



EXETER CITY COUNCIL OFFICES

FEBRUARY 2024

**FEASIBILITY
STUDY**

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**ARCHITECTURE
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DESIGN PROPOSALS

FEBRUARY 2024

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Disclaimer

This document and its contents have been prepared by Architecture by Studio HIVE Limited for the sole purpose of brief preparation and feasibility design for Client, Exeter City Council. It represents design intent no greater in detail than representing RIBA Stage 1 under the RIBA Plan of Works 2020.

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1. INTRODUCTION

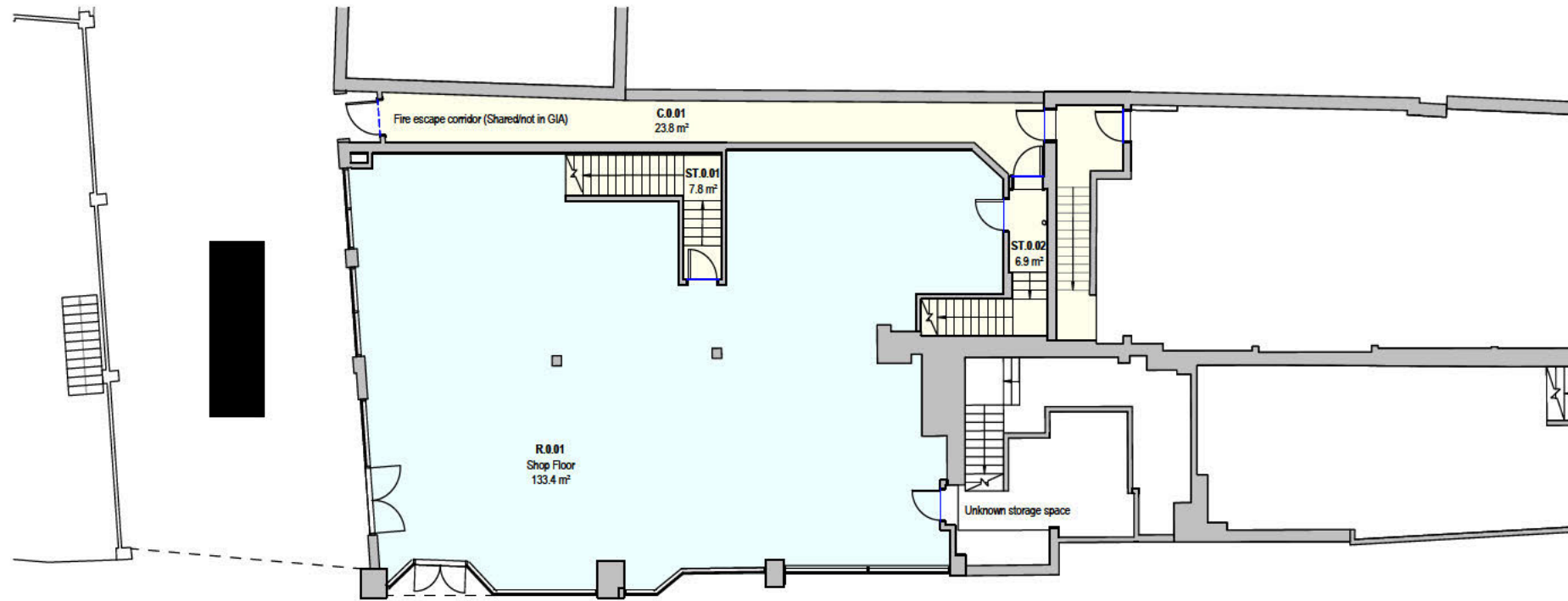
Architecture by Studio Hive was approached in April 2023 by Exeter City Council with a view to testing two areas within Guildhall shopping Centre against their requirements for new office accommodation in the city center.

Following the issue of several sketch schemes, we were asked in September 2023 to undertake detailed slides of the available spaces in the Guildhall Shopping Centre comprising units [REDACTED] 30 and Block A together with Unit [REDACTED] which may become the Council's 'Public Service Point' for a customer-facing operation.

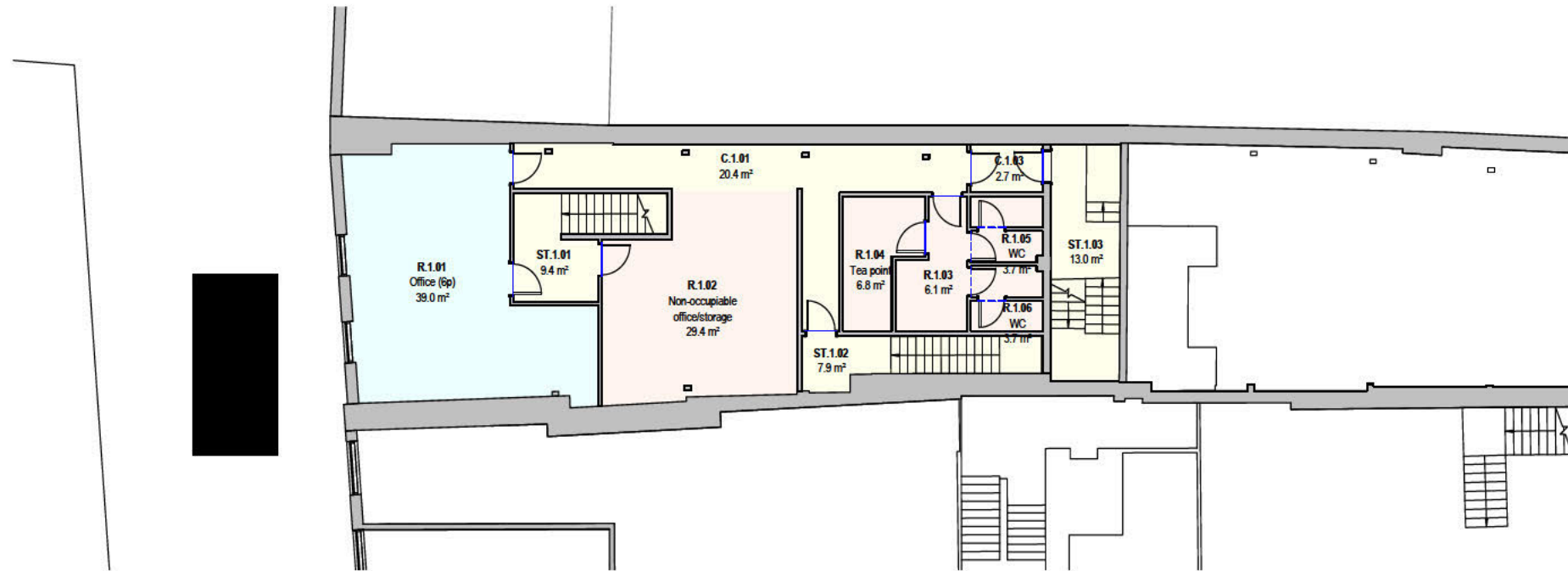
We have also been asked to include a study of the first floor of Phoenix Centre which is adjacent to RAM; a few minutes' walk from the Guildhall Shopping Centre. The brief for the Phoenix building is similar; to look at the existing office layout and suggests a new way of achieving a higher density of workstations and support facilities.

Finally, we have now been charged with producing a similar study for Oakwood House which is home to Exeter City Council Cleaning Services in the Marsh Barton area of the city. This study was now completed following the site visit on 17th January 2024 and was added to this document.

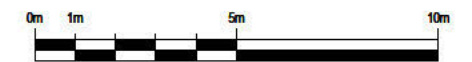
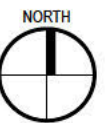
2.2 EXISTING PLANS



GROUND FLOOR - EXISTING



FIRST FLOOR - EXISTING



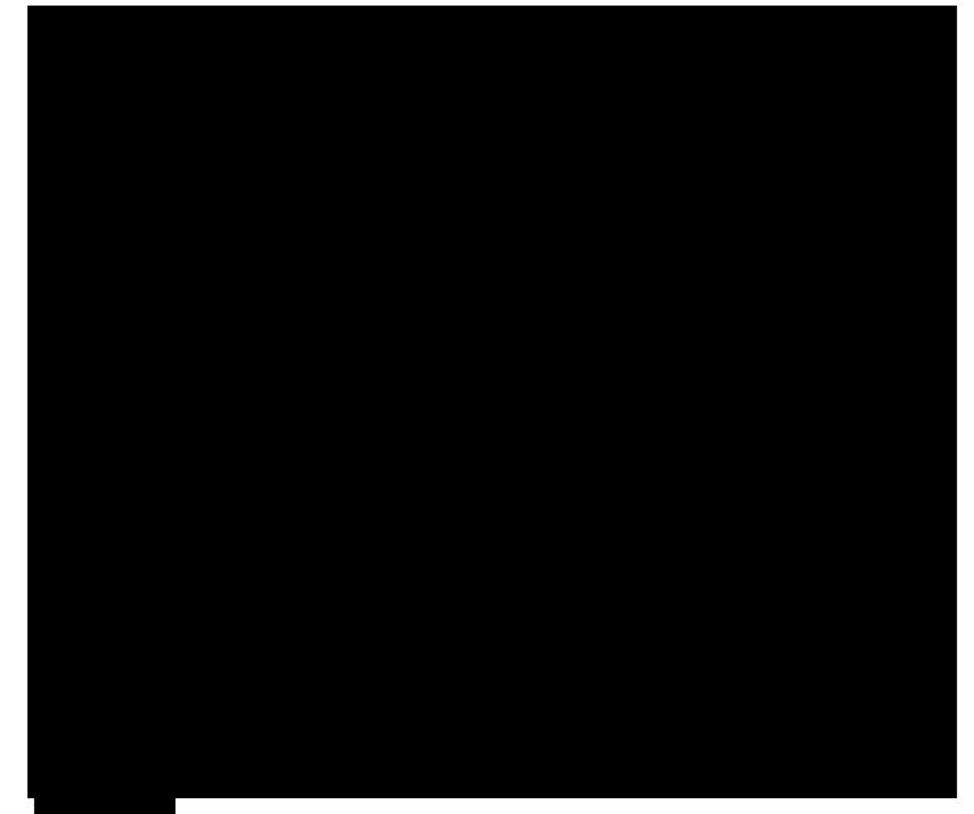
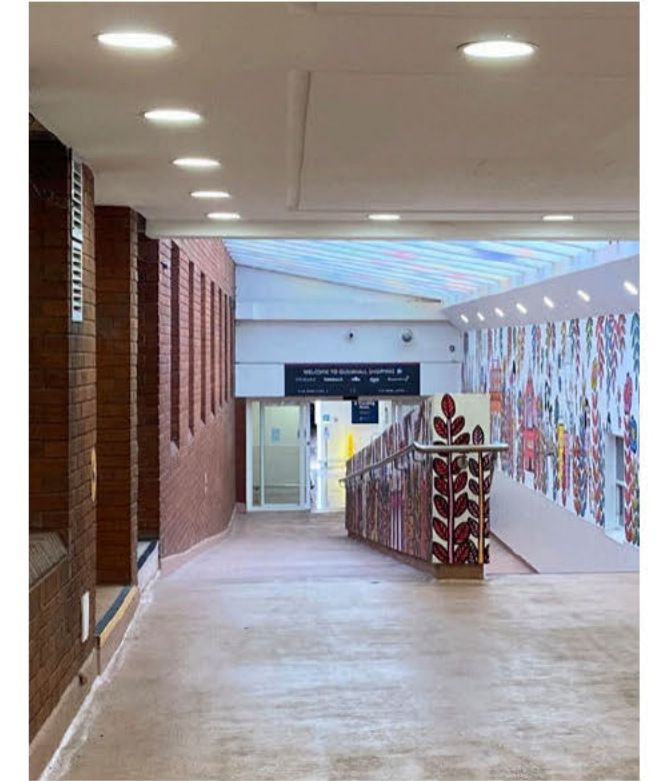
2.3 OFFICE UNIT [REDACTED] 30 & BLOCK A EXISTING CONDITION

Unit [REDACTED] 30 & Block A Introduction

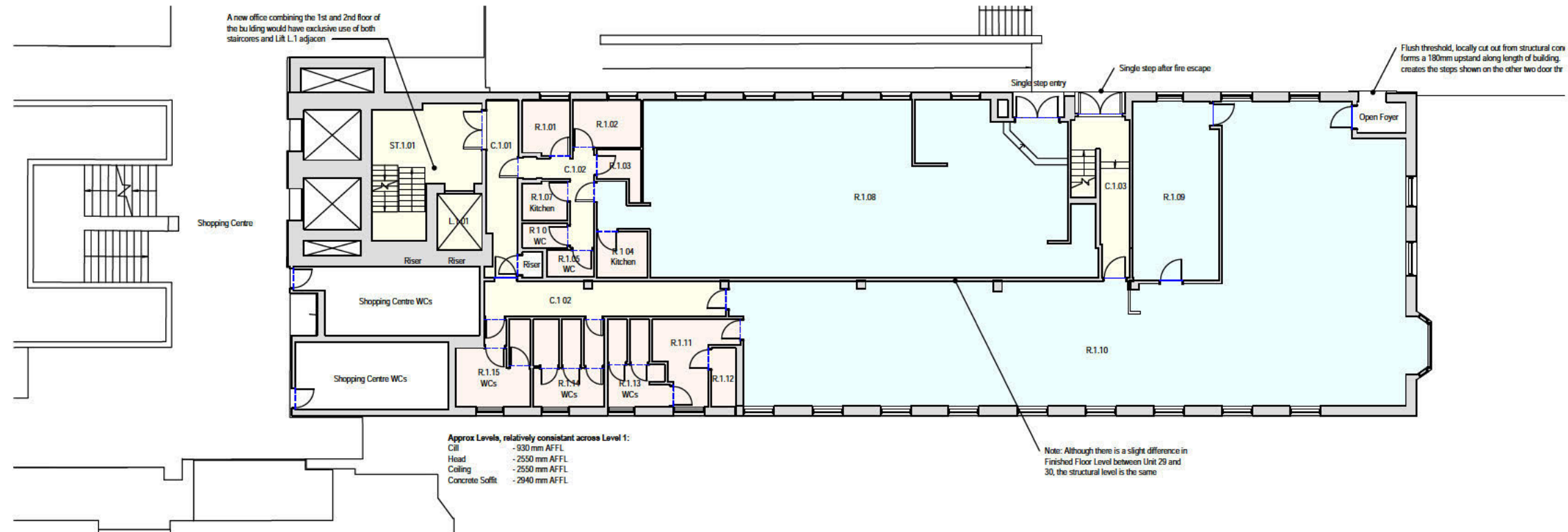
Units [REDACTED] 30 on the first floor of the Guildhall Shopping Centre were once a café and hairdressers respectively. Both units will require a full re-fit in order to make the spaces suitable for occupation by the Council.

