Executive Summary

University of California Office of the President
Downtown Oakland
December 2012
Version 1.0 | 1.28.2013

Space Utilization & Activity Analysis
Baseline Data Report
Table of Contents

Introduction
  Purpose
  Methodology
  Definitions
  Breakdown of Observed Spaces
  Key Findings

Section 01: Space Utilization Comparisons
  by Space Type
  by Building
  by Division

Section 02: Space Utilization Snapshots
  by Building
  by Space Type

Section 03: Activity (Demand) Analysis
  Work Modes
  Work Styles

Section 04: Allocation Metrics
  Workplace Seat Leverages (Hypothetical)
A Quantitative Focus on Space

How people *think* they use space, and how they *actually* use space are often two different stories. The Space Utilization Study provides an accurate picture of the way people interact with their environment by objectively gathering only ‘the facts’. The focus is on space. ‘How many people are in a space?’ and ‘How are they using the space?’ are the key questions.

Turning Raw Data into Useful Information

Every half hour, observers gather data at strategic stops along a specified route. The resulting thousands of raw data points are aggregated, creating a dynamic understanding of what occurs in a week. For example, an analysis of the data can tell us how often space is utilized, when room use peaks, the average time people spend at their desks (by building, division, etc.), what type of work people are engaged in, as well as average group sizes and where they’re meeting.

Actionable Findings

The findings from the data analysis provide the basis for optimized programming and conceptual design tuned to the way people actually use space. For example, based on space utilization characteristics such as frequency of use and type of activities observed, project teams can determine how to reallocate space to align room supply with demand. In addition, teams can identify opportunities for space savings while also gauging mobility-readiness.
1. Prepare for Onsite Observation
Using floor plans provided prior to the site visit, the team identified 611 spaces for observation, delivering 37% coverage of all occupied space types across 17 floors in UCOP’s 4 Downtown Oakland locations. The spaces included:

- Offices
- Shared Offices
- Cubicles/Workstations
- Bullpens
- Conference Rooms
- Open Seating Areas
- Break Areas

2. Observe and Record Workplace Activity
For 5 business days between December 3 – December 10, 2012, a team of analysts collected workplace activity data. Using a handheld device (iTouch) to record the number of people in a space and the type of activity occurring—meetings, computer use, etc—each observer covered a route of roughly 80-90 “stops” every half hour between 8:00am to 5:00pm.

3. Analyze Data
Thousands of raw data points were uploaded at the end of each observation day into a web-based data monitoring, filtering, and sorting program. The aggregation of this data generated snapshots that describe the way space is being used (or not used) over the course of the week.

4. Report Results
The report that follows graphically summarizes findings from the Space Utilization Study. The report includes information related to average utilization (i.e. how often spaces were occupied) by building, department, and space type. It also identifies the primary work mode and the degree of mobility of each department and UCOP as a whole. Additionally, the report calls out areas of misalignment between the current functional demands on the space and the activities it actually supports.
**Definitions**

**Activity:** a one-word description of what is happening in a space. The study records 9 common ways space is used in a work environment. When space is not being used, 2 additional types of in-activity (‘Unoccupied’ and ‘Temporarily Unoccupied’) are recorded.

- **Computer:** occupant of space is using his/her computer.
- **Eating:** occupant/s eating food in this space.
- **Pausing:** occupant is at desk or in office but not doing any particular activity.
- **Meeting:** two or more people are discussing work.
- **Phone:** occupant is on the phone.
- **Reading:** occupant is reading paperwork (i.e., not reading something on the computer).
- **Video Conference:** a meeting involving at least 1 person who is communicating remotely as seen on a video screen or monitor.
- **Writing:** occupant is writing on paper (not computer).
- **Temporarily unoccupied:** space empty, but there are “signs of life” (i.e., coffee, purse/briefcase, computer on) suggesting someone was there at some point, but not when observed.
- **Unoccupied:** space empty, with no signs of occupancy yet that day.
- **Other:** anything not indicated by the above descriptions

**Average Utilization:** a calculation determined by subtracting counts of inactivity (“unoccupied” and “temporarily unoccupied”) from counts of all other activity observed for a given space.

**Meeting Room:** any space designed for discussion or collaboration between two or more people. Includes: open and enclosed Conference Rooms, Small Meeting, and Focus Rooms.

