

Summary

Office Building Totals

AXON Headquarters	Year End 2017			Year End 2020			Year End 2025			Comments
	#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
Office Subtotal	451	45,128	71,981	612	57,989	91,935	772	72,744	115,681	
Public/Amenity/Support Subtotal		82,995	114,533		82,995	114,533		82,995	114,533	
Department Grand Totals	451	128,123	186,514	612	140,984	206,468	772	155,739	230,214	

Manufacturing Building Totals

AXON Headquarters	Year End 2017			Year End 2020			Year End 2025			Comments
	#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
Operations - in Manufacturing	264	72,030	104,444	307	72,650	105,343	370	73,875	107,119	
Manufacturing Engineering	15	2,250	3,263	22	2,600	3,770	28	2,900	4,205	
Building Grossing Factor - 15%			16,156			16,367			16,699	
Department Grand Totals	279	74,280	123,862	329	75,250	125,479	398	76,775	128,022	

Summary

Office Totals

Headquarters	Year End 2017			Year End 2020			Year End 2025			Comments
	#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
Operations (office only)	72	4,350	6,308	104	5,775	8,374	138	7,225	10,476	
Research + Development	95	8,670	12,572	131	10,470	15,182	146	12,170	17,647	
Sales	90	5,782	8,384	128	8,048	11,670	184	13,188	19,123	
Marketing Training + Communication	51	4,260	6,177	72	5,410	7,845	92	7,661	11,108	
General + Administrative	109	7,532	10,921	134	8,112	11,762	158	8,792	12,748	
Information Technology Support	34	3,160	4,582	43	3,610	5,235	54	4,160	6,032	
Collaboration Spaces		11,374	13,649		16,564	19,877		19,548	23,458	
Building Grossing Factor - 15%			9,389			11,991			15,089	
Department Grand Totals	451	45,128	71,981	612	57,989	91,935	772	72,744	115,681	

Public/Amenity/Support Totals

Headquarters	Year End 2017		Year End 2020		Year End 2025		Comments
	NSF	GSF	NSF	GSF	NSF	GSF	
Public Spaces	45,000	54,000	45,000	54,000	45,000	54,000	
Amenity Spaces	11,500	13,800	11,500	13,800	11,500	13,800	
Utility Spaces	26,495	31,794	26,495	31,794	26,495	31,794	
Building Grossing Factor - 15%		14,939		14,939		14,939	
Department Grand Totals	-	82,995	82,995	114,533	-	82,995	114,533

Summary

Departmental Totals

Operations	Director Name	Year End 2017			Year End 2020			Year End 2025			Comments
		#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
Quality Assurance	Matt Morstad	9	450	653	14	700	1,015	19	950	1,378	
Supply Chain	Jim Brady	16	800	1,160	22	1,100	1,595	22	1,100	1,595	
Manufacturing Operations	Bill Denzer	13	650	943	21	1,050	1,523	27	1,350	1,958	
Professional Services	Brett Watson	34	2,450	3,553	47	2,925	4,241	70	3,825	5,546	
Manufacturing Engineering	John Bilbrey	15	2,250	3,263	22	2,600	3,770	28	2,900	4,205	
Operations - in Manufacturing	-	264	72,030	104,444	307	72,650	105,343	370	73,875	107,119	
Department Grand Totals		351	78,630	114,014	433	81,025	117,486	536	84,000	121,800	

Research + Development	Director Name	Year End 2017			Year End 2020			Year End 2025			Comments
		#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
Hardware / Device Engineering	Glenn Hickman	81	7,850	11,383	111	9,350	13,558	123	10,900	15,805	
Validation	Kyle Wilson	5	250	363	6	300	435	7	350	508	
Product Management Devices	Jason Hartford	9	570	827	14	820	1,189	16	920	1,334	
Department Grand Totals		95	8,670	12,572	131	10,470	15,182	146	12,170	17,647	

Sales	Director Name	Year End 2017			Year End 2020			Year End 2025			Comments
		#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
TeleSales / SDR Team	Bob Lovering	50	3,200	4,640	65	4,160	6,032	90	7,360	10,672	
Customer Support	Tom Lincks	21	1,450	2,103	38	2,300	3,335	60	3,400	4,930	
Contracts	Alissa McDowell	3	192	278	5	320	464	7	448	650	
Proposals	Katie Kafarakis	8	512	742	10	768	1,114	13	1,280	1,856	
Order Entry	Christy Love	8	428	621	10	500	725	14	700	1,015	
Department Grand Totals		90	5,782	8,384	128	8,048	11,670	184	13,188	19,123	

Summary

Departmental Totals

Marketing Training + Communication	Director Name	Year End 2017			Year End 2020			Year End 2025			Comments
		#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
MTAC - Training	Michael Dzezinski	5	1,120	1,624	8	1,512	2,192	8	1,663	2,411	
MTAC (Marketing + Communication)	Tara Palmisano	36	2,500	3,625	43	2,848	4,130	53	4,448	6,450	
Consumer Products	Annie Peabody	10	640	928	21	1,050	1,523	31	1,550	2,248	
Department Grand Totals		51	4,260	6,177	72	5,410	7,845	92	7,661	11,108	

General + Administration	Director Name	Year End 2017			Year End 2020			Year End 2025			Comments
		#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
Legal	Isaiah Fields	20	1,424	2,065	23	1,424	2,065	25	1,424	2,065	
Finance	Marie Masenga	48	2,678	3,883	49	2,628	3,811	52	2,778	4,028	
Information Security	Jenner Holden	8	1,680	2,436	14	1,945	2,820	21	2,225	3,226	
People Operations	Gretchen Mastellon	22	1,075	1,559	26	1,240	1,798	26	1,240	1,798	
Building Operations	Bradley Chavez	11	675	979	22	875	1,269	34	1,125	1,631	
Department Grand Totals		109	7,532	10,921	134	8,112	11,762	158	8,792	12,748	

Information Technology + Support	Director Name	Year End 2017			Year End 2020			Year End 2025			Comments
		#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
Application Services	Jon Heinrich	18	1,560	2,262	21	1,710	2,480	22	1,760	2,552	
Business Intelligence	John Van Slyke	6	300	435	10	500	725	14	700	1,015	
IT Support	Mark Nardozi	10	1,300	1,885	12	1,400	2,030	18	1,700	2,465	
Department Grand Totals		34	3,160	4,582	43	3,610	5,235	54	4,160	6,032	

Summary

Departmental Totals

Public and Support Space	Year End 2017			Year End 2020			Year End 2025			Comments
	#Staff	NSF	GSF	#Staff	NSF	GSF	#Staff	NSF	GSF	
Public Spaces		45,000	54,000		45,000	54,000		45,000	54,000	
Amenity Spaces		11,500	13,800		11,500	13,800		11,500	13,800	
Collaboration Spaces		11,374	13,649		16,564	19,877		19,548	23,458	
Utility Spaces		26,495	31,794		26,495	31,794		26,495	31,794	
Department Grand Totals										
		Current		Growth		Total				
		#Staff	Total NSF	Total GSF	#Staff	Total NSF	Total GSF	#Staff	Total NSF	Total GSF
		-	94,369	113,243	-	99,559	119,471	-	102,543	123,052