Block A is the unit above and was previously occupied by Exeter College. It is currently configured as a series of cellular offices with a suspended ceiling. As with the lower units, Block A will require a complete strip out and re-fit to bring it to current standards. We will look at whether insulation levels can be increased as well as investigate the efficiency of the landlord's boiler plant which is thought to be relatively recent.

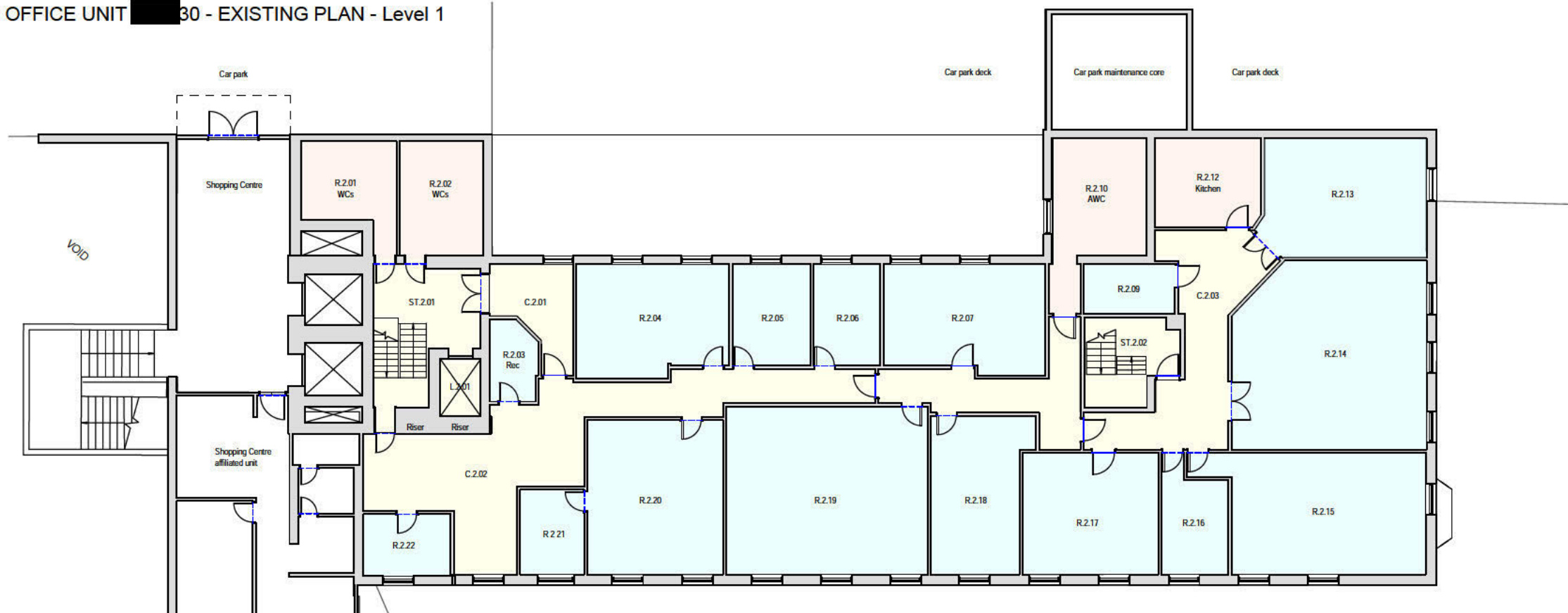
Both floors are served by a passenger lift and the core also contains male and female toilets which will also require refurbishment as part of the proposals.



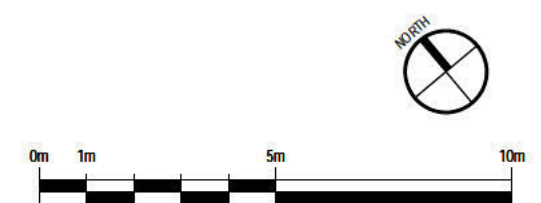
2.4 OFFICE UNIT [REDACTED] 30 & BLOCK A EXISTING PLANS



OFFICE UNIT [REDACTED] 30 - EXISTING PLAN - Level 1



OFFICE BLOCK A - EXISTING PLAN - Level 2



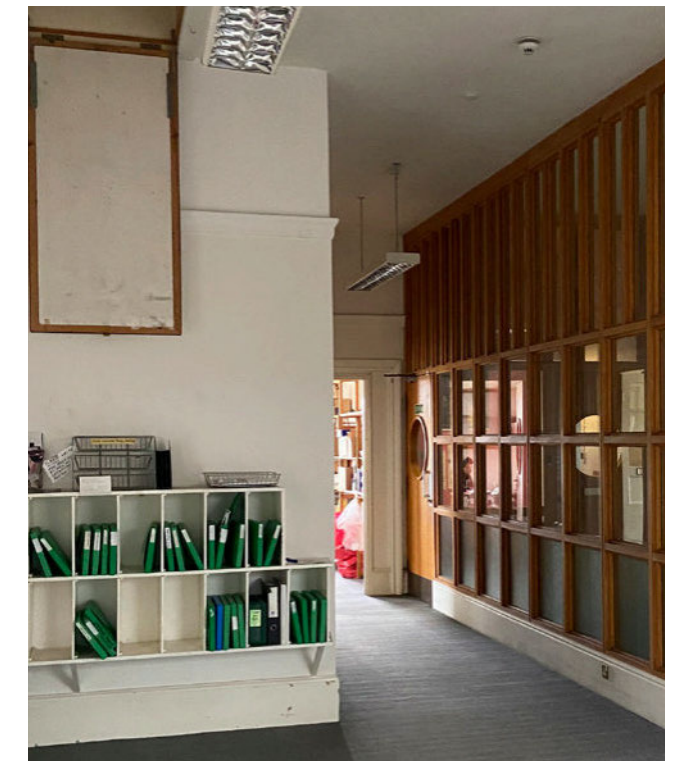
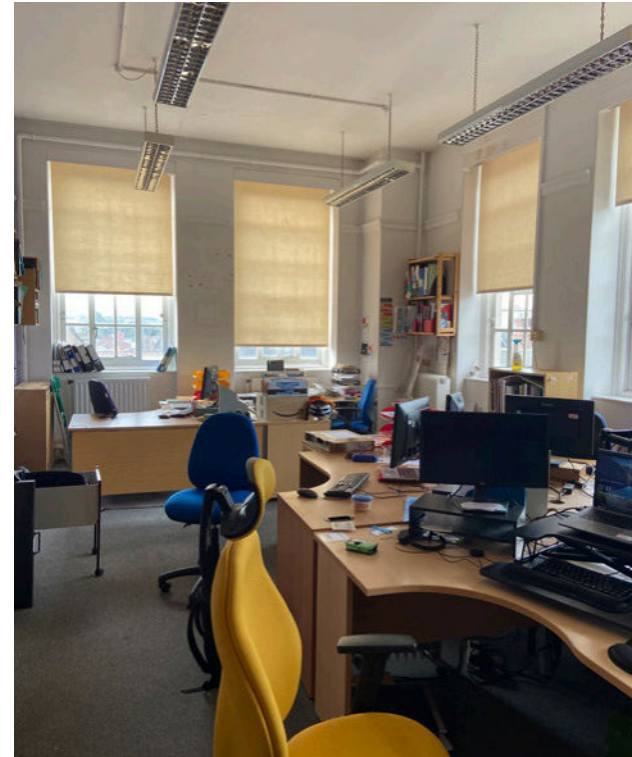
2.5 PHEONIX CENTRE EXISTING CONDITION

Phoenix Centre Introduction

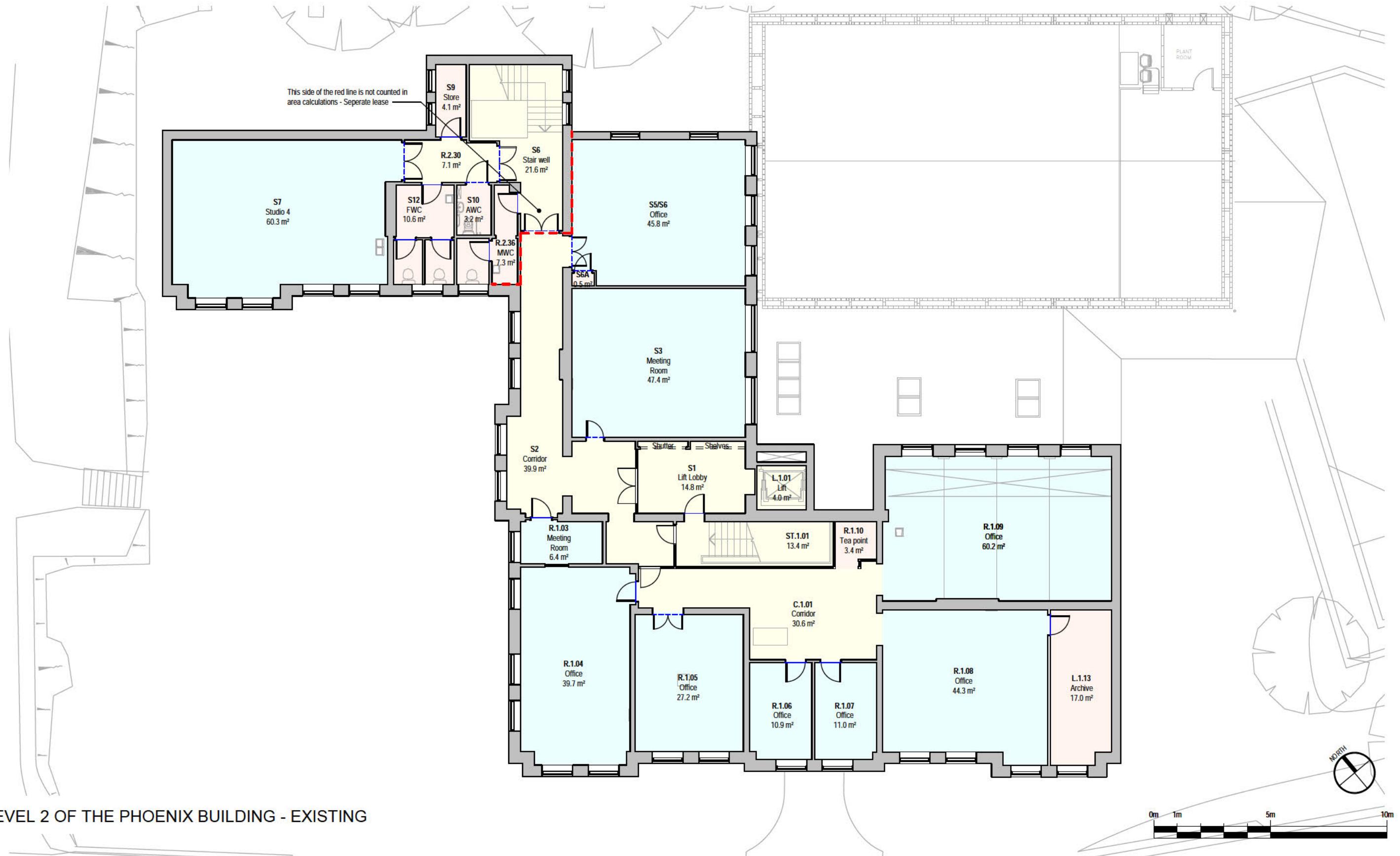
The Phoenix Centre offices are currently occupied by those responsible for the RAM which is adjacent. The offices are on the second floor of a very impressive Edwardian civic building constructed in 1911 in the Baroque Revival style.