**Primary Activity:** the principal way a space is being used

**Secondary Activity:** any use of space that supports or is otherwise ancillary to the primary activity. For example: a person is on the phone (primary activity) while also using his/her computer (secondary activity).

**Route:** the path through the space along which an observer records the number of people and the type of activity occurring at pre-determined points and at regular intervals.

**Route Stop:** a designated space or room where the number of people and the type of activity occurring are recorded.

**Work Mode:** a combination of observed work activities and the number of people performing the activities. There are four types of work modes:

- **Collaborate / Learn:** includes both virtual and in-person collaboration for groups, and virtual collaboration (phone, video conference) for individuals
- **Focus:** one person working alone, either on the computer, reading or writing
- **Relax:** one person eating or hanging out alone
- **Socialize:** a group of two or more eating or hanging out

**Work Style:** a calculation of how much time people are observed at their individual offices or workstations. There are four categories of work styles:

- **Deskbound:** seat occupied 4-5 days per week, for ≥50% of the time when in the office
- **Roaming/Campus Mobile:** seat occupied 4-5 days per week, for <50% of the time when in the office
- **Mobile:** seat occupied 2-3 days per week
- **Remote/Out of Office:** seat occupied <2 days per week
**Introduction**

**Breakdown of Observed Spaces**

Our Space Utilization Study incorporated *611 stops* across all four Downtown Oakland buildings.

### Buildings

<table>
<thead>
<tr>
<th>Buildings</th>
<th>No. of Stops Observed</th>
<th>% of Total Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>415 20th St.</td>
<td>48</td>
<td>7.9%</td>
</tr>
<tr>
<td>1111 Broadway St.</td>
<td>80</td>
<td>13.1%</td>
</tr>
<tr>
<td>1111 Franklin St.</td>
<td>344</td>
<td>56.3%</td>
</tr>
<tr>
<td>Kaiser Center</td>
<td>139</td>
<td>22.7%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>611</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Space Types

<table>
<thead>
<tr>
<th>Space Types</th>
<th>No. of Spaces Observed</th>
<th>% of Total Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices</td>
<td>224</td>
<td>36.7%</td>
</tr>
<tr>
<td>Cubicles/Workstations</td>
<td>311</td>
<td>50.9%</td>
</tr>
<tr>
<td>Conference Rooms</td>
<td>55</td>
<td>9.0%</td>
</tr>
<tr>
<td>Shared Offices</td>
<td>5</td>
<td>0.8%</td>
</tr>
<tr>
<td>Bullpens</td>
<td>6</td>
<td>1.0%</td>
</tr>
<tr>
<td>Open Seating</td>
<td>5</td>
<td>0.8%</td>
</tr>
<tr>
<td>Break Areas*</td>
<td>5</td>
<td>0.8%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>611</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

* Only Break Areas with seating were included in this study.

### Divisions

<table>
<thead>
<tr>
<th>Divisions</th>
<th>No. of Spaces Observed</th>
<th>% of Total Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>159</td>
<td>27.8%</td>
</tr>
<tr>
<td>Academic Senate</td>
<td>7</td>
<td>1.2%</td>
</tr>
<tr>
<td>Business Operations</td>
<td>183</td>
<td>32.0%</td>
</tr>
<tr>
<td>External Relations</td>
<td>33</td>
<td>5.8%</td>
</tr>
<tr>
<td>Finance Office</td>
<td>80</td>
<td>14.0%</td>
</tr>
<tr>
<td>Health Sciences &amp; Services</td>
<td>9</td>
<td>1.6%</td>
</tr>
<tr>
<td>Office of the Regents</td>
<td>86</td>
<td>15.0%</td>
</tr>
<tr>
<td>President’s Exec. Office</td>
<td>15</td>
<td>2.6%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>*<em>572</em></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

* General support spaces that are not owned by a specific group are not included (most conference rooms and break areas).
1. Utilization varies across buildings. Average utilization across all buildings included in this study was 46%, which is higher than the industry average benchmark range (35%-45%). Utilization, however, was inconsistent across the 4 Downtown Oakland building locations. Observed utilization was highest in 1111 Broadway (51%) and lowest in Kaiser Center (43%).