Quality Assurance	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (important) Supply Chain, Procurement, (convenient) Engineering.														
Special Requirements: acoustical, confidentiality, mechanical. Equipment Requirements: none listed.														
Team														
Director of Quality	Matt Morstad	Office	1	50	50	Office	1	50	50	Office	1	50	50	
Supply Quality Assurance Manager		Office	1	50	50	Office	2	50	100	Office	4	50	200	
RMA Manager		Office	1	50	50	Office	2	50	100	Office	2	50	100	
Quality Engineer		Office	6	50	300	Office	9	50	450	Office	12	50	600	
Team Subtotal			9		450		14		700		19		950	
Support Spaces - Dedicated														
					-				-				-	
					-				-				-	
Support Space Subtotal			-		-		-		-		-		-	
Department Totals														
			9		450		14		700		19		950	
			Circulation	45%	203		Circulation	45%	315		Circulation	45%	428	
			GSF		653		GSF		1,015		GSF		1,378	

Supply Chain	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (important) Engineering, Distribution, Sales Operations, Manufacturing.														
Special Requirements: security, acoustical, confidentiality. Equipment Requirements: projection system.														
Team														
Director Supply Chain	Jim Brady	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle to reside in office.
Global Sourcing and Procurement Manager		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle to reside in office.
Global Demand Planning Manager		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle to reside in office.
Global Logistics Manager		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle to reside in office.
Category Manager		Cubicle	4	50	200	Cubicle	6	50	300	Cubicle	6	50	300	Cubicle to reside in office.
Procurement Coordinator		Cubicle	1	50	50	Cubicle	3	50	150	Cubicle	3	50	150	Cubicle to reside in office.
Buyer Planner		Cubicle	3	50	150	Cubicle	4	50	200	Cubicle	4	50	200	Cubicle to reside in office.
SC Analyst		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle to reside in office.
Global Trade and Compliance Manager		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	2	50	100	Cubicle to reside in office.
Supply Chain Project Manager		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle to reside in office.
Logistics Service Analyst		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle to reside in office.
					-				-				-	
					-				-				-	
Team Subtotal			16		800		22		1,100		22		1,100	
Support Spaces - Dedicated														
Workspace Storage			1		-				-				-	Small file cabinet
Closets			1		-				-				-	Coats. In Support.
Meeting Room			1		-				-				-	Non-dedicated 3-4 person room. In Support.
Team Meeting Area			1		-				-				-	In Circulation Factor.
					-				-				-	
Support Space Subtotal			4		-		-		-		-		-	
Department Totals														
			16		800		22		1,100		22		1,100	
			Circulation	45%	360		Circulation	45%	495		Circulation	45%	495	
			GSF		1,160		GSF		1,595		GSF		1,595	

Manufacturing Operations	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Warehouse /Manufacturing, (important) Supply Chain + Quality Assurance + IT + RMA, (convenient) R+D + Finance + HR.														
Special Requirements: security, acoustical, confidentiality, lighting + mechanical. Equipment Requirements: none listed														
Team														
VP Manufacturing	Bill Denzer	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
Manufacturing Manager		Cubicle	5	50	250	Cubicle	7	50	350	Cubicle	9	50	450	
Training Supervisor		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	3	50	150	
Production Control Planner		Cubicle	2	50	100	Cubicle	3	50	150	Cubicle	4	50	200	
Production Control Assistant		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	2	50	100	
Manufacturing Support Specialist		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	3	50	150	
Training Manager		Cubicle	0	50	-	Cubicle	1	50	50	Cubicle	1	50	50	
Leadpoint Manager		Cubicle	2	50	100	Cubicle	3	50	150	Cubicle	4	50	200	
					-				-				-	
					-				-				-	
Team Subtotal			13		650		21		1,050		27		1,350	
Support Spaces - Dedicated														
					-				-				-	
					-				-				-	
Support Space Subtotal			-		-		-		-		-		-	
Department Totals														
			Current		Net SF		Move-in		Net SF		Growth		Net SF	
			#Staff				#Staff				#Staff			
			13		650		21		1,050		27		1,350	
			Circulation	45%	293		Circulation	45%	473		Circulation	45%	608	
			GSF		943		GSF		1,523		GSF		1,958	

Professional Services	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Customer Service, (important) Sales Operations, (convenient) Shipping + Legal + Training														
Special Requirements: security, acoustic. On scale of 3-4 noise production, Call heavy video conference, sound dampening for video conference to reduce feedback noise Equipment Requirements: none listed.														
Team														
VP	Brett Watson	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
Senior Director		Cubicle	2	50	100	Cubicle	3	50	150	Cubicle	4	50	200	
CSM		Cubicle	3	50	150	Cubicle	6	50	300	Cubicle	15	50	750	
Coordinator		Cubicle	3	50	150	Cubicle	5	50	250	Cubicle	8	50	400	
Additional Team Members (title - not listed)		Cubicle	15	50	750	Cubicle	15	50	750	Cubicle	15	50	750	
Hotel Stations		1/2 Cube	10	25	250	1/2 Cube	17	25	425	1/2 Cube	27	25	675	Stations can reside in lounge near team
Director					-				-				-	Part time / remote employee, 25% of time in office.
Senior Lead					-				-				-	Part time / remote employee, 25% of time in office.
Lead					-				-				-	Part time / remote employee, 25% of time in office.
Program Manager					-				-				-	Part time / remote employee, 25% of time in office.
SPM/Sr. CSM					-				-				-	Part time / remote employee, 50% of time in office.
Manager					-				-				-	Part time / remote employee, 10% of time in office.
Tech					-				-				-	Part time / remote employee, 10% of time in office.
S.E.					-				-				-	Part time / remote employee, 10% of time in office.
Team Subtotal			34		1,450		47		1,925		70		2,825	
Support Spaces - Dedicated														
Storage Room / Lab Bench area combo			1	1,000	1,000		1	1,000	1,000		1	1,000	1,000	For spare parts/ accessories/fleet gear + equipment testing
Focus Room					-				-				-	Accommodates 2-3 people - no reservation. In Support.
Test Bench - centralized work area					-				-				-	Included in grossing factor.
Support Space Subtotal			1		1,000		1		1,000		1		1,000	
Department Totals														
			Current		Net SF		Move-in		Net SF		Growth		Net SF	
			#Staff				#Staff				#Staff			
			34		2,450		47		2,925		70		3,825	
			Circulation	45%	1,103		Circulation	45%	1,316		Circulation	45%	1,721	
			GSF		3,553		GSF		4,241		GSF		5,546	

Operations

Manufacturing Engineering	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: none listed.														
Special Requirements: acoustic, mechanical, security. Equipment Requirements: none listed.														
Team														
MFG Engineer Manager	John Bilbrey	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
MFG Sustaining Manager		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
MFG Mechanical Engineer		Cubicle	3	50	150	Cubicle	4	50	200	Cubicle	5	50	250	
MFG Electrical Engineer		Cubicle	3	50	150	Cubicle	4	50	200	Cubicle	5	50	250	
Project Manager		Cubicle	2	50	100	Cubicle	3	50	150	Cubicle	4	50	200	
EDP (Rotational)		Cubicle	2	50	100	Cubicle	2	50	100	Cubicle	3	50	150	
MFG Software Engineer		Cubicle	3	50	150	Cubicle	4	50	200	Cubicle	5	50	250	
Technician Supervisor			0		-	Cubicle	1	50	50	Cubicle	1	50	50	
MFG Sustaining Engineer			0		-	Cubicle	2	50	100	Cubicle	3	50	150	
Team Subtotal			15		750		22		1,100		28		1,400	
Support Spaces - Dedicated														
Prototype Line Engineering Lab			1	1,500	1,500		1	1,500	1,500		1	1,500	1,500	Enclosed, needs to be access controlled.
Support Space Subtotal			1		1,500		1		1,500		1		1,500	
Department Totals														
			15		2,250		22		2,600		28		2,900	
			Circulation	45%	1,013		Circulation	45%	1,170		Circulation	45%	1,305	
			GSF		3,263		GSF		3,770		GSF		4,205	