The existing office suite of offices are lofty and well-lit and exploited for the storage of historical reference materials both on high shelving and in large store cupboards.

The existing workstations are very large (designed for CRT monitors) and inefficient. There are also many heavy cabinets and a huge amount of shelving which also affects the efficiency of the space.



2.6 PHEONIX CENTRE EXISTING PLAN



LEVEL 2 OF THE PHOENIX BUILDING - EXISTING

3.1 [REDACTED] / PROPOSED SOLUTION INTRODUCTION

The office [REDACTED] is separated into two areas. The welcome and reception area are on the ground level and additional office spaces are on the first

Welcome area with the service point

GIA - 195.3 sqm / 2102 sqft
NIA – 133.4 sqm / 1436 sqft

Additional Offices First Floor

GIA – 155.2 sqm / 1671 sqft
NIA – 95.6 sqm / 1029 sqft

Main Features

Public service point with an informal meeting zone, semi private open plan meeting zone, and service point desk with adjacent private interview room.

Two private small offices with 2 permanent workstations in each, with a desk, adjustable office chair on castors, personal under-desk lockable cabinet, with additional lockable storage.

Additional office space for three to six people on level 2 with permanent workstations and additional office lockable cabinets.

Small tea point / kitchenette

The welcome and customer zone is separated into different zones to accommodate different activities, with a level of openness and privacy depending on the particular needs. At the entrance, there is a spacious meet-and-greet zone, with a low-back couch where privacy isn't required (1).

The need for semi-private and informal meetings could be accommodated with the use of high-back meeting pods, which come in a variety of options and are great solutions to not only fulfill the privacy needs but also help to define smaller, more private spaces in open plan layouts (2).

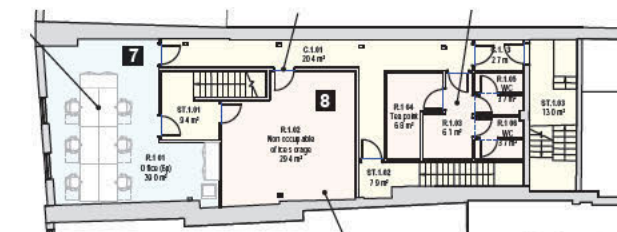
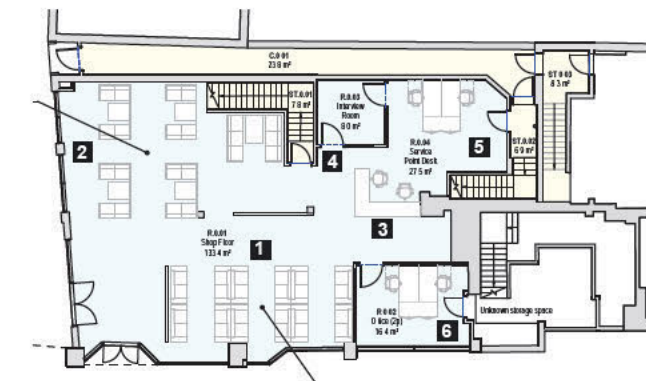
The service desk is located further down with seating spaces for two people (3) and with an adjacent private office with two permanent workstations with a desk, an adjustable chair on castors, an under-desk lockable storage pedestal / cabinet, and additional storage / filing cabinets in each office which can be selected based on requirements for each office (5).

This option has a small private interview room for 2-3 people located next to the service point desk (4). There is a second private office on this level with a further two permanent workstations (6). For an example of the workstations and storage, please see images and precedents on pages 16 & 23 and 27.

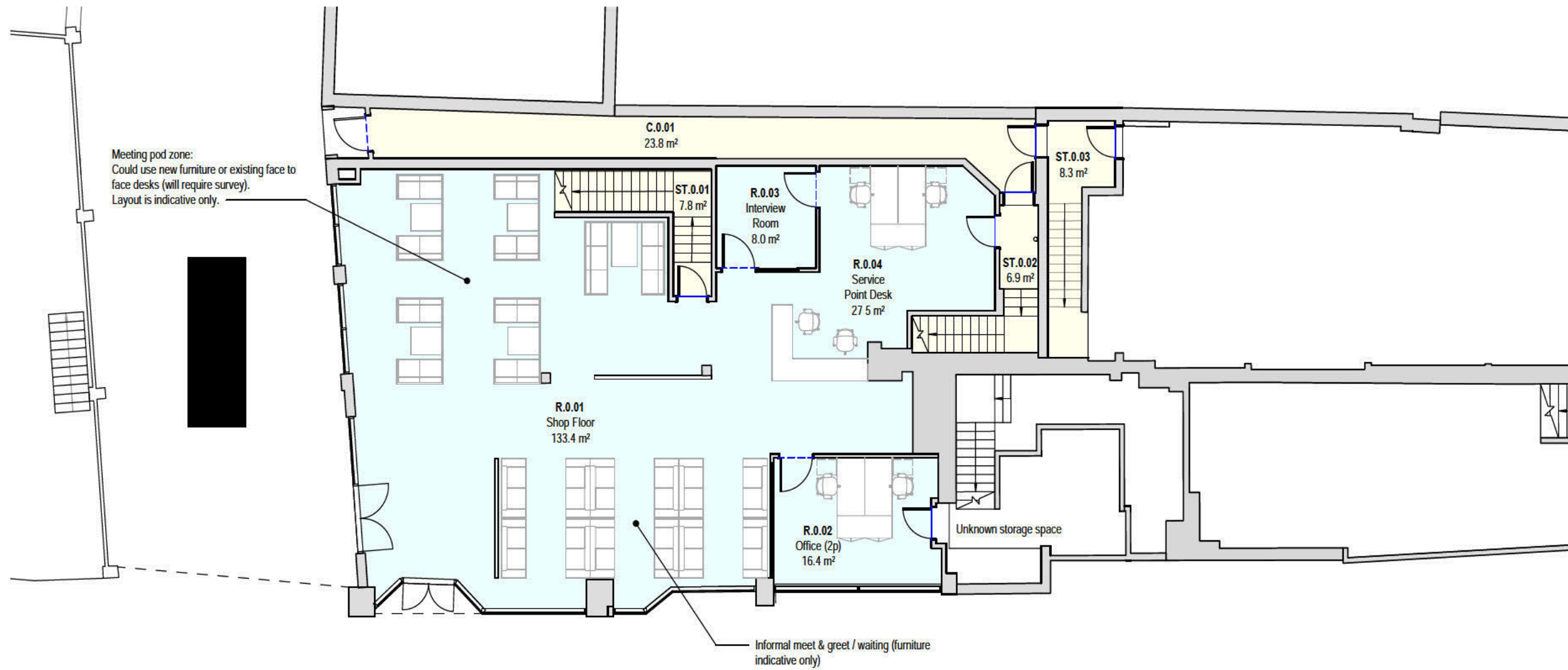
Please note that this layout is indicative only showing limited types of furniture. Please see examples and images of precedents on the pages 14 and 15 to explore different ideas and options.

On level 1, there is an office with six workstations currently indicated in the plan together with space for storage and filing cabinets (7). Whilst this is based on the maximum occupancy available for the given space, a more comfortable number would be three or four workstations based on the BCO guidelines.

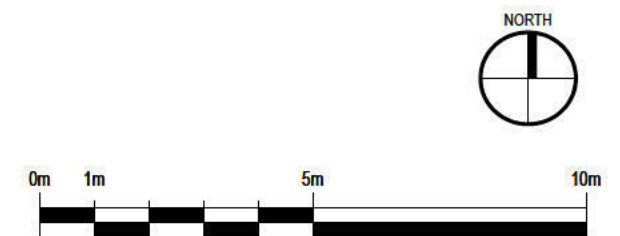
There is an existing tea point and WCs on this level that we recommend are fully refurbished. This option offers a generous space for storage (8). Due to the lack of natural light, this area is not occupiable as an office, however, there is a scope to split it into two separate rooms, which would offer both the space for storage and a staff break-out zone that could double up as an informal meeting space/meeting room, with some comfortable furniture. Glazed partitions in this area would help to break up the long dark corridor into smaller more pleasant spaces.



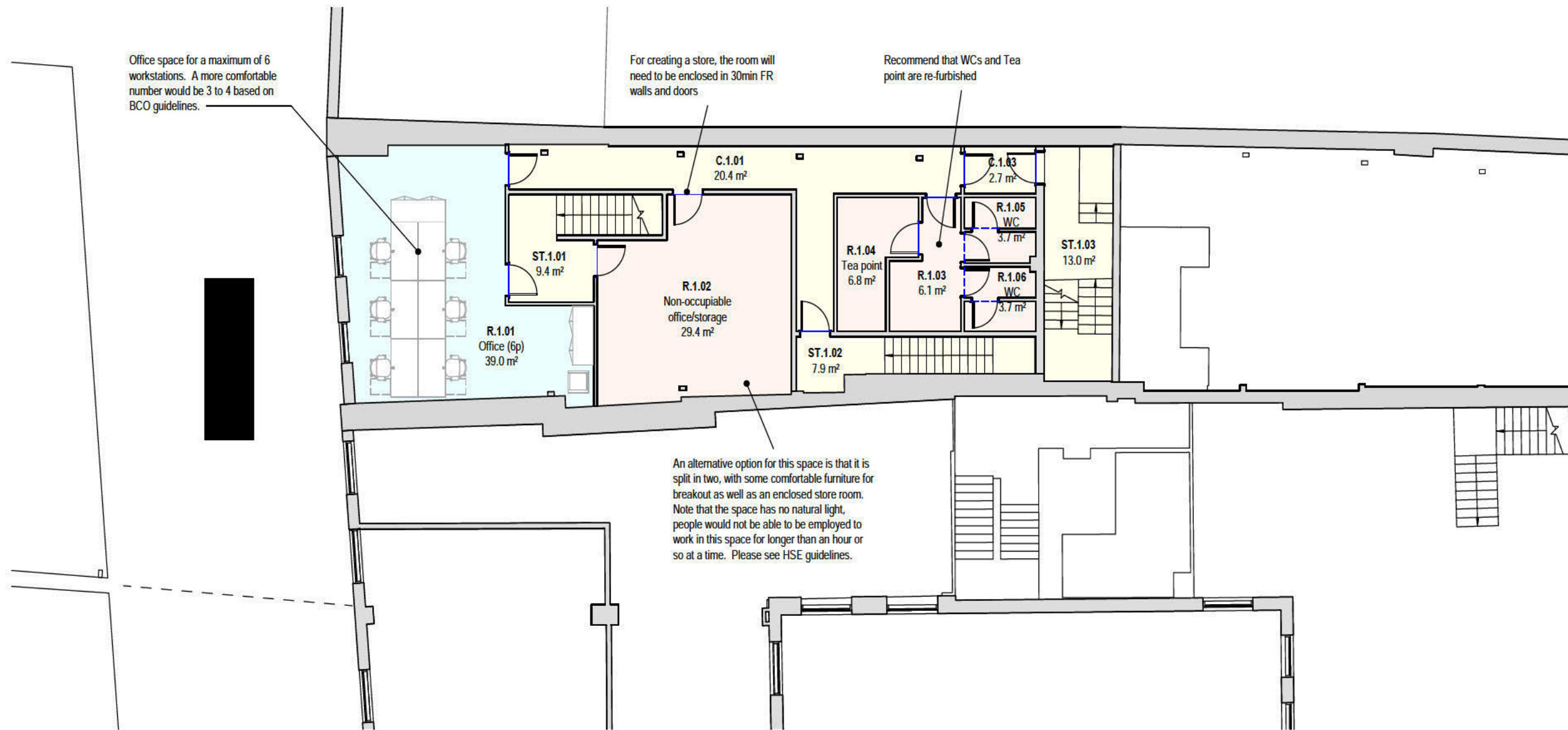
3.2 [REDACTED] / PROPOSED PLANS / PUBLIC SERVICE POINT



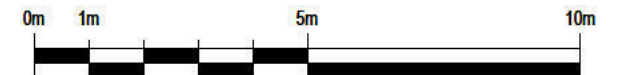
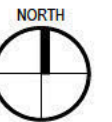
Public Service Point Plan Level 1