2. Individual spaces are highly utilized. The average utilization of individual workspaces (offices and cubicle/workstations) was 48%, which is significantly higher than the utilization of collaborative spaces (conference rooms and open seating areas) at 33%.

3. An extremely focused workforce Staff at UCOP spend 81.8% of their time conducting individual work (computer, reading, writing, etc.) and only 13.6% of their time in interactive work (in-person and virtual meetings or on the phone). This is clearly a very focused and independent work culture. The typical industry benchmark average is 70% focus and 25% collaborate & learn.

4. Diverse and mobile work styles While 53% of employees were “deskbound” (working the majority of their time at their desks), 47% exhibited more mobile work styles, either roaming to nearby spaces (28%) or working out of the office more than 2 full days out of the week (19%). This indicates that there is an opportunity to rethink how individual workspaces can better support the different work styles.
5. Majority of Meetings are Small
While 42.7% of all meetings were small (2-4 people), the vast majority of rooms are designed to accommodate groups of 6 or more (98%). In addition, there are no spaces for individuals in cubicles to take a private phone call or conduct quiet focus work individually. 14.8% of all meeting room utilization was a single person on the phone or working independently.

6. Reserved but not used.
Conference room reservations were reserved 58% of the observation period, which is near target utilization of 60%. However, average utilization of those conference rooms was 12% lower at 46%. Average utilization of all conference rooms included in the study differed by 23% at 35%.

7. Informal spaces are not effectively supporting collaboration.
Open seating areas and break areas were infrequently used for collaboration. Open seating areas were the least utilized space type of all spaces observed at UCOP (15% average utilization). Break areas with seating were observed supporting meetings only 2.6% of the observation period.
Space Utilization Comparisons

This section compares the amount of time spaces were utilized or occupied by at least one person across different Buildings, Space Types and Divisions.
### Space Utilization

#### Key Takeaway:
The Cubicles/Workstations had the highest observed utilization, whereas the Open Seating had the lowest utilization.

#### Average Utilization by Space Type

<table>
<thead>
<tr>
<th>Space Type</th>
<th>% of Time Spaces Were Occupied</th>
<th>Activities Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cubicle/Workstation</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>44%</td>
<td></td>
</tr>
<tr>
<td>Shared Office</td>
<td>43%</td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td>36%</td>
<td></td>
</tr>
<tr>
<td>Conference Room</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>Bullpen</td>
<td>34%</td>
<td></td>
</tr>
<tr>
<td>Open Seating</td>
<td>15%</td>
<td></td>
</tr>
</tbody>
</table>

#### Average Utilization

- **Meeting (Discussion):** 34%
- **Video Conferencing:** 15%
- **Other:** 35%
- **Temp Unoccupied:** 50%
- **Unoccupied:** 15%

#### Space Types

<table>
<thead>
<tr>
<th>Space Type</th>
<th>No. of Spaces Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices</td>
<td>224</td>
</tr>
<tr>
<td>Cubicles/Workstations</td>
<td>311</td>
</tr>
<tr>
<td>Conference Rooms</td>
<td>55</td>
</tr>
<tr>
<td>Shared Offices</td>
<td>5</td>
</tr>
<tr>
<td>Bullpens</td>
<td>6</td>
</tr>
<tr>
<td>Open Seating</td>
<td>5</td>
</tr>
<tr>
<td>Break Areas</td>
<td>5</td>
</tr>
<tr>
<td>Grand Total</td>
<td>611</td>
</tr>
</tbody>
</table>

#### Average Utilization

- **AVERAGE = 46%**

---

*UCOP Section 01: Comparisons*

*Gensler PROPRIETARY*
Key Takeaway:
Highest average utilization (51%) was observed in 1111 Broadway. The lowest average utilization was observed in Kaiser Center (43%).
### Utilization per Division

#### Average Utilization by Division

<table>
<thead>
<tr>
<th>Division</th>
<th>No. of Spaces Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>159</td>
</tr>
<tr>
<td>Academic Senate</td>
<td>7</td>
</tr>
<tr>
<td>Business Operations</td>
<td>183</td>
</tr>
<tr>
<td>External Relations</td>
<td>33</td>
</tr>
<tr>
<td>Finance Office</td>
<td>80</td>
</tr>
<tr>
<td>Health Sciences &amp; Services</td>
<td>9</td>
</tr>
<tr>
<td>Office of the Regents</td>
<td>86</td>
</tr>
<tr>
<td>President's Executive Office</td>
<td>15</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>572</strong></td>
</tr>
</tbody>
</table>

#### Key Takeaway:

The Finance Office, Office of the Regents, and External Relations had the highest average utilization (49-50%). Academic Senate had the lowest observed utilization (36%).
Section 02

Space Utilization Snapshots

This section focuses on the amount of time spaces were utilized, the number of people utilizing spaces, and the daily/hourly variance of space utilization. Snapshots are presented for each Building and select Space Types.
1111 Franklin St.