Operations - in Manufacturing	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies:														
Special Requirements: .Equipment Requirements:.														
Team														
Technician		Production	6	50	300	Production	8	50	400	Production	15	50	750	Department: Quality Assurance.
Assembler		Production	6	50	300	Production	10	50	500	Production	15	50	750	Department: Quality Assurance.
Shipper/Receiver		Production	2	50	100	Production	3	50	150	Production	4	50	200	Department: Quality Assurance.
Inspector		Production	5	50	250	Production	7	50	350	Production	15	50	750	Department: Quality Assurance.
Distribution Center Staff		DC	20	15	300	DC	25	15	375	DC	30	15	450	Department: Supply Chain. 1:4 Shared Workstations
Facilities Staff		Warehouse	12	15	180	Warehouse	15	15	225	Warehouse	15	15	225	Department: Supply Chain. 1:4 Shared Workstations
Automation / Equipment Maintenance		Manufacturing	8	50	400	Manufacturing	9	50	450	Manufacturing	11	50	550	Department: Manufacturing Operations.
Manufacturing Line Employees		Manufacturing	205		-	Manufacturing	230		-	Manufacturing	265		-	Based on Axon staff projection quip document
Team Subtotal			264		1,830		307		2,450		370		3,675	
Support Spaces - Dedicated														
Locker/Changing Rooms			2	900	1,800		2	900	1,800		2	900	1,800	Department: Manufacturing Operations. Enclosed, adjacent with doors leading to manufacturing.
Multiple Bathrooms			4	200	800		4	200	800		4	200	800	Department: Manufacturing Operations. In manufacturing area to support 360 people direct + indirect manufacturing.
Meeting/Break Area			1	1,500	1,500		1	1,500	1,500		1	1,500	1,500	Department: Manufacturing Operations. Enclosed, adjacent with doors leading to manufacturing, additional alternative to break room
File storage			1	500	500		1	500	500		1	500	500	Department: Manufacturing Operations. Open room for storage in manufacturing area.
Training Room			1	600	600		1	600	600		1	600	600	Department: Manufacturing Operations. Open, 1/2 wall training area in manufacturing with media.
Manufacturing Floor			1	50,000	50,000		1	50,000	50,000		1	50,000	50,000	base number not including grossing factors
Warehouse			1	15,000	15,000		1	15,000	15,000		1	15,000	15,000	base number not including grossing factors
Support Space Subtotal			11		70,200		11		70,200		11		70,200	
Department Totals														
			264		72,030		307		72,650		370		73,875	
			Circulation	45%	32,414		Circulation	45%	32,693		Circulation	45%	33,244	
			GSF		104,444		GSF		105,343		GSF		107,119	

Research + Development

Hardware / Device Engineering	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Product Management + Validation + Manufacturing, (important) Supply Chain + Quality, (convenient) Marketing + Sales.														
Special Requirements: security, acoustic, lighting, mechanical. Equipment Requirements: oscilloscope (8), band saw + drill press (2), vision system, air gun, tempature + humidity tester, 3d printer (2), laser cutter.														
Team														
VP + Director	Glenn Hickman	Cubicle	4	50	200	Cubicle	6	50	300	Cubicle	8	50	400	
Engineers, Technicians, Drafters		Cubicle	62	50	3,100	Cubicle	85	50	4,250	Cubicle	90	50	4,500	
Contractors, Interns		Cubicle	15	50	750	Cubicle	20	50	1,000	Cubicle	25	50	1,250	Stand-up desks
					-				-				-	
					-				-				-	
Team Subtotal			81		4,050		111		5,550		123		6,150	
Support Spaces - Dedicated														
Storage Room for Prototype Parts			1	500	500		1	500	500		1	700	700	Open area
Clean Room			1	100	100		1	100	100		1	150	150	Enclosed area, clean room within or adjacent to mechanical lab for building and testing cameras and lenses
ID Mood Board			1		-		1		-		1		-	Open area, large wall to post sketches and photos of industrial design concepts. White board + pin-up area near work area.
Mechanical Lab			1	1,000	1,000		1	1,000	1,000		1	1,200	1,200	Enclosed area, heavy machinery.
Electrical Lab			1	1,000	1,000		1	1,000	1,000		1	1,200	1,200	Enclosed area, with soldering irons + fume hoods.
Firing Range			1	1,200	1,200		1	1,200	1,200		1	1,500	1,500	Enclosed area, high levels of lighting required.
Lounge			1		-		1		-		1		-	Open area, space for collaboration/ meeting. Included in grossing factor.
					-				-				-	
					-				-				-	
Support Space Subtotal			7		3,800		7		3,800		7		4,750	
Department Totals														
			81		7,850		111		9,350		123		10,900	
				Circulation 45%	3,533			Circulation 45%	4,208			Circulation 45%	4,905	
				GSF	11,383			GSF	13,558			GSF	15,805	

Validation	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: none listed.														
Special Requirements: security, mechanical. Equipment Requirements: ESPEC, Solar and Laser.														
Team														
Validation Test Engineer	Kyle Wilson		3	50	150		3	50	150		3	50	150	
Validation Test Technician			2	50	100		3	50	150		4	50	200	
					-				-				-	
					-				-				-	
Team Subtotal			5		250		6		300		7		350	
Support Spaces - Dedicated														
Storage Cabinets					-				-				-	
					-				-				-	
					-				-				-	
Support Space Subtotal			-		-		-		-		-		-	
Department Totals														
			5		250		6		300		7		350	
				Circulation 45%	113			Circulation 45%	135			Circulation 45%	158	
				GSF	363			GSF	435			GSF	508	

Product Management Devices	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Engineering, (important) L-Team + Quality + Supply Chain, (convenient) Marketing/PR + Sales + PSO + HR.														
Special Requirements: security, acoustic, confidentiality, lighting. Equipment Requirements: Set up for products. Docks, cameras, fleet set up.														
Team														
Senior Director	Jason Hartford	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
VP		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	2	50	100	
Director		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	1	50	50	
Senior Product Manager		Cubicle	3	50	150	Cubicle	5	50	250	Cubicle	7	50	350	
Associate Product Manager		Cubicle	3	50	150	Cubicle	4	50	200	Cubicle	5	50	250	
					-				-				-	
					-				-				-	
Team Subtotal			9		450		14		700		16		800	
Support Spaces - Dedicated														
Storage Room			1	120	120		1	120	120		1	120	120	Enclosed, space for competitive samples, prototype and demo samples of developing and existing products.
					-				-				-	
					-				-				-	
Support Space Subtotal			1		120		1		120		1		120	
Department Totals		Current		Growth		Total								
		#Staff		#Staff		#Staff								
		Net SF		Net SF		Net SF								
		9		14		16								
		Circulation 45%		Circulation 45%		Circulation 45%								
		257		369		414								
		GSF		GSF		GSF								
		827		1,189		1,334								