3.3 [REDACTED] PROPOSED PLAN / OFFICE & BREAK-OUT AREAS



Support Offices Proposed Plan Level 1



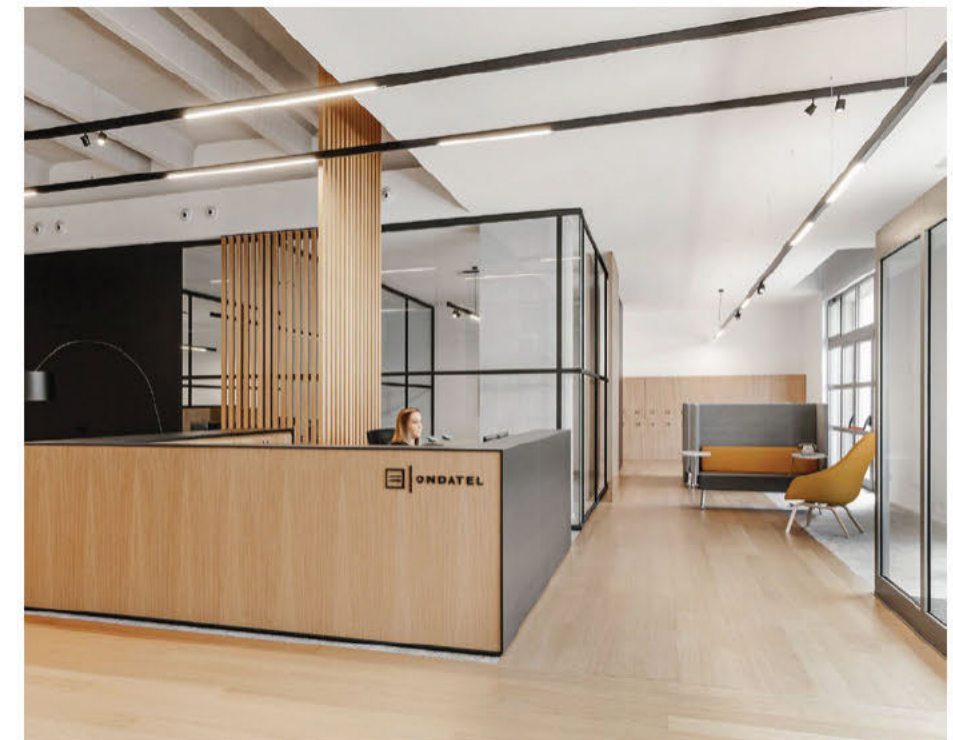
3.4 OFFICE [REDACTED] / MEET & GREET AREA



1. Example of a welcome and reception area with a variety of furniture, simple timber room screen dividers, and different floor material finishes. A similar solution could help to define smaller customer areas within open plan space with minimum intervention.



2. High-back meeting pods are ideal solutions for open spaces to fulfill privacy needs whilst helping to define smaller zones within open-plan spaces. Can be used back to back or with variety of small furniture for different scenarios.



3. Example for the service point desk with adjacent interview/ meeting room with glass partitions. High back pod for two with armchair



4. Armchair and coffee table for reception / customer service area.



5. High-back meeting pod



6. Simple service point desk

3.4 OFFICE [REDACTED] / MEET & GREET AREA LEVEL 1



1. Low-back couches for welcome zone in customer service areas



2. Low-back couches for the welcome zones in reception areas where privacy isn't required. The design includes variety of configurations with optional additions of side shelves, coat/bag hangers, or magazine and newspaper racks



3. Lounge area example with variety of small furniture



4. Low-back couch for welcome zone in customer service areas. A variety of configurations are available



5. Upholstered stool available in various sizes

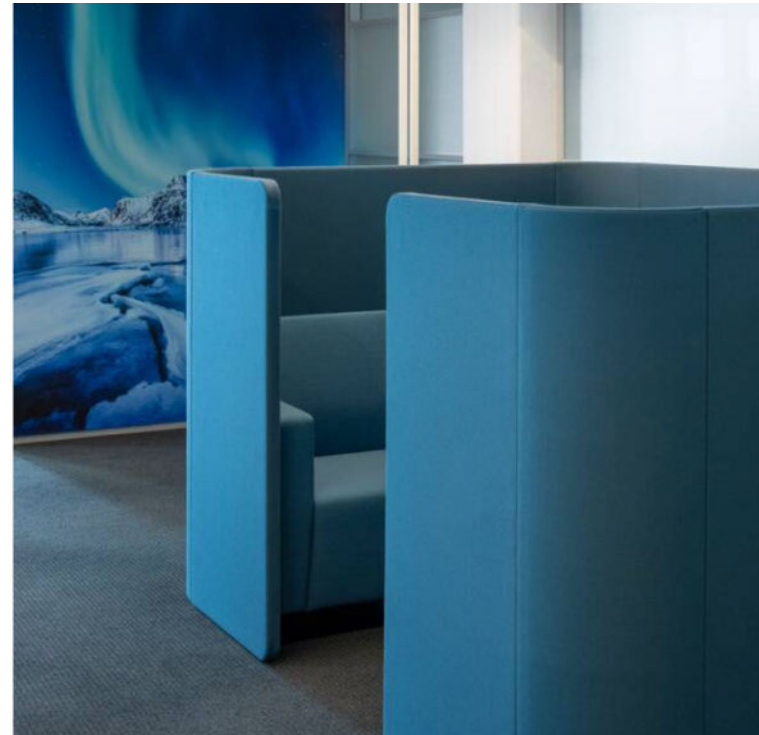


6. Example showing optional side shelf for magazines and newspapers

3.5 OFFICE [REDACTED] / SUPPORT OFFICES LEVEL 2



1. An example of an permanent workstation layout with 1600 x 800 desk, underdesk lockable cabinet or drawer. A variety of storage cabinets located across the office and near all workstations, creating an additional benefit as room dividers (see more options on page)



2. Example of break out zone if the existing large storage zone would be split into two with a high-back furniture option.



3. Example of open plan break out zone if the existing large storage zone would be split into two rooms. This area can also used for informal meetings



4. 1600x800 desk with an adjustable chair on castor, under-desk lockable storage with an option of cabinet or drawer, shared lockable storage cupboard



5. Under-desk lockable pedestal with soft pad offering flexible and additional seating solution

4.1 OFFICE UNIT [REDACTED] 30 AND OFFICE BLOCK A INTRODUCTION / OPTION 1

Office Unit [REDACTED] 30 (Level 1)

GIA - 449 sqm / 4833 sqft

NIA – 388 sqm / 4176 sqft

Office block A (Level 2)

GIA - 577sqm / 6211 sqft

NIA – 451 sqm / 4767 sqft

Main Features

74 workstations are shown in total, with an example of permanent desk workstations only.

With storage lockers to allow flexible seating/hot desking if required (6m² NIA workspace per person/ most dense to aim for)

9 maximum WCs required over both floors

2 self-contained accessible showers for both floors (as required if following the recommendation to have a separation by sex (10 sqm NIA per core facility unit/ BCO guidance)

Drying and locker room

This option shows an example of a layout with permanent workstations (desk, adjustable chair, individual lockable under- desk cabinet or drawers only (for examples of permanent workstation set-up refer to page 23), with 8 workstations at level 1(1) and a further 66 stations on level 2 (2).

A variety of storage cabinets are located across the office and near all workstations, creating an additional benefit as room dividers (3) with option for planters which would soften the feel of the rooms and with personal ICT lockers located on level 2 (4)in the main office space to allow for flexible seating / hot desking if required and some close to the showers/changing rooms.

This option offers a generous reception and welcome area with low couches (5) (plan is indicative only, see other options of lounge furniture on page 14 and 15) and a reception desk with spaces for 2 people managing the desk (6). Adjacent to this is a meeting room or small office and private interview room (7).

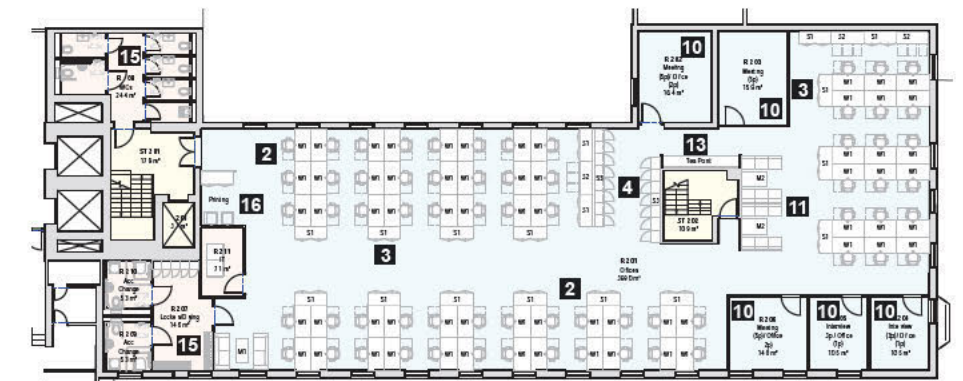
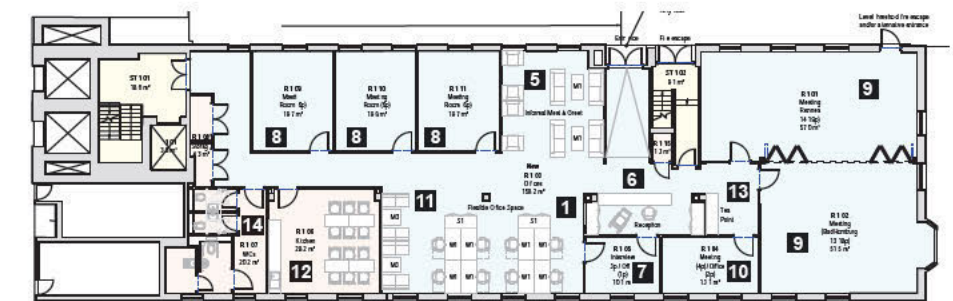
There are a further 3 meeting rooms for 6 people (8), two large meeting / conference rooms on level 1 (9), and five smaller meeting rooms (10) ranging from spaces for 3 to 5 people on level 2. The foldable door partitions in large meeting/conference rooms allow for flexibility and adaptability in the size of the meeting rooms. Flexible meeting room tables would offer a variety of arrangements and as such give more usability to these rooms.

This layout illustrates higher workstation capacity, and the collaborative furniture is reduced, some high-back booths are located across the office zone on both floors (11), which can be used for collaborative work/informal meetings.

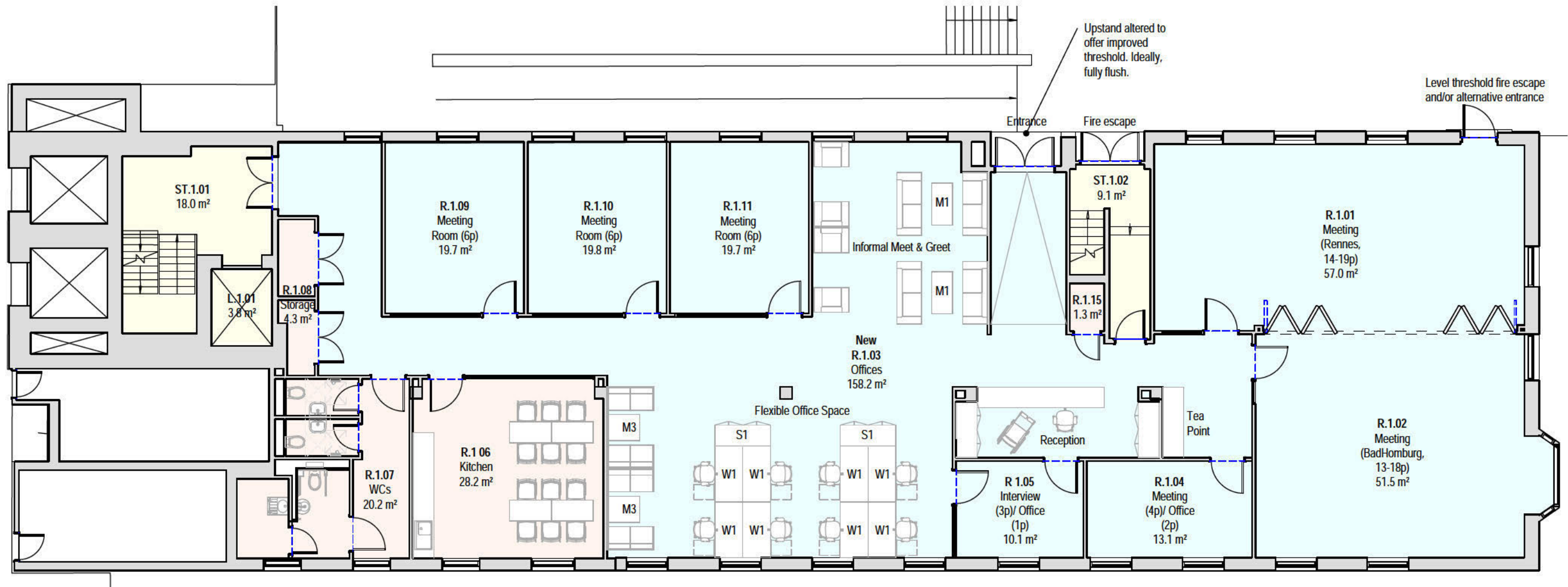
There are generous break-out zones with a good-sized separate kitchenette with dining spaces for 12 people (12) and additional tea points are located on both levels (13). In this option, the break-out / dining room is separated by glass partition which creates more open-plan feel and connection with the rest of the office space and meeting areas.