**Average Hourly Utilization & Activity**

- **PEAK**
- **AVERAGE = 47%**

**Utilization by Space Type**

- Break
- Bullpen
- Conference
- Cubicle/Workstation
- Office
- Open Seating
- Shared Office

**Utilization by Day**

- 2012-12-03
- 2012-12-04
- 2012-12-05
- 2012-12-06
- 2012-12-10

**Activities Key**

- Computer
- Phone
- Reading
- Writing
- Eating
- Pausing
- Meeting (Discussion)
- Video Conferencing
- Other
- Temp Unoccupied
- Unoccupied

**Key Takeaway:**
Utilization peaks at 11am. The Break Room had the highest average utilization and support some independent activity (reading and writing).
**Average Hourly Utilization & Activity**

- **Peak** utilization is observed around 10am.
- **Average** utilization is 51%.

**Utilization by Space Type**
- Bullpen
- Conference
- Cubicle/Workstation
- Office
- Shared Office

**Utilization by Day**
- 2012-12-03
- 2012-12-04
- 2012-12-05
- 2012-12-06
- 2012-12-10

**Activities Key**
- Computer
- Phone
- Eating
- Pausing
- Meeting (Discussion)
- Reading
- Writing
- Other
- Temp Unoccupied
- Unoccupied

**Key Takeaway:**
Utilization peaks at 10am. Conference Room utilization was very low in 1111 Broadway St. Cubicle/Workstations had the highest observed utilization.
### Average Hourly Utilization & Activity

- **PEAK** Utilization peaks at 10am and 2pm. Utilization levels were consistent across the week. Cubicles/workstations had the highest utilization.

- **AVERAGE = 44%**

### Utilization by Space Type

- **Conference**
- **Cubicle/Workstation**
- **Office**
- **Shared Office**

### Utilization by Day

- **2012-12-03**
- **2012-12-04**
- **2012-12-05**
- **2012-12-06**
- **2012-12-07**

**Activities Key**
- Computer
- Phone
- Reading
- Writing
- Eating
- Pausing
- Meeting (Discussion)
- Video Conferencing
- Other
- Temp Unoccupied
- Unoccupied
**Average Hourly Utilization & Activity**

- **AVERAGE = 43%**

**Activities Key**
- Computer
- Phone
- Reading
- Writing
- Eating
- Pausing
- Meeting (Discussion)
- Video Conferencing
- Other
- Temp Unoccupied
- Unoccupied

**Key Takeaway:**
Utilization peaks at 10am. Utilization levels were lowest on Friday and highest in shared offices and cubicles/workstations.
Space Type: Conference Rooms

Average Hourly Utilization & Activity

Key Takeaway:
Average conference room utilization is low at 35%. Average utilization was highest in Kaiser Center and lowest in 1111 Broadway St.
Conference Room Reservation

Average Reservation and Observed Utilization

Key Takeaway:
Conference room reservations are near target utilization (60%). However, the reservation data compared to actual utilization of the sampled conference rooms differed by 12%. Total utilization of all conference rooms differed by 23%.
Activity (Demand) Analysis

Whereas the previous sections focused on the actual amount of time that people utilized the spaces, this section focuses on the relative amount of time that people spent performing activities while they were in the office.
Work Modes

Collaborate & Learn
Includes both virtual and in-person collaboration for groups, and virtual collaboration (phone, video conference) for individuals
Industry Avg.: 25% Collaborate & Learn.

Relax
One person eating or hanging out alone
Industry Avg.: 1-5% Relax.

Socialize
A group of two or more eating or hanging out
Industry Avg.: 1-5% Socialize.

Focus
One person working alone, either on the computer, reading or writing
Industry Avg.: 70% Focus.