TeleSales / SDR Team	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential + important) Sales Operations + Customer Service, (convenient) Support.														
Special Requirements: Acoustical, Lighting. Equipment Requirements: none listed														
Team														
Lead	Bob Lovering	Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	128	
Sales Team		Cubicle	49	50	3,136	Cubicle	64	50	4,096	Cubicle	89	50	7,232	
					-				-				-	
					-				-				-	
					-				-				-	
					-				-				-	
Team Subtotal			50		3,200		65		4,160		90		7,360	
Support Spaces - Dedicated														
File Cabinets			5		-		5		-		5		-	
Training Room 50-100 person					-				-				-	
Open Huddle Space: Team Collaboration			1		-		1		-		1		-	Included in Shared Support. Included in grossing factor.
					-				-				-	
Support Space Subtotal			6		-		6		-		6		-	
Department Totals														
			50		3,200		65		4,160		90		7,360	
			Circulation	45%	1,440		Circulation	45%	1,872		Circulation	45%	3,312	
				GSF	4,640			GSF	6,032			GSF	10,672	
General Notes: Dedicated meeting areas. White noise not sufficient. Indication of availability. Team collaboration area 20 people. Team training area 50-100 people with media tools for teaching and training. Review notes from														

Customer Support	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Professional Services, (important) Training, (convenient) RMA + Sales Ops.														
Special Requirements: acoustical, confidentiality, lighting, mechanical. Equipment Requirements: none listed.														
Team														
Director of Customer Support	Tom Lincks	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
Senior Regional Support Manager		Cubicle	2	50	100	Cubicle	3	50	150	Cubicle	6	50	300	
Regional Support Manager		Cubicle	5	50	250	Cubicle	8	50	400	Cubicle	12	50	600	On the road % of time.
Senior Tech Support Engineer		Cubicle	4	50	200	Cubicle	8	50	400	Cubicle	12	50	600	
Customer Service & Technical Support Manager		Cubicle	1	50	50	Cubicle	3	50	150	Cubicle	4	50	200	
Customer Service & Technical Support Rep		Cubicle	8	50	400	Cubicle	15	50	750	Cubicle	25	50	1,250	
					-				-				-	
					-				-				-	
Team Subtotal			21		1,050		38		1,900		60		3,000	
Support Spaces - Dedicated														
Product Area			1		-		2		-		3		-	Open, place to lay out all our products for testing. Included in Gross. Enclosed, and locked, storage for all of our customer accommodation gear and spare parts. Interior flexible.
Storage Room			1	200	200		1	200	200		1	200	200	Enclosed, place to put out special testing of problem products or new products.
Work Area			1	200	200		1	200	200		1	200	200	
					-				-				-	
					-				-				-	
Support Space Subtotal			3		400		4		400		5		400	
Department Totals														
			21		1,450		38		2,300		60		3,400	
			Circulation	45%	653		Circulation	45%	1,035		Circulation	45%	1,530	
				GSF	2,103			GSF	3,335			GSF	4,930	
General Notes: Near training for 20-30 people meetings for new product release 1x per quarter. Weekly team meetings 7-8 people. Storage at desk for devices. Privacy important - heavy phone use. Way to indicate heavy call volume.														

Contracts	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) sales orders + deal desk, (important) proposals + legal + sales enablement, (convenient) sales force + tele sales														
Special Requirements: none listed.														
Team														
Senior Contracts Manager	Alissa McDowell	Cubicle	1	50	64	Cubicle	2	50	128	Cubicle	2	50	128	
Contracts Manager		Cubicle	1	50	64	Cubicle	2	50	128	Cubicle	3	50	192	
Contracts Administrator		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	2	50	128	
					-				-				-	
Team Subtotal			3		192		5		320		7		448	
Support Spaces - Dedicated														
					-				-				-	
					-				-				-	
Support Space Subtotal			-		-		-		-		-		-	
Department Totals														
			Current #Staff		Net SF		Growth #Staff		Net SF		Total #Staff		Net SF	
			3		192		5		320		7		448	
			Circulation	45%	86		Circulation	45%	144		Circulation	45%	202	
			GSF		278		GSF		464		GSF		650	

Proposals	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) sales ops - all teams, (important) sales leadership, (convenient) legal/government affairs + customer support + product management.														
Special Requirements: acoustic. Equipment Requirements: none listed.														
Team														
Proposal Team Lead	Katie Kafarakis	Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	128	
Sr. Proposal Manager	Katie Kafarakis	Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	2	50	128	
Proposal Manager		Cubicle	4	50	256	Cubicle	4	50	320	Cubicle	4	50	576	
Proposal Coordinator		Cubicle	1	50	64	Cubicle	2	50	128	Cubicle	2	50	192	
Jr. Proposal Coordinator			0	50	-	Cubicle	1	50	128	Cubicle	2	50	128	
Technical Writer		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	2	50	128	
					-				-				-	
					-				-				-	
Team Subtotal			8		512		10		768		13		1,280	
Support Spaces - Dedicated														
Printing, Binding & Copy Area			1				1				1			Open or enclosed acceptable, Need high quality printer with lots of functionality (printing tabs, hole punching, color options, etc.) area to print large documents, lay them out and organize them in binders and get them added to boxes for shipping. 100 sf Included in Gross
Team Focus Room					-				-				-	Enclosed, It would be ideal to have a dedicated quiet space where we can spend time writing and not being interrupted. This would be a shared space amongst the team. Included in Shared Support.
					-				-				-	
Support Space Subtotal			1		-		1		-		1		-	
Department Totals														
			Current #Staff		Net SF		Growth #Staff		Net SF		Total #Staff		Net SF	
			8		512		10		768		13		1,280	
			Circulation	45%	230		Circulation	45%	346		Circulation	45%	576	
			GSF		742		GSF		1,114		GSF		1,856	

Order Entry	Director	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Sales Enablement + Contracts, (important) Finance + TeleSales, (convenient) Shipping.														
Special Requirements: none listed. Equipment Requirements: 1 Scanner/Printer, 2 Monitors per team member, 1 Touch Screen Monitor per team member.														
Team														
Senior Sales Order Manger	Christy Love	Cubicle	1	50	64	Cubicle	1	50	50	Cubicle	1	50	50	
Sales Order Manager		Cubicle	1	50	64	Cubicle	1	50	50	Cubicle	1	50	50	
Sales Order Coordinator		Cubicle	6	50	300	Cubicle	8	50	400	Cubicle	12	50	600	
					-				-				-	
Team Subtotal			8		428		10		500		14		700	
Support Spaces - Dedicated														
File Cabinet			1		-									Open area, 4 drawer file cabinet.
					-									
Support Space Subtotal			1		-		-		-		-		-	
Department Totals														
		Current		Growth		Total								
		#Staff		#Staff		#Staff								
		Net SF		Net SF		Net SF								
General Notes: Optional Stand-up Desks		8		10		14								
		Circulation		Circulation		Circulation								
		55%		55%		55%								
		193		225		315								
		GSF		GSF		GSF								
		621		725		1,015								