There are 2 unisex WCs and 1 Accessible WC on level 1 (14), 5 unisex WCs and 1 Accessible WC on level 2, and 2 Accessible showers adjacent to the drying room with personal lockers (15).

IT room and printing zone are facilitated on level 2 in the main office space (16).



4.2 OFFICE UNIT [REDACTED] 30 / PROPOSED PLAN / OPTION 1



Office Unit [REDACTED] 30 Proposed Plan Level 1

KEY:

W1: Typical permanent office desk workstation

S1: Desk-high lockable cabinets

M1: Informal breakout/meeting couches with coffee table

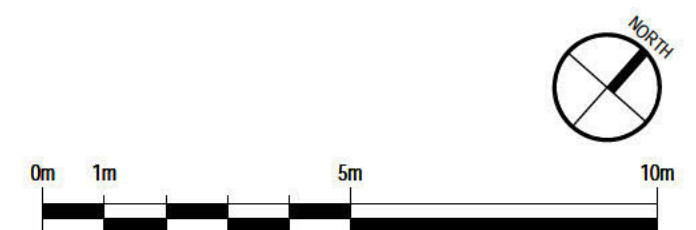
M3: Meeting pod for 1-2 persons with privacy/acoustic high-back surround

NOTES:

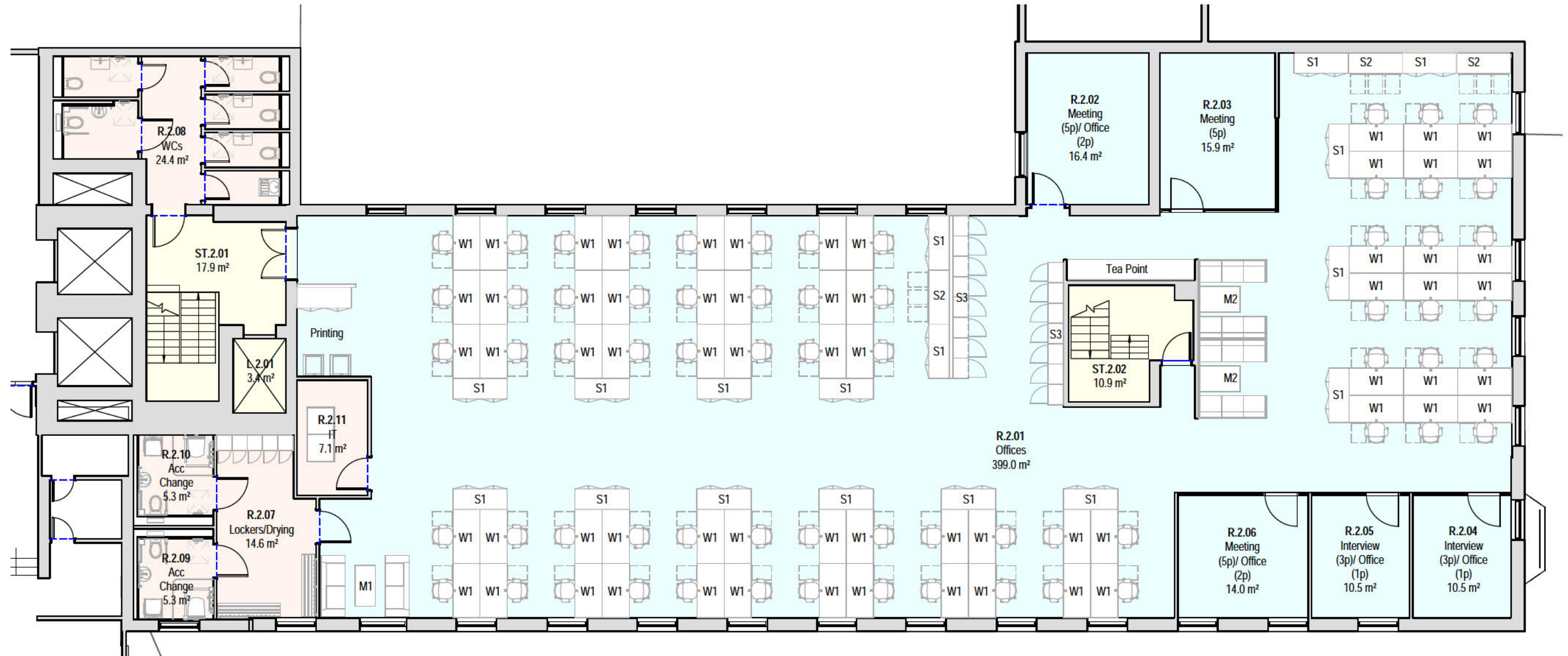
8 workstations shown

FLOOR AREA:

GIA = 449 m² / 4833 ft²
 NIA = 388 m² / 4176 ft²



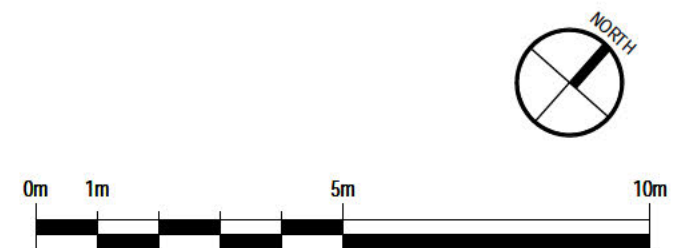
4.3 OFFICE BLOCK A PROPOSED PLAN / OPTION 1



Office Block A Proposed Plan Level 2

KEY:

- W1: Typical permanent office desk workstation
- S1: Desk-high lockable cabinets
- S2: Desk-high lockable drawers
- S3: Personal ICT /storage lockers powered for charging close to the desk arrangements
- M2: Meeting pods for 2-6 people with privacy/ acoustic high-back surround



4.4 OFFICE UNIT ██████30 AND OFFICE BLOCK A PROPOSED PLANS OPTION 2

Office Unit ██████30 (Level 1)

GIA - 449 sqm / 4833 sqft

NIA – 388 sqm / 4176 sqft

Office block A (Level 2)

GIA – 576 sqm / 6200 sqft

NIA – 500 sqm / 5382 sqft

Main Features

54 workstations are shown in total across both floors (8 on level 1 and 46 on level 2), with a mix of permanent workstations and personal ICT lockers for an option for flexible seating / hot desking if required (10 sqm NIA per core facility unit)

More collaborative working zones

9 maximum WCs required over both floors

1 self-contained shower (Accessible) over both floors (as required by BREAM)

Drying room with lockers

This option offers a combination of desk arrangements, with spaces for both hotdesking on level 1 (1) (Please see example on the page 24) and spaces for permanent staff on level 2 (2) (Please see the example on page 23), with either individual lockable under desk cabinet or drawer for permanent workstations or individual lockers with charging capability that are provided near the hot desking zones.

Across both levels, there are additional storage and filing cabinets in each office and near workstations(3). The types can be selected based on requirements for each office (Examples can be seen on page 27).

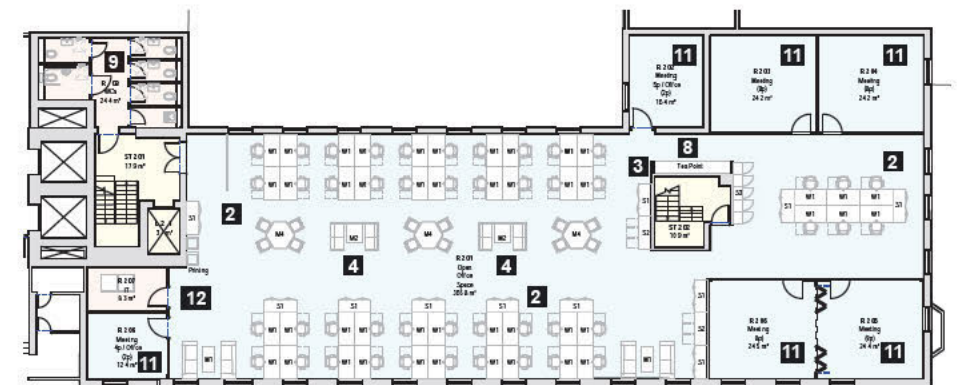
Tables for informal meetings and collaborative work and high-back seating booths for privacy are located across the offices, also offering the benefit of separating the open-plan office into a variety of work areas (4).

This option offers a welcome area on level 1 with a reception desk with spaces for 2 people (5) and a variety of furniture with low couches and high back booths that can be used for both the visitors and the staff as an informal meeting space (6).

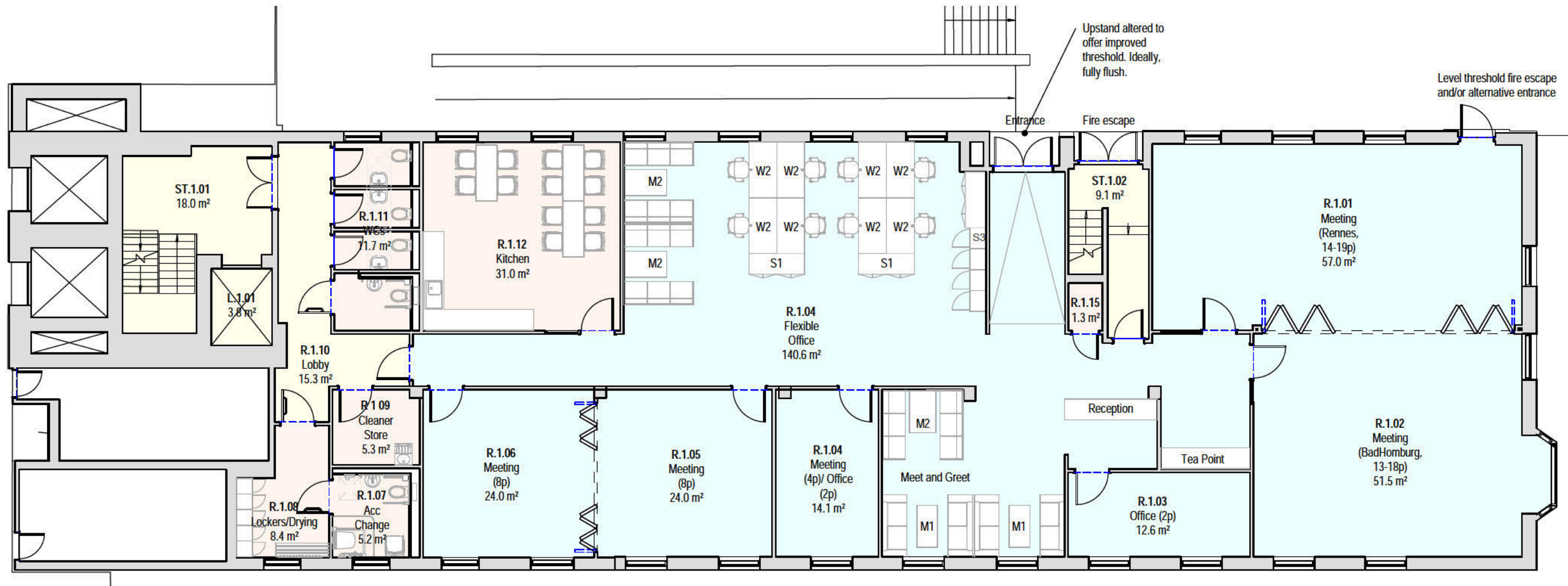
There are generous break-out zones with a good-sized separate kitchenette and dining spaces for 12 people (7) and additional tea points located on both levels (8).

This option offers 8 unisex / female / male WCs, 2 accessible WCs across both floors, and 1 Accessible shower on level 1 adjacent to lockers, drying room, and a cleaner's store (9).

This option offers 3 small to medium-sized meeting rooms accommodating from 4 to 8 people and 2 large meeting / conference rooms with foldable doors for flexibility in size on level 1 (10). There are further 6 meeting rooms that can accommodate from 2 to 8 people on level 2 (11); some with foldable doors for an option to create large rooms if needed. In this option, the meeting rooms are separated by a solid partition creating more privacy but less connection and spatial flow with the other part of the office. Flexible meeting tables would offer a variety of arrangements and as such give more usability to these rooms. IT room and printing zone are facilitated on level 2 in the main office space (12).