Observed Work Modes

Key Takeaway:
Staff spend the majority of their time conducting individual work. The amount of observed focus work exceeds the industry average (70%). Conversely, the proportion of time spent collaborating with others was far below the industry average (25%).

Definition:
Work Modes are defined through a combination of the observed work activities and the number of people performing the activities.
**Work Styles**

**Observed Work Styles**

- **‘Remote / Out of Office’**
  Seat Occupied <3 days per week
  - 6%

- **‘Roaming / Campus Mobile’**
  Seat Occupied 4-5 days per week, for <50% of the time when in the office
  - 13%

- **‘Mobile’**
  Seat Occupied 2-3 days per week
  - 28%

- **‘Deskbound’**
  Seat Occupied 4-5 days per week, for ≥50% of the time when in the office
  - 53%

**Definition:**
Work Styles are a calculation of how much time people spent at their assigned offices or workstations each day throughout the observation week.

**Key Takeaway:**
Although the majority of staff are ‘Deskbound’ (53%), 47% exhibit a more mobile work style. Approximately 19% of staff were observed to spend more than half the week outside the workplace.
Work Styles Demand Overview

Work Styles Key
- Remote (>3 days out of office)
- Mobile (2-3 days out of office)
- Roaming / Campus Mobile (<50% at desk)
- Deskbound (>50% at desk)

% of Time Work Styles were Observed

Division

<table>
<thead>
<tr>
<th>Division</th>
<th>No. of Spaces Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>159</td>
</tr>
<tr>
<td>Academic Senate</td>
<td>7</td>
</tr>
<tr>
<td>Business Operations</td>
<td>183</td>
</tr>
<tr>
<td>External Relations</td>
<td>33</td>
</tr>
<tr>
<td>Finance Office</td>
<td>80</td>
</tr>
<tr>
<td>Health Sciences &amp; Services</td>
<td>9</td>
</tr>
<tr>
<td>Office of the Regents</td>
<td>86</td>
</tr>
<tr>
<td>President's Executive Office</td>
<td>15</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>572</strong></td>
</tr>
</tbody>
</table>

Key Takeaway:
Health Sciences and Services were observed to exhibit the most mobile work styles (67% 'Mobile'), whereas Academic Senate, External Relations and Finance Office exhibited the most 'Deskbound' work styles.
### Meeting Room Supply vs. Demand

#### Demand Overview

<table>
<thead>
<tr>
<th>Observed Group Sizes**</th>
<th>% of Time Rooms Were in Use, by Size of Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observed Utilization</td>
<td>n/a (45% optimal*)</td>
</tr>
</tbody>
</table>

**Observed Group Sizes** do not include 1111 Franklin St. This data was not available.

**For smaller, unscheduled meeting rooms, 45% is the optimal utilization because demand for these rooms will be offset by offices and workstations; medium and large rooms are usually scheduled, allowing greater efficiency of room use; very large meetings are usually highly coordinated and scheduled well-enough in advance to allow for greater booking efficiency.**

### Key Takeaway:

Average utilization across all observed meeting spaces is below optimal. While 42.7% of all meeting sizes involved 2-4 people, only 2% of all meeting spaces are designed to accommodate groups of this size. 14.8% of all observed group sizes consisted of only a single person.
Allocation Metrics

This section analyzes the observation data in the previous sections to recommend workstation and conference room allocation metrics based on observed demand and utilization behavior.
Workplace Seat Leverages (Hypothetical Model)

<table>
<thead>
<tr>
<th>Observed Seat Demand</th>
<th>Corresponding Seat Leverage and Seat Type</th>
<th>Total Seats Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote / Out of Office</td>
<td>6%</td>
<td>1:4 HC (Smaller shared seats with mobile lounge spaces and privacy / focus rooms)</td>
</tr>
<tr>
<td>Mobile</td>
<td>13%</td>
<td>1:2 HC (Smaller shared seats with mobile lounge spaces and privacy / focus rooms)</td>
</tr>
<tr>
<td>Roaming</td>
<td>28%</td>
<td>1:1 HC (Smaller assigned seats with shared privacy / focus rooms)</td>
</tr>
<tr>
<td>Deskbound</td>
<td>53%</td>
<td>1:1 HC (Larger assigned seats with shared privacy / focus rooms)</td>
</tr>
</tbody>
</table>

