21ST CENTURY WORKPLACE DESIGN STANDARD

The following tenets will help design consultants as they upgrade Saint Paul Public School non-student professional spaces to meet the 21st Century Design Standard. This standard is a baseline recommendation - not a checklist to satisfy. Every building and program is unique and variance is expected across sites.

1. Level of **mobility** and level of **interaction** will aid in understanding what type of work style will best support how and where an employee works.

2. Understanding how, and with what frequency, an employee **collaborates** will help identify the types and number of adjacent collaboration spaces required to fully support a team.

3. Creation of an **inclusive community** through shared coats racks, shared resource areas, and shared storage space, at a team level, will help to foster team **identity** and a sense of **belonging**. Additional community resources include break rooms and mother's rooms.

4. Diverse furniture solutions, like high tables and soft seating, will allow people to be **agile** in how they work, alone or with others.

5. Privacy, such as small phone rooms that anyone can use or private offices for employees who require a high level of privacy to do a large percentage of their work, is also a consideration.

SPPS developed a survey to administer during pre-design. The survey captures levels of mobility, levels of interaction, levels and types of collaboration and levels of privacy required for each employee impacted during a project.

The survey translates into a primary work style and includes adjacent support spaces. The team manager has the final review of survey results and is allowed to weigh in. There are four primary work styles which include amount and type of individual storage. These work-styles are further defined to the right.

Individual Level

1



Type 1 - Private Office
This type of workspace is intended for someone who has a high level of meetings at their desk, with 3-4 people, for a vast majority of the day. They may also require a high level of privacy. SPPS is encouraging a move away from providing workspaces based on job title and a move toward providing workspaces based on job function. Therefore, these spaces are also intended to be used by others as small meeting rooms when they are available. The function as a small meeting room, however, is not included in the count for such support spaces.

Adjacenies
The Team

2



Type 2 - Large Workstation
This type of workspace is intended for someone who spends over 60% of the day at their desk doing highly focused work. The assumption with this work environment is that it supports staff who collaborate more using emails or digital meeting platforms and less using meeting rooms of various sizes. Additionally, this environment may support someone who still requires a large amount of paper resources that cannot be stored in a team level resource area.

Adjacenies
Small Conference Room
Med. Conference Room
Large Conference Room
Soft Seating
Quiet/Phone Room

3



Type 3 - Hot Desk
This type of workspace is intended for someone who moves around the District a lot or is based in a school setting primarily. This is not a designated work environment, but rather a place for someone to touch down, as needed. It functions on a first-come, first-serve basis, and is not reservable. This work environment is not ideal for highly focused work. It is ideal for groups of people that collaborate intermittantly while occupying the space.

Adjacenies
Small Conference Room
Med. Conference Room
Large Conference Room
Soft Seating
Quiet/Phone Room

4



Type 4 - Small Workstation
This type of workspace is intended for someone who spends less than 60% of the day at their desk doing highly focused work. The remainder of the day, they are either in meetings on-site or off-site, but generally away from their desk. This work environment is less likely to support meetings at the workstations, as that is not meant to be a gathering space, and will rely heavily on adjacent support spaces. These spaces can be assigned or unassigned.

Adjacenies
Small Conference Room
Med. Conference Room
Large Conference Room
Soft Seating
Quiet/Phone Room

Team Level

The following team level attributes support SPPS's desire to team build, collaborate and create a sense of team identity and belonging.

1 Coat Rack Area
1 Shared Resource Area (could be area with shared reference materials)
1 Shared Storage Area (could be a tall lateral file cabinet)

Additionally, centralized storage for mobile peds, as appropriate (1 ped per person assigned to the building that does not have designated workstation)

Multi-Team/ Building Level

1 Break Room per Building. This is a minimum recommendation. The intention of SPPS break rooms are to provide a place for people to prepare and store food, come together for a meal and/or use the space for small group meetings with or without food.

1 Mother's Room per Building in Non-Student Buildings. This is a minimum recommendation and more may be required in facilities with large amounts of SF or high staff levels. SPPS is committed to elevating the Mother's Room experience beyond the bare minimum requirements. Each Room will have comfortable seating and a small table.

Training Rooms or Conference Rooms for 20+. This is not a baseline, but a need that should be reviewed during any non-student professional space project.

Additional Workspace Adjacencies. Quiet/Phone Rooms - Soft Seating Area - Small Conference Room (4) - Medium Conference Room (8-12) - Large Conference Room (12+)