4.5 UNIT 30 / PROPOSED PLANS OPTION 2



Office Unit 30 Proposed Plan Level 1

KEY:

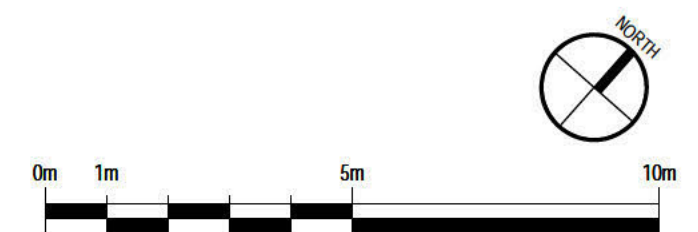
W2: Flexible & Hot-desking office workstation

S1: Desk-high lockable cabinets

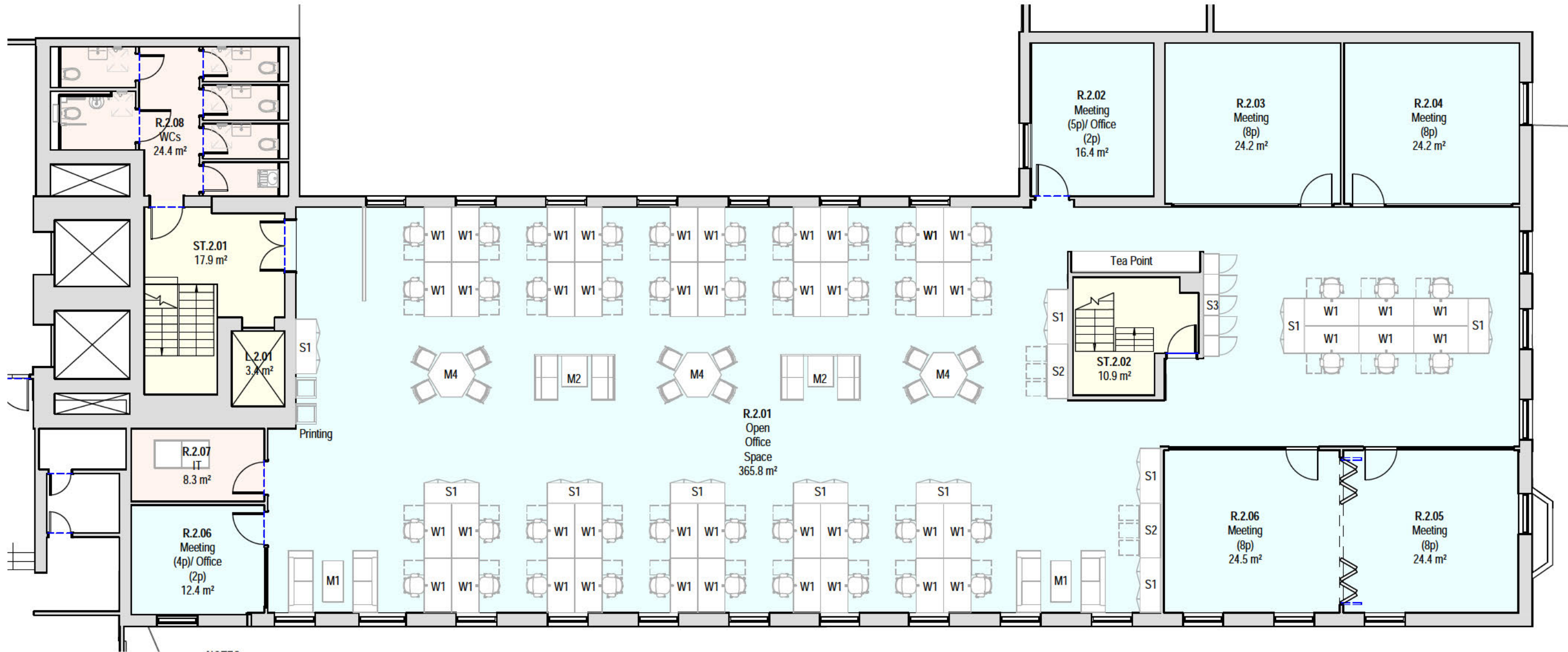
S3: Personal ICT /storage lockers powered for charging close to the desk arrangements

M1: Informal breakout/meeting couches with coffee table

M2: Meeting pods for 2-6 people with privacy/ acoustic high-back surround



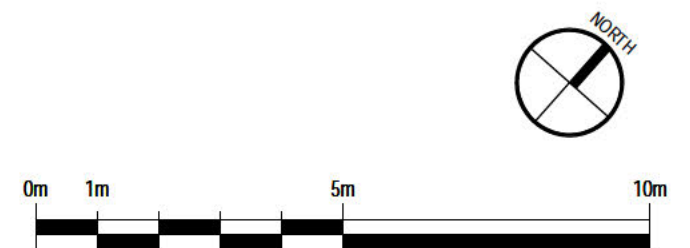
4.6 OFFICE BLOCK A / PROPOSED PLANS OPTION 2



Office Block A Proposed Plan Level 2

KEY:

- W1: Typical permanent office desk workstation
- S1: Desk-high lockable cabinets
- S2: Desk-high lockable drawers
- S3: Personal ICT /storage lockers powered for charging close to the desk arrangements
- M1: Informal breakout/meeting couches with coffee table
- M2: Meeting pods for 2-6 people with privacy/ acoustic high-back surround
- M4: Informal breakout/collaboration tables



4.7 OFFICE UNIT / PERMANENT WORKSTATION OPTION

PERMANENT WORKSTATION UNIT EXAMPLE



1. An example of an open plan office layout and a typical permanent workstation set up



2. Under-desk lockable pedestal with soft pad offering flexible and additional seating solution



3. A variety of storage cabinets located across the office and near all workstations, creating an additional benefit as room dividers



4. 1600x800 desk with an adjustable chair on castor with an under-desk lockable storage with an option of cabinet or drawer



5. An example of a adjustable office chair on castor

4.8 OFFICE UNIT FLEXIBLE WORKING / HOT- DESKING WORKSTATION OPTION

FLEXIBLE WORKING & HOTDESIING WORKSTATION UNIT EXAMPLE



1. An example of an open plan office layout and a typical workstation for flexible seating and hot-desking with 1600 x 800 desk and adjustable chair



2. Built-in wall solution with personal lockers with charging capability and full-height storage cupboards. Small private meeting/ telephone booths



3. Built-in wall solution with personal lockers, seating, and a variety of storage cupboards with a tea point option



4. Optional acoustic desk separator

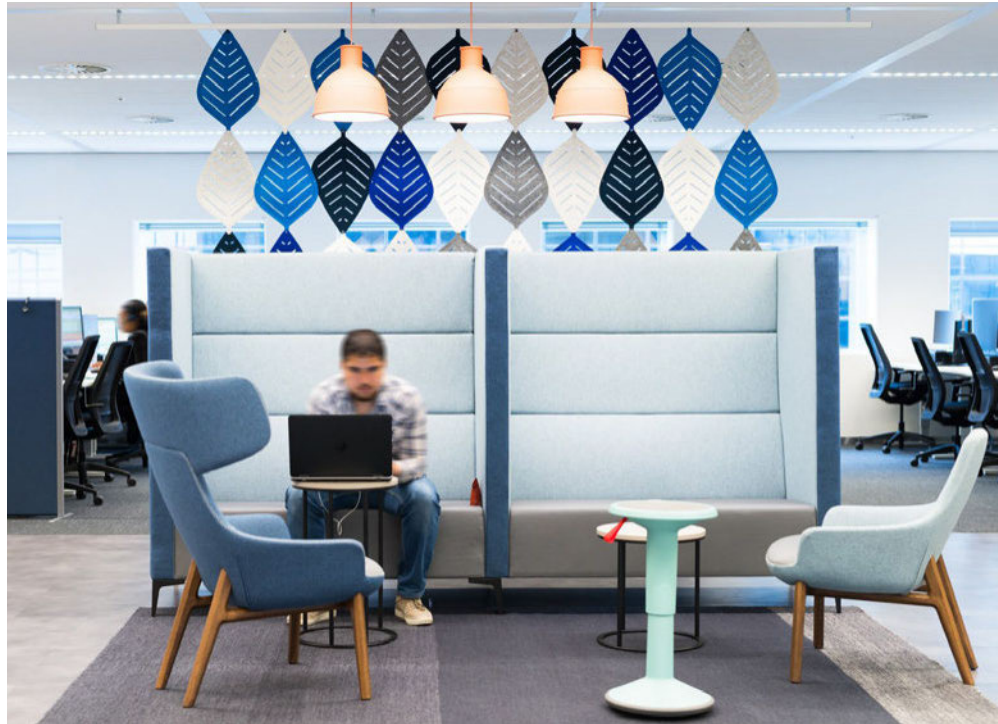


5. Telephone booth for open-plan office solutions



6. Option of seating and standing desk for different types of working styles

4.9 OPEN-PLAN OFFICE COLLABORATIVE AND INFORMAL MEETING OPTIONS



1. High-back meeting pods are ideal solutions for open spaces to fulfill privacy needs with minimal interventions, reducing peripheral vision and blocking external noise, whilst helping to define smaller zones within open-plan office spaces. Can be used back to back or with variety of small furniture for different scenarios.

2. Example of a high-rise table for collaborative working and informal meetings

3. Example of a low table for collaborative working with back-to-back meeting pods



3. Example of the high back, closed sides meeting pod for maximum privacy



4. Link panel addition allows for private meetings and conversations. Option for access to monitor and presentations and with tables for both working mode and informal meetings



5. Single-seat pod for smaller spaces or reception



2. Furniture for collaborative working and informal meetings for office space

4.10 OFFICE UNIT & 30 AND OFFICE BLOCK A FORMAL MEETING AREAS



1. Example of medium size meeting room for 8 people



1. Example of small sized meeting room / interview room



3. Example of large meeting and conference room with flexible table arrangement



5. Meeting and visitor chair



5. Meeting and visitor chair



6. Tall meeting room and collaborative working zones chair



7. Foldable meeting/conference room tables of different sizes

4.11 MODULAR AND FLEXIBLE STORAGE OPTIONS



1. Modular storage and shelving units can be used to define smaller zones within an open-plan office space



2. Modular storage with different filing and storage options



3. Modular storage with different filing and storage options



4. Modular storage units with optional planters are used as space dividers



5. Modular storage option with shelving and cupboards



6. Modular storage option with shelving and cupboards



7. Modular storage with lockers and cupboards combination



8. Modular storage option with shelving and cupboards

4.12 OFFICE UNIT 30 AND OFFICE BLOCK A BREAKOUT AREAS



1. Example of open plan break-out area with dining and kitchenette / tea-point with individual tables and chairs arrangement



2. Banquet type of seating for the dining area in the kitchenette / staff room. This solution saves space whilst offering maximum setting spaces.



3. Open plan break-out zone with a modular wall solution with a variety of seating options, personal lockers, and tea-point / kitchenette



4. Low dining furniture example



5. High dining / break-out furniture example

5.1 PHOENIX CENTRE PROPOSED SOLUTION INTRODUCTION

Phoenix Building

GIA-441.5 sqm / 4752 sqft

NIA- 314.5 sqm / 3385 sqft

Main Features

Layout showing maximum occupancy with the possibility of 44 workstations across open-plan office arrangements and smaller offices. Choice of permanent or flexible / hotdesking workstations with a variety of storage options.

Three meeting rooms for 2-3 people and some areas for collaborative working and informal meetings with table and chairs in the office area.

Small tea-point / kitchenette

Dedicated archive room

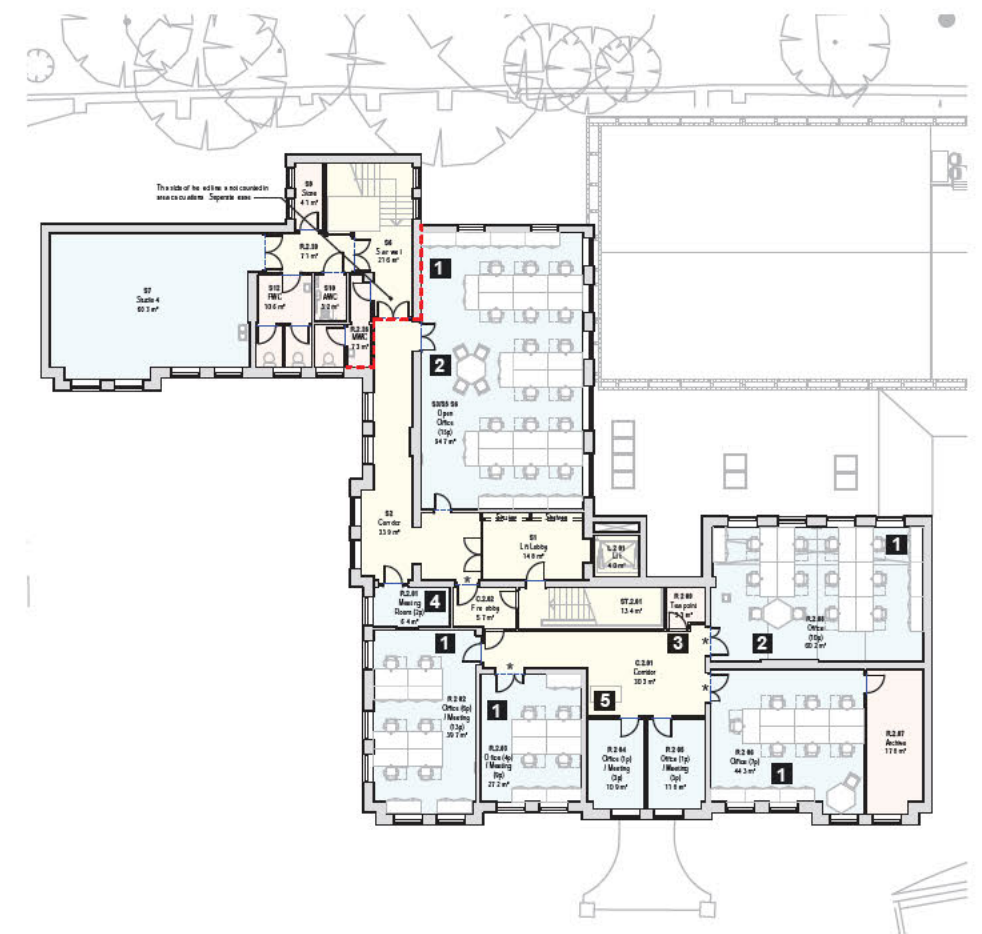
The plan for the Phoenix office building is indicative only and demonstrates the maximum occupancy and office space/workstation this unit can achieve. The plan is currently based on 6sqm of NIA workspace per workstation, the BCO Guidance however recommends 10-12.5 sqm per person therefore the number of workstations could be reduced or adjusted to suit different working styles and scenarios. It is also not necessary that all workstations shown will be permanently occupied.

