**🏗️ Office Layout Redesign – Q4 2025 Facilities Initiative**

**📅 Start Date:** September 1, 2025  
**🏢 Led By:** Facilities & Workplace Experience Team  
**🎯 Goal:** *"Designing Spaces That Work for Everyone"*

**🧠 Project Overview**

Beginning in September, the Facilities team will initiate a comprehensive **office layout redesign** aimed at enhancing collaboration, focus, and flexibility across all departments. This initiative is part of our long-term workplace strategy to create an environment that supports hybrid work, team synergy, and individual productivity.

The redesign will be rolled out in phases over the next quarter, with minimal disruption to daily operations. Employees are encouraged to share their input and ideas throughout the process.

**🗺️ Redesign Highlights**

The new layout will introduce a variety of purpose-built spaces to accommodate different work styles:

* **🤝 Breakout Areas**
  + Informal seating for impromptu meetings
  + Equipped with whiteboards and mobile screens
  + Located near team clusters to encourage spontaneous collaboration
* **🔇 Quiet Zones**
  + Sound-dampened spaces for deep focus
  + No phone or meeting policies
  + Individual work pods and soft lighting
* **🧩 Flex Desks**
  + Hot-desking options for hybrid and visiting employees
  + Integrated with the desk booking system
  + Ergonomic chairs and dual-monitor setups
* **🎥 Tech-Enabled Meeting Rooms**
  + Upgraded AV systems for hybrid collaboration
  + Smart scheduling panels outside each room
  + Acoustic treatments for better sound quality
* **🌿 Wellness Corners**
  + Indoor plants, natural lighting, and calming décor
  + Designed for short breaks and mental resets

**📅 Implementation Timeline**

| **Phase** | **Dates** | **Focus Areas** |
| --- | --- | --- |
| Phase 1 | Sept 1–15 | 1st Floor (HR, Finance, Legal) |
| Phase 2 | Sept 16–30 | 2nd Floor (Marketing, Sales) |
| Phase 3 | Oct 1–15 | 3rd Floor (Engineering) |
| Phase 4 | Oct 16–31 | Shared Spaces & Final Adjustments |

Employees will be notified in advance of any temporary relocations or construction activity. Weekend work will be scheduled to minimize weekday disruption.

**💬 Feedback & Participation**

Your input is essential to making this redesign a success. Here’s how you can get involved:

* **Submit Feedback:** Use the Internal Facilities Portal to share suggestions or concerns.
* **Attend a Town Hall:** Join one of the upcoming virtual sessions to learn more and ask questions.
* **Participate in Surveys:** Quick polls will be sent out after each phase to gather feedback on the new spaces.

**🧭 FAQs**

**Q: Will I lose my current desk?**  
A: Some employees may be reassigned to new zones. You’ll be notified at least two weeks in advance.

**Q: Can I request a specific type of workspace?**  
A: Yes, preferences can be submitted via the Facilities Portal. While not all requests can be guaranteed, we’ll do our best to accommodate.

**Q: Will there be training on how to use the new tech-enabled rooms?**  
A: Yes, short video tutorials and live demos will be provided.

**Q: Are quiet zones bookable?**  
A: No, they are open-use spaces designed for spontaneous access.

Let’s work together to build a workspace that inspires creativity, supports focus, and brings people together.