Key Takeaway:
If individual seats were allocated based purely on current work style, seats could be leveraged at 1.12 HC per seat overall, an instant savings of approximately 177 seats (11%).
Meeting Room Allocation (Hypothetical Model*)

### Allocation Metrics

<table>
<thead>
<tr>
<th>Room Size</th>
<th>Current Allocation</th>
<th>Aligned Allocation</th>
<th>Observed Occupants</th>
<th>Total Rooms Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus (1-2 seats)</td>
<td>n/a</td>
<td>1 focus</td>
<td>14.8%</td>
<td>6 focus</td>
</tr>
<tr>
<td>Huddle (2-4 seats)</td>
<td>1 huddle</td>
<td>20 huddle</td>
<td>42.7%</td>
<td>16 huddle</td>
</tr>
<tr>
<td>Standard (5-9 seats)</td>
<td>10 standard</td>
<td>13 standard</td>
<td>34.3%</td>
<td>13 standard</td>
</tr>
<tr>
<td>Medium (10-14 seats)</td>
<td>2 medium</td>
<td>24 medium</td>
<td>6.6%</td>
<td>2 medium</td>
</tr>
<tr>
<td>Large (15+ seats)</td>
<td>24 large</td>
<td>1 large</td>
<td>1.6%</td>
<td>1 large</td>
</tr>
</tbody>
</table>

**Key Takeaway:**

Given the observed meeting room utilization, demand could be met by decreasing the amount of rooms by 30.9% (17 rooms) and greatly increases the proportion of focus rooms and small meeting rooms to support groups of 4 or fewer people. However, the reservation system indicates that rooms are reserved 58% of the time.

---

*This calculation is purely hypothetical given current observed meeting room utilization and does not account for reservation system inefficiencies.

**Target utilization is a weighted average of the optimal meeting room availability per room size. Optimal meeting room availability ranges between 45% for smaller, unreserved rooms up to 80% for large rooms.
Key Takeaway:
The following meeting room allocation ratios are recommended to better align the observed demand to meeting room supply. The allocation of smaller rooms accommodating 4 or fewer people should be increased while the allocation of larger rooms should be decreased.

*The recommended ratios utilize the observed demand and group size distribution at UCOP with respect to industry best practice ratios. The ratios are not a direct translation of the hypothetical model on the previous page.

### Existing Meeting Room Allocation

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Existing Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Focus Room</td>
<td>0</td>
</tr>
<tr>
<td>1 Huddle Room</td>
<td>1</td>
</tr>
<tr>
<td>20 Std. Conference</td>
<td>20</td>
</tr>
<tr>
<td>10 Med. Conference</td>
<td>10</td>
</tr>
<tr>
<td>24 Large Conference</td>
<td>24</td>
</tr>
</tbody>
</table>

### Existing Meeting Room Allocation Ratios

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Allocation Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Focus Rooms</td>
<td>1 Focus Room per 1,650 seats</td>
</tr>
<tr>
<td>1 Huddle Room</td>
<td>1 Huddle Room per 83 seats</td>
</tr>
<tr>
<td>20 Std. Conference</td>
<td>1 Std. Conference per XX seats</td>
</tr>
<tr>
<td>10 Med. Conference</td>
<td>1 Med. Conference per 69 seats</td>
</tr>
<tr>
<td>24 Large Conference</td>
<td>1 Lg. Conference per 69 seats</td>
</tr>
</tbody>
</table>

### Observed Mtg Room Utilization

- **35%** average Meeting Room utilization

### Target Mtg Room Utilization

- **52%** average Meeting Room utilization

### Recommended Meeting Room Allocation Ratios

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Allocation Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Focus Room</td>
<td>1 Focus Room per 60 seats</td>
</tr>
<tr>
<td>1 Huddle Room</td>
<td>1 Huddle Room per 100 seats</td>
</tr>
<tr>
<td>1 Std. Conference</td>
<td>1 Std. Conference per 120 seats</td>
</tr>
<tr>
<td>1 Med. Conference</td>
<td>1 Med. Conference per 250 seats</td>
</tr>
<tr>
<td>1 Lg. Conference</td>
<td>1 Lg. Conference per 500 seats</td>
</tr>
</tbody>
</table>