Marketing Training + Communication

MTAC - Training	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments	
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF		
Adjacencies: (critical) IT Equipment Room, (important) Customer Service- but not required to be connected to MTAC directly, (convenient) Regional Support Managers + Legal.															
Special Requirements: acoustic, confidentiality. Equipment Requirements: none listed.															
Team															
Head of Global CEW Training	Michael Dzezinski	Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	3-sided cubicle	
Staff Instructor		Cubicle	1	50	64	Cubicle	2	50	128	Cubicle	2	50	128	3-sided cubicle	
CEW Training Coordinator		Cubicle	1	50	64	Cubicle	2	50	128	Cubicle	2	50	128	2-sided cubicle	
Training Support Rep.		Cubicle	1	50	64	Cubicle	2	50	128	Cubicle	2	50	128	2-sided cubicle	
Training Consultant		Benching	1	15	64	Benching	1	15	64	Benching	1	15	15	Any open space for work space, no cube needed.	
					-				-				-		
					-				-				-		
Team Subtotal			5		320		8		512		8		463		
Support Spaces - Dedicated															
Record Storage			1		-		1		-		1		-	Can be shared with legal.	
Masters Instruction School (MIS) Auditorium			1		-		1		-		1		-	Takes place quarterly. Room for 100-150 people. In Support	
B Instruction School (BIS) Classroom			1		-		2		-		3		-	Takes place monthly. Room for 25 people. In Support	
Drill Training (exterior)			1		-									Open room for 75 people for non-firing and firing school occurring monthly. Approximate size equal to south side parking plus 1/2 no columns.	
Physical Education Training (indoor)			1		-									Flat large space, large mats.	
Large Storage		Closet	4	200	800		5	200	1,000		6	200	1,200	6 closets for equipment storage with room to grow. Locate near training area.	
Café					-				-				-	Ability to feed 100-150 people.	
Visitor Parking					-				-				-		
					-				-				-		
					-				-				-		
Support Space Subtotal			9		800		9		1,000		11		1,200		
Department Totals															
			Current	Net SF		Growth			Net SF		Total			Net SF	
			#Staff			#Staff			#Staff			#Staff			
General Comments: Currently using lateral overhead file cabinets. *Phone.			5	1,120		8	1,512		8	1,663					
			Circulation	45%	504	Circulation	45%	680	Circulation	45%	748				
			GSF	1,624		GSF	2,192		GSF	2,411					

Marketing Training + Communication

MTAC (Marketing + Communication)	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Leadership Team + Training, (important) Sales + Product Managers, (convenient) IT + AP + Legal + HR.														
Special Requirements: security, acoustical, confidentiality, lighting. Equipment Requirements: white boards / drawing boards.														
Team														
Marketing Project Manager	Tara Palmisano	Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	128	
Team		Cubicle	24	50	1,536	Cubicle	31	50	1,984	Cubicle	41	50	3,520	
AV Consultant		Variable	1	-	-	Variable	1	-	-	Variable	1	-	-	Breakout rooms- Sales. Harringer group.
Guest Space - Hoteling		Benching	10	15	150	Benching	10	15	150	Benching	10	15	150	Open, for visiting team from Seattle and Intl.
Team Subtotal			36		1,750		43		2,198		53		3,798	
Support Spaces - Dedicated														
Studio			1	400	400		1	400	400		1	400	400	Enclosed, for video and photography as well as webinars. High STC.
Event Room			1	250	250		1	250	250		1	250	250	Enclosed, for marketing collateral/events. To be located near atrium. With table in center for event prep + secured perimeter storage + counter.
Kitchen			1	-	-									Catering kitchen + alcohol storage.
Copy Room			1	-	-									dedicated? Open, for our snacks and brought meals. Separate? In Gross
Open Space Working Areas			1	-	-									Not dedicated. Open. In Gross
Collaboration Space - Team Specific			1	-	-		1	-	-		1	-	-	Open, similar to what we have now. In Gross
File Areas			1	100	100									Enclosed and divisible. As a creative team we really would benefit from a space that's all ours for collaboration. 300 sf. In support
				-	-									Enclosed/ secure training record paper + product used as archives storage (can be shared with Legal Dept). Tuttle has 10ish cabinets and training has 15ish.
				-	-									
Support Space Subtotal			7		750		3		650		3		650	
Department Totals														
		Current		Net SF		Growth		Net SF		Total		Net SF		
		#Staff				#Staff				#Staff				
		36		2,500		43		2,848		53		4,448		
General Comments: Mix benching and cubes. Keep bullpen feel. Some quiet spots for calls. "Steve" space.		Circulation	45%	1,125		Circulation	45%	1,282		Circulation	45%	2,002		
		GSF		3,625		GSF		4,130		GSF		6,450		

Consumer Products	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (important) Warehouse- Raw + Finished Goods + Manufacturing, (convenient) Customer Service + Supply Chain														
Special Requirements: security, lighting. Equipment Requirements: laptops, monitors, storage racks.														
Team														
Director	Annie Peabody	Cubicle	5	50	320	Cubicle	8	50	400	Cubicle	10	50	500	
Marketing Manager		Cubicle	2	50	128	Cubicle	4	50	200	Cubicle	6	50	300	
Business Development Manager		Cubicle	1	50	64	Cubicle	3	50	150	Cubicle	5	50	250	
Operations Manager		Cubicle	1	50	64	Cubicle	3	50	150	Cubicle	5	50	250	
Account Manager		Cubicle	1	50	64	Cubicle	3	50	150	Cubicle	5	50	250	
				-	-			-	-			-	-	
				-	-			-	-			-	-	
Team Subtotal			10		640		21		1,050		31		1,550	
Support Spaces - Dedicated														
Storage Area			1	-	-		1	-	-		1	-	-	Enclosed, locked. In Support
				-	-			-	-			-	-	
Support Space Subtotal			1		-		1		-		1		-	
Department Totals														
		Current		Net SF		Growth		Net SF		Total		Net SF		
		#Staff				#Staff				#Staff				
		10		640		21		1,050		31		1,550		
		Circulation	45%	288		Circulation	45%	473		Circulation	45%	698		
		GSF		928		GSF		1,523		GSF		2,248		

Legal	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (important) HR, (convenient) Sales Ops, Finance, Executive.														
Special Requirements: none listed														
Team														
VP & Associate General Counsel	Isaiah Fields	Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
Sr. Corporate Counsel & Compliance Officer		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
Director of Litigation, National Appellate Counsel		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
Litigation Attorney		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
Corporate Attorney		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
Paralegal		Cubicle	7	50	192	Cubicle	10	50	192	Cubicle	12	50	192	
Legal Secretary		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
Technical Writer		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
Technical Compliance Manager		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
Law Clerks		Benching	3	15	192	Benching	3	15	192	Benching	3	15	192	ASU students
Project Clerk		Benching	1	15	64	Benching	1	15	64	Benching	1	15	64	ASU students
General Counsel		Cubicle	1	50	64	Cubicle	1	50	64	Cubicle	1	50	64	
					-				-				-	
					-				-				-	
Team Subtotal			20		1,024		23		1,024		25		1,024	
Support Spaces - Dedicated														
Evidence Storage Room			1	200	200		1	200	200		1	200	200	Dedicated, single entry with secure access, 14' x 14'. Workbench with 2-3 personal computers, oscilloscope, meters and power supply. Shelving for evidence and test items. 24 hour video loop would be ideal, but not essential.
Copy area with work space			1		-		1		-		1		-	Dedicated, open. In Gross
Library			1	200	200		1	200	200		1	200	200	Enclosed, conference 6-8 people dedicated with storage, privacy glazing.
Work Areas: Focus Rooms			4		-		4		-		4		-	Enclosed. In Gross/Support
File Storage			1		-		1		-		1		-	4 lateral files, 4 high +/- In Gross
					-				-				-	
					-				-				-	
Support Space Subtotal			8		400		8		400		8		400	
Department Totals			Current	Net SF		Growth	Net SF		Total	Net SF				
General Notes: Majority of work at work station is independent.			20	1,424		23	1,424		25	1,424				
			Circulation	45%	641	Circulation	45%	641	Circulation	45%	641			
			GSF	2,065		GSF	2,065		GSF	2,065				