The office space consists of five offices offering various size office accommodation, all showing permanent workstation option, with a desk, adjustable chair, and under-desk lockable cabinet / pedestal and space allocated for a variety of storage and filing cupboards depending on the needs (1) and some tables for informal meetings and collaborative work (2).

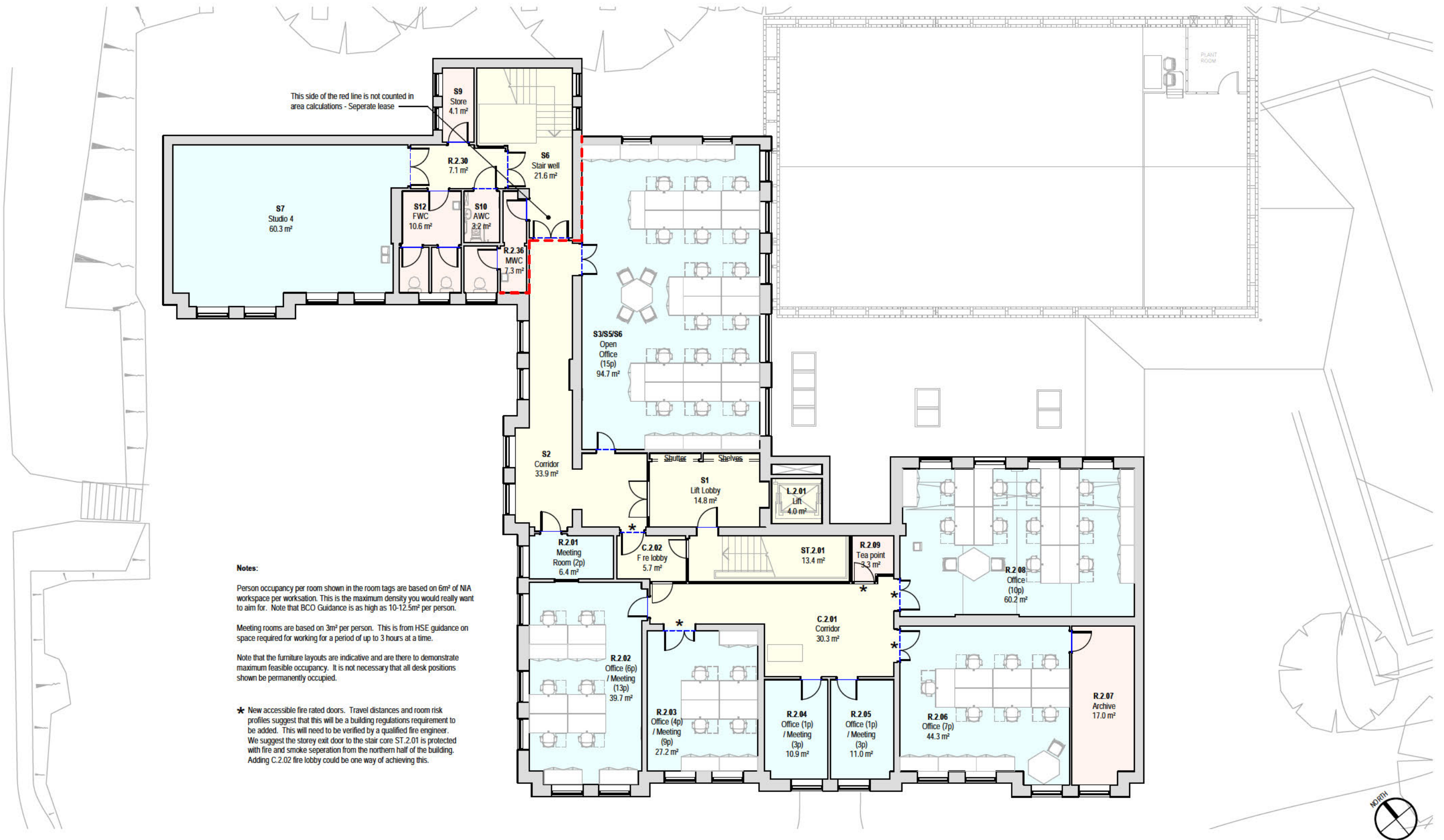
The option offers two individual meeting rooms for three people and additional smaller meeting room for two (5). The use of glass partitions in meeting rooms would help to open up the space and make it look larger, whilst also bringing some interest to the circulation area (example on page 19)

Currently, there is a lack of furniture that could be used for both break-out areas and informal meetings such as meeting pods; however, more generous break-out areas could be included if the number of workstations is reduced. Alternatively, the meeting rooms could double as break-out areas (example on page 31).

Currently, there is only one small tea point (3), which is unlikely to service the whole floor, another option could be, that a second tea point / kitchenette could be located where the meeting room (R.2.01) is in the current plan layout (4), which would service the other side of the office.



5.2 PHOENIX CENTRE PROPOSED PLAN



Notes:

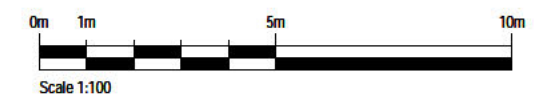
Person occupancy per room shown in the room tags are based on 6m² of NIA workspace per workstation. This is the maximum density you would really want to aim for. Note that BCO Guidance is as high as 10-12.5m² per person.

Meeting rooms are based on 3m² per person. This is from HSE guidance on space required for working for a period of up to 3 hours at a time.

Note that the furniture layouts are indicative and are there to demonstrate maximum feasible occupancy. It is not necessary that all desk positions shown be permanently occupied.

★ New accessible fire rated doors. Travel distances and room risk profiles suggest that this will be a building regulations requirement to be added. This will need to be verified by a qualified fire engineer. We suggest the storey exit door to the stair core ST.2.01 is protected with fire and smoke separation from the northern half of the building. Adding C.2.02 fire lobby could be one way of achieving this.

Phoenix Building Proposed Plan Level 2



5.3 PHOENIX CENTRE / OFFICE & BREAK-OUT AREA



1. An example of an permanent or flexible / hot-desking workstation layout with 1600 x 800 desk. A variety of storage cabinets located across the office and near all workstations, creating an additional benefit as room dividers (see more options on page) Option of underdesk lockable cabinet or drawer.



5. Small tea-point / kitchenette example



3. The use of glass partitions in meeting rooms would help to open up the space and make it look larger, whilst also bringing some interest to the circulation area.



3. 1600 x 800 desk with an adjustable chair on castors, under-desk lockable storage with an option of cabinet or drawer, shared lockable storage cupboard



5. Under-desk lockable pedestal with soft pad offering flexible and additional seating solution



2. Option for a medium-sized meeting room with the capability to double as a break-out / dining area for units without a dedicated lunch dining area. With a small private telephone booth

6.1 OAKWOOD HOUSE EXISTING CONDITION

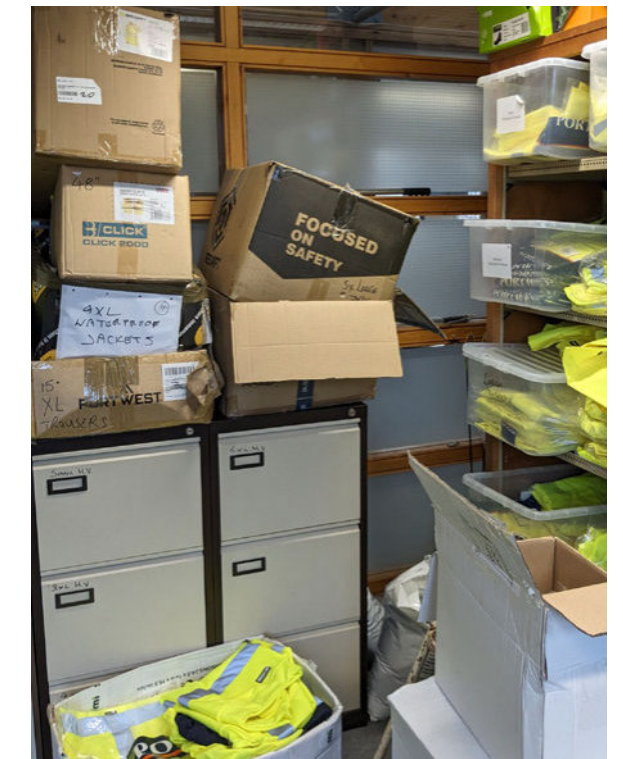
Oakwood House Introduction

Oakwood House offices are currently occupied by the Exeter City Council's Waste Collection Department. The building housing the offices is a fairly recent construction, built in 2006 with a timber frame and designed around a natural ventilation strategy. The space comprises both cellular and open-plan offices across two floors. Both floors are serviced by a passenger lift, with male and female toilets located on the ground floor and a kitchen/tea point on both floors.

