**🏢 New Office Layout Plan – Q3 2025 Facilities Update**

**📅 Effective Date:** August 1, 2025  
**🏗️ Released By:** Facilities & Workplace Experience Team  
**📍 Location:** Main Corporate Headquarters  
**🎯 Objective:** *"Optimizing Space for Productivity, Collaboration, and Comfort"*

**🧠 Overview**

As part of our ongoing efforts to enhance the workplace environment and support evolving team needs, the Facilities team has finalized the **Q3 2025 Office Layout Plan**. This update reflects strategic changes in departmental locations, the introduction of new work zones, and improvements to shared spaces.

The redesign aims to foster better collaboration, reduce noise distractions, and provide flexible workspaces that accommodate both focused and team-based work styles.

**🗺️ Department Relocations**

Effective August 1, the following departmental moves will take place:

* **Engineering Team** → **3rd Floor**
  + Dedicated development pods
  + Enhanced technical infrastructure
  + Proximity to server and testing labs
* **Marketing & Sales Teams** → **2nd Floor**
  + Open-plan layout with breakout areas
  + Integrated campaign planning zones
  + Client-ready meeting rooms
* **Product & Design Teams** → Remain on **4th Floor**
  + No changes this quarter
* **HR, Finance, and Legal** → Remain on **1st Floor**
  + Continued access to private offices and secure storage

**🔇 Quiet Zones**

To support deep work and minimize distractions, **Quiet Zones** have been added on each floor:

* Soundproof booths for calls and focused tasks
* Low-light, low-noise environments
* No phone or meeting policies enforced

Locations:

* 2nd Floor: Adjacent to the west wing
* 3rd Floor: Near the stairwell corridor
* 4th Floor: Behind the design studio

**🤝 Collaboration Spaces**

New **Collaboration Spaces** have been introduced to encourage cross-functional teamwork:

* Modular furniture for flexible configurations
* Whiteboards, smart screens, and AV equipment
* Booking available via the Room Scheduler app

Highlights:

* “The Hive” – 3rd Floor open collaboration zone
* “The Pitch Room” – 2nd Floor client-facing presentation space
* “Idea Lab” – 4th Floor innovation hub

**🧰 Facilities Enhancements**

Additional upgrades include:

* **Improved Wi-Fi coverage** across all floors
* **New ergonomic furniture** in engineering and marketing zones
* **Green corners** with indoor plants for wellness
* **Touchless entry systems** for all meeting rooms
* **Updated signage and wayfinding maps** throughout the building

**📅 Transition Timeline**

| **Date** | **Activity** |
| --- | --- |
| July 15–25 | Packing & Labeling Support |
| July 26–30 | Physical Moves & Setup |
| August 1 | New Layout Goes Live |
| August 5 | Facilities Walkthrough & Feedback Session |

Employees will receive moving kits and assistance from the Facilities team. IT support will be available during the transition to ensure minimal disruption.

**💬 Feedback & Support**

* Questions or concerns? Contact **facilities@company.com**
* Submit layout feedback via the **Facilities Feedback Form** on the intranet
* Join the **#office-move-q3** Slack channel for updates and coordination

**🧭 FAQs**

**Q: Will my desk location change?**  
A: If you're part of Engineering, Marketing, or Sales, yes. You’ll receive a personalized desk assignment email by July 20.

**Q: Can I request a different workspace?**  
A: Yes, after August 5, you may submit a workspace change request via the intranet.

**Q: Are quiet zones bookable?**  
A: No, they are first-come, first-served to maintain accessibility.

**Q: Will there be a map of the new layout?**  
A: Yes, updated floor maps will be available on the intranet and posted on each floor.

Let’s embrace the new space and make it a place where great work happens every day.