Finance / Accounting	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (important) HR + supply chain / ops, (convenient) legal.														
Special Requirements: acoustical, confidentiality, lighting, mechanical. Equipment Requirements: drink / lunch fridge, printers, scanners, dedicated copier room.														
Team														
CFO		Matrix Chair	1	50	50		1	50	50		1	50	50	
VP/Controller	Marie Masenga	Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	2	50	100	
Director/Asst Controller		Cubicle	5	50	250	Cubicle	5	50	250	Cubicle	5	50	250	
Manager		Cubicle	8	50	400	Cubicle	8	50	400	Cubicle	9	50	450	
Staff Accountants		Cubicle	10	50	500	Cubicle	12	50	600	Cubicle	14	50	700	
Account Payable clerk		Cubicle	5	50	250	Cubicle	5	50	250	Cubicle	5	50	250	
Accounts Receivable Clerk		Cubicle	3	50	150	Cubicle	3	50	150	Cubicle	3	50	150	
Contractors		Cubicle	4	50	200		0	50	-		0	50	-	
External Audit Team		Conf Rm	7		-	Conf Rm	9		-	Conf Rm	9		-	See Support below
Internal Audit Team		Conf Rm	2		-	Cubicle	2		-	Cubicle	2		-	See Support below
Payroll		Cubicle	2	50	128		2	50	128		2	50	128	
Team Subtotal			48		1,978		49		1,928		52		2,078	
Support Spaces - Dedicated														
Copy area			1		-		1		-		1		-	Dedicated, Open. In Gross
Library			1	200	200		1	200	200		1	200	200	Enclosed, a place to research accounting requirements, books on shelves.
Work areas			1		-		1		-		1		-	various work areas that can both be open or enclosed for small team
Storage			1	200	200		1	200	200		1	200	200	Enclosed, space to put files related to prior year.
Internal Audit Space			1	200	200		1	200	200		1	200	200	
External Audit Space			1	100	100		1	100	100		1	100	100	
Private Meeting Space			1		-		1		-		1		-	With switchable glass. In Support
Support Space Subtotal			7		700		7		700		7		700	
Department Totals			Current	Growth	Total									
			#Staff	#Staff	#Staff									
			Net SF	Net SF	Net SF									
General Notes: Relatively quiet, need focus, Desk Layout Space, File Storage at Desks			48	49	52									
			Circulation	Circulation	Circulation									
			45%	45%	45%									
			1,205	1,183	1,250									
			GSF	GSF	GSF									
			3,883	3,811	4,028									

Information Security	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (important) corporate IT.														
Special Requirements: security. Equipment Requirements: SOC room, server rack, safe.														
Team														
VP	Jenner Holden	Matrix Chair	1	50	50	Matrix Chair	1	50	50	Matrix Chair	1	50	50	
Engineer		Cubicle	2	50	100	Cubicle	4	50	200	Cubicle	5	50	250	
Security Operations Center (SOC)		Desk	3	50	150	Desk	6	50	300	Desk	10	50	500	
Remote - Hoteling		Benching	2	15	30	Benching	3	15	45	Benching	5	15	75	Visiting Desk Space
					-				-				-	
Team Subtotal			8		330		14		595		21		875	
Support Spaces - Dedicated														
Security Operations Center (SOC) Room			1	1,000	1,000		1	1,000	1,000		1	1,000	1,000	4 monitors on wall, 1 server rack, secure storage, flexible furniture. https://taser.quip.com/50R3AoFXOGwZ
Security Operations Center (SOC) Storage			1	70	70		1	70	70		1	70	70	
Server Rack (SOC)			1	20	20		1	20	20		1	20	20	
Meeting Room			1	260	260		1	260	260		1	260	260	Shared private meeting space- SOC + IT meetings held 4-5 times a week with 8 people. Training for all company + smaller 20 person groups + small focus groups.
Support Space Subtotal			4		1,350		4		1,350		4		1,350	
Department Totals			Current	Growth	Total									
			#Staff	#Staff	#Staff									
			Net SF	Net SF	Net SF									
General Notes: Collaboration space able to be shared with other groups- likely to be MTAC (see Collab. Space listed under MTAC.)			8	14	21									
			Circulation	Circulation	Circulation									
			45%	45%	45%									
			756	875	1,001									
			GSF	GSF	GSF									
			2,436	2,820	3,226									

People Operations	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (important) legal + finance, (convenient) IT.														
Special Requirements: security, acoustical, confidentiality. Equipment Requirements: none listed.														
Team														
VP, People Ops	Gretchen Mastellon	Matrix Chair	1	50	50	Matrix Chair	1	50	50	Matrix Chair	1	50	50	
VP, Talent Acquisition		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
Recruiters		Cubicle	10	50	500	Cubicle	10	50	500	Cubicle	10	50	500	Heavy phone use.
Compensation / Benefits		Cubicle	2	50	100	Cubicle	2	50	100	Cubicle	2	50	100	
Employee Relations, etc.		Cubicle	3	50	150	Cubicle	3	50	150	Cubicle	3	50	150	
HRIS		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	HR ops.
International Support		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
Internal Training Team		Cubicle	3	50	-	Cubicle	3	50	150	Cubicle	3	50	150	
Hotel Stations		Benching	3	15	45	Benching	4	15	60	Benching	4	15	60	Space for remote team members from Amsterdam + Seattle
Team Subtotal			22		995		26		1,160		26		1,160	
Support Spaces - Dedicated														
Storage Room			1	80	80		1	80	80		1	80	80	For onboarding materials, etc. File and product.
Small Waiting Area			1		-		1		-		1		-	Unless there is a main one, then candidates can wait there. Loose seating area. In Gross
Minimal File Cabinets			1		-				-				-	Lockable, for necessary document retention. @ Desks
Copy Area			1		-		1		-		1		-	Need private copy area or passcode for public printer due to sensitive info. In Gross
Conference Space			2		-		2		-		2		-	Need dedicated conference/meeting area confidential/private space for conversations. 4-6 person capacity. In Support
Training Space			1		-				-				-	Shared, 20 person capacity. In Support
Support Space Subtotal			7		80		5		80		5		80	
Department Totals			Current #Staff	Net SF		Growth #Staff	Net SF			Total #Staff	Net SF			
General Notes: Need to be accessible to staff. Social group with access to privacy.			22	1,075		26	1,240			26	1,240			
			Circulation 45%	484		Circulation 45%	558			Circulation 45%	558			
			GSF	1,559		GSF	1,798			GSF	1,798			