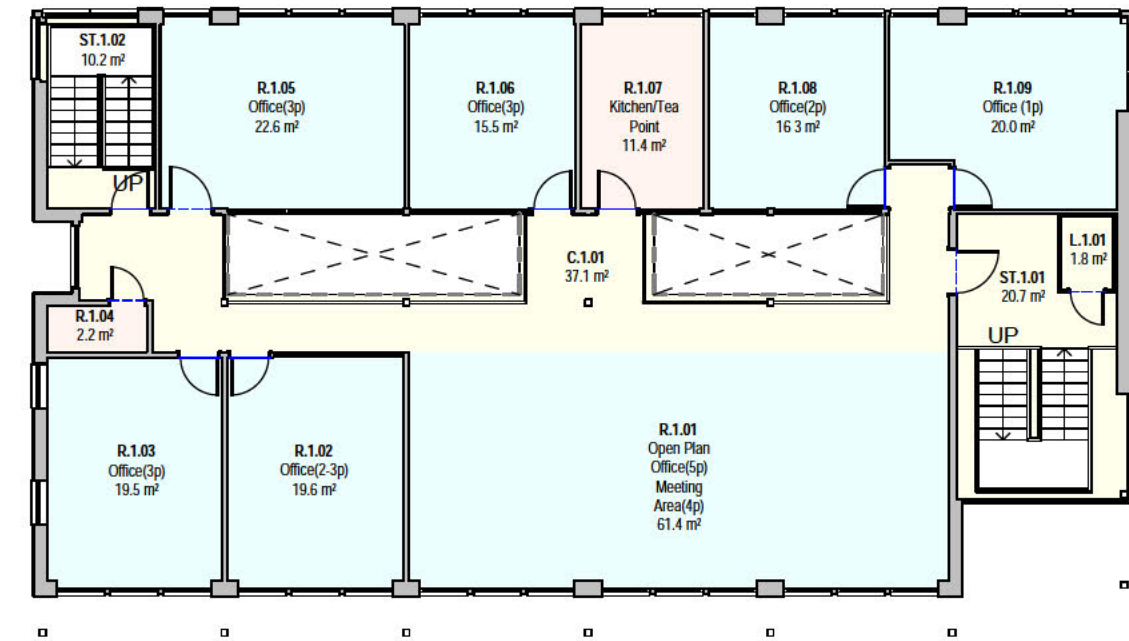
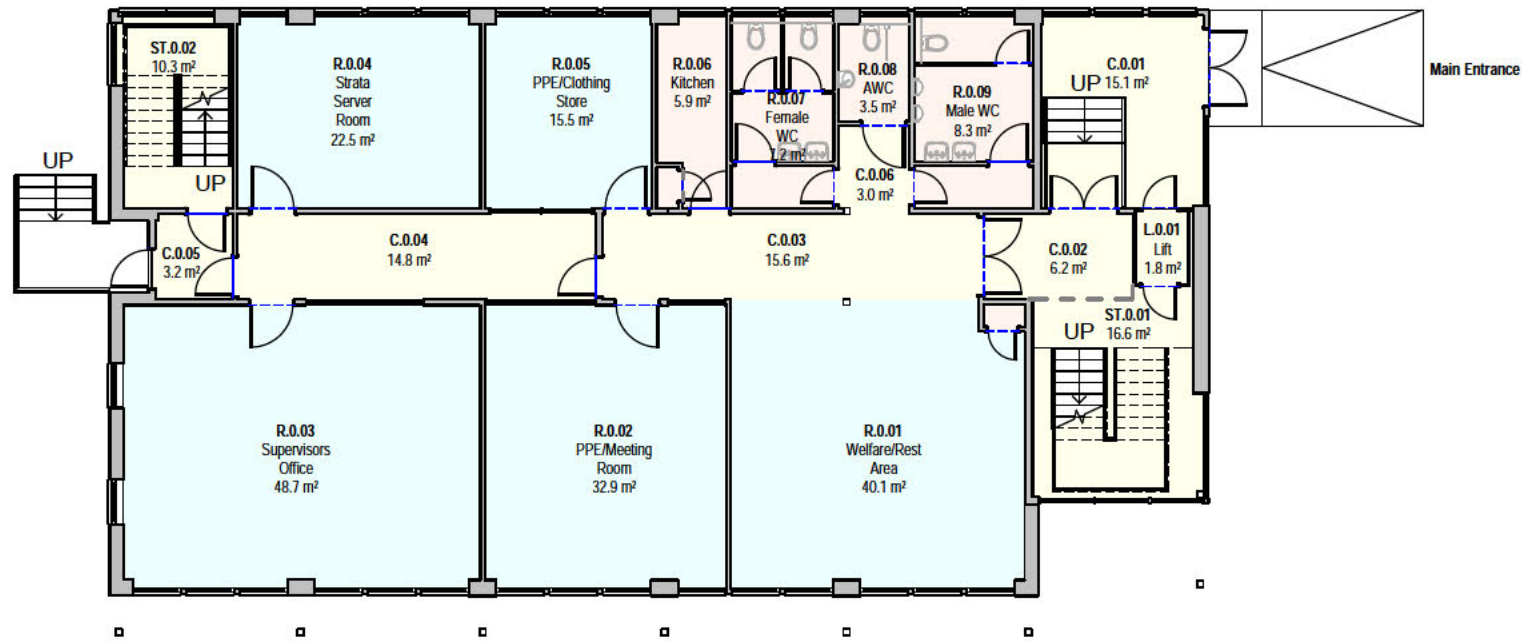
The existing workstations are very large with many heavy cabinets and shelving units, with a large amount of space that is currently taken by PPE and clothing, all of which contributes to an inefficient use of space. There is no dedicated room for PPE and the clothing is stored across offices, meeting rooms, and break-out areas. There is a need for flexible meeting areas and a more efficient office layout to maximize the space with the use of flexible workstations that are more suitable to their current way of working.

The end of user feedback suggest that meeting, break-out and reception area that is currently available on the ground level is too small to accommodate the high numbers of workers arriving in the mornings and afternoons to pick up/drop off their equipment and clothing. Increasing the staff changeover facilities and/ or improving the current layout with dedicated clothing storage and flexible furniture could be beneficial.

The spaces are lofty, bright and airy, particularly on the upper level. We discussed some issues with thermal performance, in particular, overheating; we could investigate and look at possible improvements as part of future work if required.



6.2 OAKWOOD HOUSE EXISTING PLAN



Existing Plan Level 0

Notes:

GIA - 275 sqm / 2960 sqft

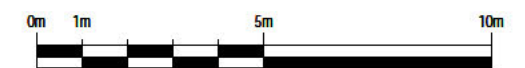
NIA - 228 sqm / 2454 sqft

Existing Plan Level 1

Notes:

GIA - 279 sqm / 3003 sqft

NIA - 228 sqm / 2454 sqft



6.3 OAKWOOD HOUSE PROPOSED DESIGN INTRODUCTION

Oakwood House (Level 0)

GIA - 275 sqm / 2960 sqft

NIA – 228 sqm / 2454 sqft

Oakwood House (Level 1)

GIA –279 sqm /3003 sqft

NIA – 228 sqm / 2454 sqft

Main Features

39 workstations are shown possible in total across both floors (15 on level 0 and 24 on level 1), with flexible/hotdesking workstations across offices based on 6 sqm NIA per core facility unit (this is the maximum feasible density, BCO recommends as high as 10-12m2 per person)

Variety of storage for both office equipment and PPE/ clothing, some personal ICT lockers available on both floors.

More collaborative working zones

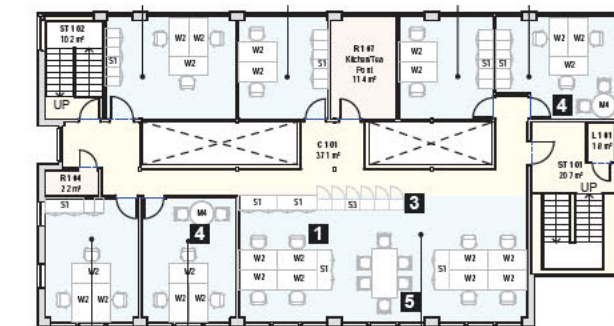
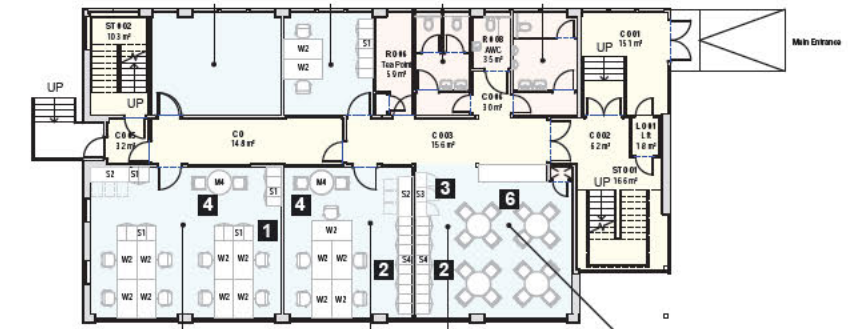
Break-out/reception area with flexible furniture with the possibility to double as an informal meeting space and clothing storage solution

The FF&E layout within the proposed plan for Oakwood House offices is indicative only and demonstrates the maximum occupancy and workstations this unit can achieve. The plan is currently based on 6 sqm of NIA workspace per workstation, the BCO Guidance however recommends 10-12.5 sqm per person therefore the number of workstations could be reduced or adjusted to suit different working styles and scenarios. Given the requirement for flexible working, it is also not necessary that all workstations shown will be permanently occupied

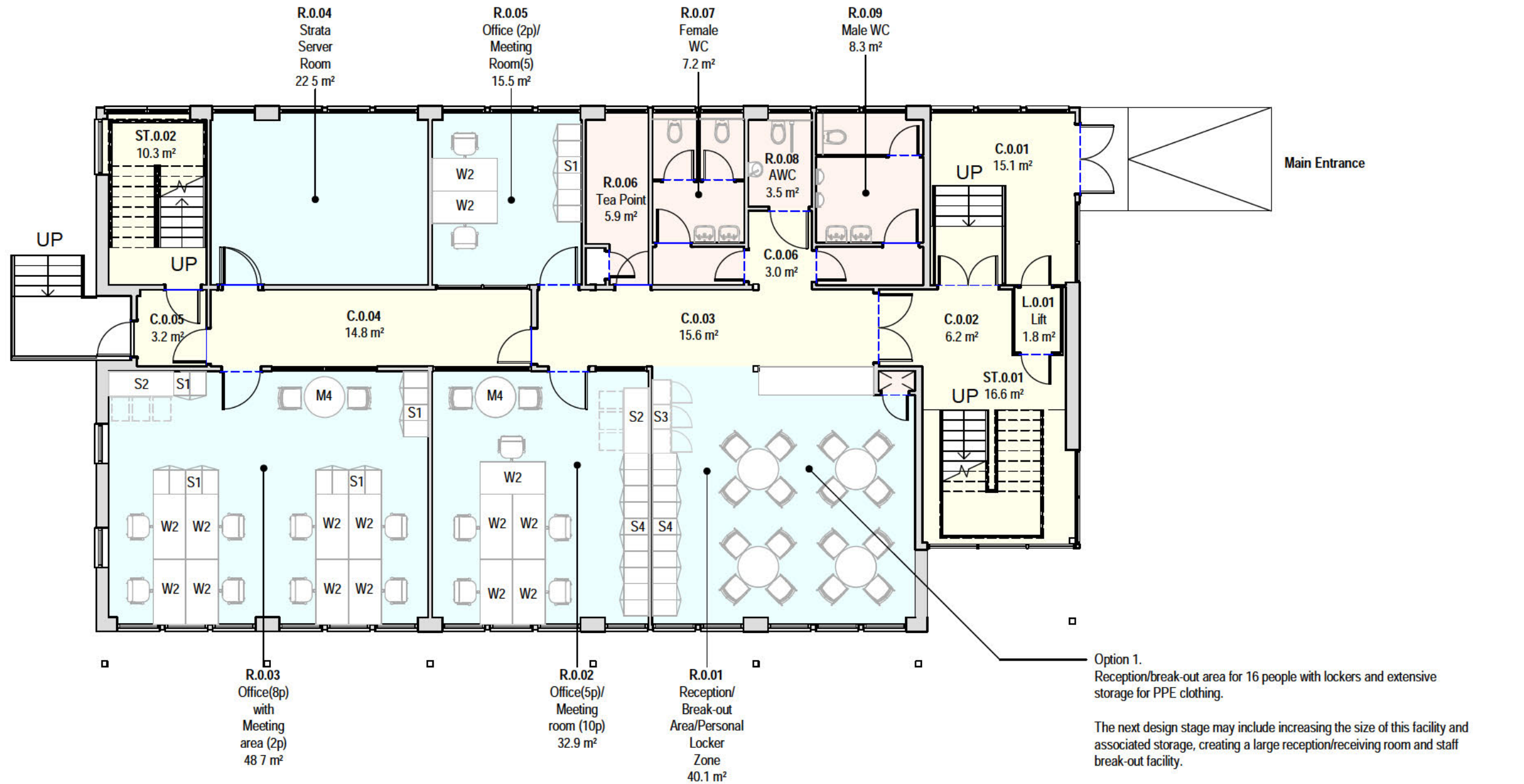
This option offers office accommodation with some cellular offices and an open plan office solution, with flexible/hot desking workstations only, with large desks and adjustable chair on the castor(1) (Please see example on page 24). This option offers a variety of storage and filing cabinets in each office and full-height cupboards that can accommodate storage of PPE (2) (Please see storage example on page 27). Individual lockers (3) with charging capability are provided in the break out area on the ground floor and near open plan office space on level 1 which is easily accessible to all workers. Tables for collaborative working/informal meetings are provided in most offices (4).

On level 1 there is a large open-plan office for 8 people with a meeting area for six (5), which naturally separates the space with the potential to accommodate different teams. Note that if the meeting area is not required in the open plan office, two further desks could be accommodated.

This option offers a break-out/reception area with seating for 16 people and full-height cupboard storage for PPE/clothing and some individual lockers. At quieter times this area could double as an informal meeting space. Other options could include increasing the size of this facility and associated storage, creating a large reception room and staff break-out facility with a tea-point or kitchenette, that could also accommodate informal meetings during quieter times of the day. (please see examples on page 37). This would free up the space currently occupied by the existing kitchens for other uses such as showers or PPE



6.4 OAKWOOD HOUSE PROPOSED PLANS



KEY:

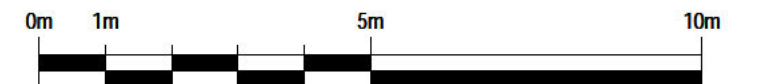
W2: Flexible & Hot-desking office workstation

S1: Desk-height lockable cabinets

S2: Desk-height lockable drawers

S3: Personal ICT /storage lockers powered for charging close to the desk arrangements

S4: Full-height lockable cupboard



6.4 OAKWOOD HOUSE PROPOSED PLANS



Proposed Plan Level 1

KEY:

W2: Flexible & Hot-desking office workstation

S1: Desk-height lockable cabinets

S2: Desk-height lockable drawers

S3: Personal ICT /storage lockers powered for charging close to the desk arrangements

S4: Full-height lockable cupboard

6.5 OAKWOOD HOUSE BREAK-OUT AREAS EXAMPLES



1. An example of a large break-out area with flexible furniture and a kitchenette/tea point that allows for different uses during the day. It can be used as both a dining area for staff and as an informal meeting space.



2. An example of a large break-out area with flexible furniture and a kitchenette/tea point that allows for different uses during the day. It can be used as both a dining area for staff and as an informal meeting space.



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