetings
- Protocol Committee
- Sharepoint Site
- Training for Managers

Q&A