Building Operations (Facilities, Safety, Security)	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Facilities + Safety + Security.														
Special Requirements: security, acoustical, confidentiality. Equipment Requirements: none listed.														
Team														
Facilities Level 4	Bradley Chavez	Maint. Shop	1	50	50	Maint. Shop	1	50	50	Maint. Shop	1	50	50	
Facilities Level 2		Maint. Shop	1	25	25	Maint. Shop	2	25	50	Maint. Shop	4	25	100	
Facilities Level 1		Maint. Shop	1	25	25	Maint. Shop	2	25	50	Maint. Shop	4	25	100	
Janitorial Supervisor		Maint. Shop/JC	1	25	25	Maint. Shop/JC	1	25	25	Maint. Shop/JC	1	25	25	
Day Janitor			2	25	50		4	25	100		6	25	150	
Night Janitor			2	25	50		4	25	100		6	25	150	
Weekend Janitor			2	25	50		4	25	100		6	25	150	
Security Guard		Guard Desk	1		-	Guard Desk	4		-	Guard Desk	6		-	In Lobby Gross
Team Subtotal			11		275		22		475		34		725	
Support Spaces - Dedicated														
Janitor Closet		JC	1		-				-				-	1 per floor. Mop sink, storage, etc. - in Support
Maintenance Shop			1	400	400		1	400	400		1	400	400	
Support Space Subtotal			2		400		1		400		1		400	
Department Totals			Current #Staff	Net SF		Growth #Staff	Net SF			Total #Staff	Net SF			
			11	675		22	875			34	1,125			
			Circulation 45%	304		Circulation 45%	394			Circulation 45%	506			
			GSF	979		GSF	1,269			GSF	1,631			

Application Services	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) Business Operations + BI + Salesforce Admin (OPS), (important) R+D.														
Special Requirements: lighting, mechanical. Equipment Requirements: sit/stand desk, extended height chairs, white board at each work station.														
Team														
Director Application Services	Jon Heinrich	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
Business Analyst		Cubicle	3	50	150	Cubicle	4	50	200	Cubicle	5	50	250	
Software Engineer		Cubicle	6	50	300	Cubicle	7	50	350	Cubicle	7	50	350	
Program Manager		Cubicle	3	50	150	Cubicle	4	50	200	Cubicle	4	50	200	
Enterprise Architect		Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
Consultants - Hoteling		Benching	4	15	60	Benching	4	15	60	Benching	4	15	60	4-12 people
					-				-				-	
					-				-				-	
Team Subtotal			18		760		21		910		22		960	
Support Spaces - Dedicated														
Kitchen/break room					-				-				-	Semi enclosed, refrigerator, storage for company supplied snacks, water cooler, coffee.
Hardware Lab			1	120	120		1	120	120		1	120	120	Enclosed, area to support testing of connected equipment and devices. Need ability to lock room as it supports printer repair, etc.
Standup/status area			1	80	80		1	80	80		1	80	80	Semi enclosed, monitor and speaker phone installed, circular space is best. Meeting in the round i.e.. Volta conf.
Training Room					-				-				-	Enclosed, tables, works stations, central monitor. Needs to accommodate 10 people max. 3-4 times a week.
PMO/BA (Staff) area			1	400	400		1	400	400		1	400	400	Semi enclosed, We want business partners to come to this for walk up conversations. Extrovert group: public facing desks.
Collaboration Room			2	100	200		2	100	200		2	100	200	Dedicated and Enclosed, monitor, white board, table and four chairs. 4 person capacity.
					-				-				-	
					-				-				-	
Support Space Subtotal			5		800		5		800		5		800	
Department Totals														
			Current		Growth		Total							
			#Staff	Net SF	#Staff	Net SF	#Staff	Net SF	#Staff	Net SF	#Staff	Net SF	#Staff	Net SF
General Comments: Provide sit-stand desks at all cubicles. Keep workspace quiet.			18	1,560	21	1,710	22	1,760						
			Circulation	45%	702	770	792							
			GSF	2,262	GSF	2,480	GSF	2,552						

Business Intelligence	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (essential) IT + Application Development, (important) Sales + Finance, (convenient) Marketing.														
Special Requirements: Security, Confidentiality, Lighting, Mechanical (High Speed Data!). Equipment Requirements: 2 large hi-definition computer monitors at each station.														
Team														
Data Architect	John Van Slyke	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	1	50	50	
BI Developer		Cubicle	2	50	100	Cubicle	3	50	150	Cubicle	4	50	200	
Data Analyst		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	3	50	150	
Business Analyst		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	3	50	150	
Dashboard Developer		Cubicle	1	50	50	Cubicle	2	50	100	Cubicle	3	50	150	
					-				-				-	
Team Subtotal			6		300		10		500		14		700	
Support Spaces - Dedicated														
Conference Rooms					-									Shared, 1-2 person conf room for team meetings. Lots of meetings, project based work.
Daily Standups					-									
					-									
					-									
Support Space Subtotal					-				-				-	
Department Totals														
		Current		Growth		Total								
		#Staff		#Staff		#Staff								
		Net SF		Net SF		Net SF								
		6		10		14								
		Circulation 45%		Circulation 45%		Circulation 45%								
		135		225		315								
		GSF		GSF		GSF								
		435		725		1,015								

Information Technology Support	Director Name	Year End 2017				Year End 2020				Year End 2025				Comments
		Type	No.	SF	Total SF	Type	No.	SF	Total SF	Type	No.	SF	Total SF	
Adjacencies: (important) Infosec + Finance.														
Special Requirements: security, acoustic, confidentiality, lighting. Equipment Requirements: none listed.														
Team														
Opertions Manager	Mark Nardozzi	Cubicle	1	50	50	Cubicle	1	50	50	Cubicle	2	50	100	
Manager		Matrix	1	50	50	Matrix	1	50	50	Matrix	2	50	100	
IT Support Technician		Cubicle	3	50	150	Cubicle	4	50	200	Cubicle	6	50	300	
System Administrator		Cubicle	5	50	250	Cubicle	6	50	300	Cubicle	8	50	400	
					-				-				-	
Team Subtotal			10		500		12		600		18		900	
Support Spaces - Dedicated														
IT Work Bench			1	300	300		1	300	300		1	300	300	Locked and enclosed, drawers and shelving for cables and tools. Minimum 15' x 3'. Open, standing desk, will need data and power. Open, small table or similar for huddles. Large shelving, accepts shipping/receiving
IT Walk Up Desk			1		-									
Collaboration Area			1		-									
Locked Storage Room			1	300	300		1	300	300		1	300	300	
Server Room			1	200	200		1	200	200		1	200	200	
Support Space Subtotal			5		800		3		800		3		800	
Department Totals														
		Current		Growth		Total								
		#Staff		#Staff		#Staff								
		Net SF		Net SF		Net SF								
		10		12		18								
		Circulation 45%		Circulation 45%		Circulation 45%								
		585		630		765								
		GSF		GSF		GSF								
		1,885		2,030		2,465								

Public + Support Space

Public Spaces	Year End 2017				Year End 2020				Year End 2025				Comments	
	Capacity	No.	SF	Total SF	Capacity	No.	SF	Total SF	Capacity	No.	SF	Total SF		
Atrium														
Atrium		1	45,000	45,000		1	45,000	45,000		1	45,000	45,000	15,000 sf first floor, 2,500 sf floor 2-5 'rings' (gross)	
Reception / waiting				-				-				-		
Merchandise Center				-				-				-		
Coffee Bar				-				-				-		
Museum				-				-				-		
				-				-				-		
				-				-				-		
Subtotal		1		45,000		1		45,000		1		45,000		
Name				-				-				-		
				-				-				-		
				-				-				-		
				-				-				-		
				-				-				-		
				-				-				-		
Subtotal		-		-		-		-		-		-		
Name				-				-				-		
				-				-				-		
				-				-				-		
				-				-				-		
				-				-				-		
				-				-				-		
Subtotal		-		-		-		-		-		-		
Section Totals														
				Net SF				Net SF				Net SF		
				45,000				45,000				45,000		
			Circulation	20%	9,000			Circulation	20%	9,000		Circulation	20%	9,000
			GSF		54,000			GSF		54,000		GSF		54,000

Public + Support Space

Amenity Spaces	Year End 2017				Year End 2020				Year End 2025				Comments
	Capacity	No.	SF	Total SF	Capacity	No.	SF	Total SF	Capacity	No.	SF	Total SF	
Fitness Center													
Exercise Floor		1	4,000	4,000		1	4,000	4,000		1	4,000	4,000	
Gymnasium		0	6,000	-		0	6,000	-		0	6,000	-	Removed
Men's Locker Room		1	600	600		1	600	600		1	600	600	
Men's Shower Room		1	300	300		1	300	300		1	300	300	
Men's Toilets		1	300	300		1	300	300		1	300	300	
Women's Locker Room		1	600	600		1	600	600		1	600	600	
Women's Shower Room		1	300	300		1	300	300		1	300	300	
Women's Toilets		1	300	300		1	300	300		1	300	300	
Subtotal		7		6,400		7		6,400		7		6,400	
Dining													
Kitchen		1	2,200	2,200		1	2,200	2,200		1	2,200	2,200	
Food Court		1	1,500	1,500		1	1,500	1,500		1	1,500	1,500	
Dining Room		-	6,000	-		-	6,000	-		0	6,000	-	Include in Atrium
Food Service Support		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000	
Micro Market		1	400	400		1	400	400		1	400	400	
				-				-				-	
				-				-				-	
Subtotal		4		5,100		4		5,100		4		5,100	
Training Center													
Flexible Training Room		0	1,000	-		0	1,000	-		0	1,000	-	30-50 People, Movable tables and chairs
Small Fixed Training Room (BIS)		0	1,000	-		0	1,000	-		0	1,000	-	50 People, Auditorium Style
Large Fixed Training Room (MIS)		0	2,000	-		0	2,000	-		0	2,000	-	150 People, Auditorium Style
Table & Chair Storage		0	200	-		0	200	-		0	200	-	
				-				-				-	
				-				-				-	Include all scope Atrium
				-				-				-	
Subtotal		-		-		-		-		-		-	
Section Totals		Current		Move-in		Growth							
		20	11,500	20	11,500	20	11,500						
		Circulation	20%	2,300	Circulation	20%	2,300	Circulation	20%	2,300			
		GSF	13,800	GSF	13,800	GSF	13,800						

Public + Support Space

Collaboration Spaces	Year End 2017				Year End 2020				Year End 2025				Comments	
	Capacity	No.	SF	Total SF	Capacity	No.	SF	Total SF	Capacity	No.	SF	Total SF		
Employee Count	451				612				772					
Enclosed Spaces														
Phone Room	1 person	12	12	50	600	18	18	50	900	24	24	50	1,200	Approximately (7'-0" x 7'-0") - 8 per floor at full buildout
Focus Room	2 person	24	12	100	1,200	36	18	100	1,800	48	24	100	2,400	Approximately (10'-0" x 10'-0") - 10 per floor at full buildout
Huddle Room	4 person	48	12	140	1,680	72	18	140	2,520	96	24	140	3,360	Approximately (12'-0" x 12'-0") - 8 per floor at full buildout
Medium Conference Room	8 person	40	5	250	1,250	64	8	250	2,000	80	10	250	2,500	Approximately (18'-0" x 14'-0") - 4 per floor at full buildout
Large Conference Room	12 person	36	3	320	960	60	5	320	1,600	72	6	320	1,920	Approximately (20'-0" x 16'-0") - 2 per floor at full buildout
				-	-				-				-	
				-	-				-				-	
Subtotal		160	44		5,690	250	67		8,820	320	88		11,380	
Open Spaces														
Focus Niche	1 person	12	12	36	432	18	18	36	648	24	24	36	864	Approximately (6'-0" x 6'-0") - 8 per floor at full buildout
Huddle Cluster	4 person	16	8	64	512	48	24	64	1,536	32	16	64	1,024	Approximately (8'-0" x 8'-0") - 6 per floor at full buildout
Lounge Cluster	6 person	20	5	100	500	32	8	100	800	40	10	100	1,000	Approximately (10'-0" x 10'-0") - 4 per floor at full buildout
Collaboration Stations	8 person	64	8	130	1,040	96	12	130	1,560	128	16	130	2,080	Approximately (13'-0" x 10'-0") - 6 per floor at full buildout
				-	-				-				-	
				-	-				-				-	
				-	-				-				-	
Subtotal		112	33		2,484	194	62		4,544	224	66		4,968	
Miscellaneous														
Mother's Room			8	100	800		8	100	800		8	100	800	2 per floor
Kitchenettes			8	150	1,200		8	150	1,200		8	150	1,200	Vending/Coffee/Small seating area, 2 per floor
Employee Lounge	15 person		4	300	1,200		4	300	1,200		4	300	1,200	1 per floor
Secondary Atrium space			0	600	-		0	600	-		0	600	-	
				-	-				-				-	
				-	-				-				-	
				-	-				-				-	
Subtotal			20		3,200		20		3,200		20		3,200	
Section Totals		Current			Move-in			Growth						
		272			11,374	444			16,564	544			19,548	
		Circulation	20%		2,275	Circulation	20%		3,313	Circulation	20%		3,910	
		GSF			13,649	GSF			19,877	GSF			23,458	

Public + Support Space

Utility Spaces	Year End 2017				Year End 2020				Year End 2025				Comments
	Capacity	No.	SF	Total SF	Capacity	No.	SF	Total SF	Capacity	No.	SF	Total SF	
Restrooms													
Men's Restroom		10	300	3,000		10	300	3,000		10	300	3,000	2 per floor
Women's Restroom		10	300	3,000		10	300	3,000		10	300	3,000	2 per floor
Janitor's closet		10	75	750		10	75	750		10	75	750	2 per floor
				-				-				-	
				-				-				-	
				-				-				-	
				-				-				-	
Subtotal		30		6,750		30		6,750		30		6,750	
Utility													
Mechanical Room		10	400	4,000		10	400	4,000		10	400	4,000	2 per floor
Electrical Room		10	160	1,600		10	160	1,600		10	160	1,600	2 per floor
Data Room		10	160	1,600		10	160	1,600		10	160	1,600	2 per floor
Stairwell		20	400	8,000		20	400	8,000		20	400	8,000	2 per floor
Mechanical Shafts		10	200	2,000		10	200	2,000		10	200	2,000	2 per floor
Fire Riser Room		1	80	80		1	80	80		1	80	80	
Elevators		5	225	1,125		5	225	1,125		5	225	1,125	3 passenger + 1 service elevator per floor
				-				-				-	
Subtotal		66		18,405		66		18,405		66		18,405	
Service													
Mail Room		1	140	140		1	140	140		1	140	140	
Security Office		1	200	200		1	200	200		1	200	200	
General Storage		10	100	1,000		10	100	1,000		10	100	1,000	2 per floor
				-				-				-	
				-				-				-	
				-				-				-	
				-				-				-	
Subtotal		12		1,340		12		1,340		12		1,340	
Section Totals		Current		Net SF	Move-in		Net SF	Growth		Net SF			
		12		26,495	12		26,495	12		26,495			
		Circulation	20%	5,299	Circulation	20%	5,299	Circulation	20%	5,299			
		GSF		31,794	GSF		31,794	GSF		31,794			