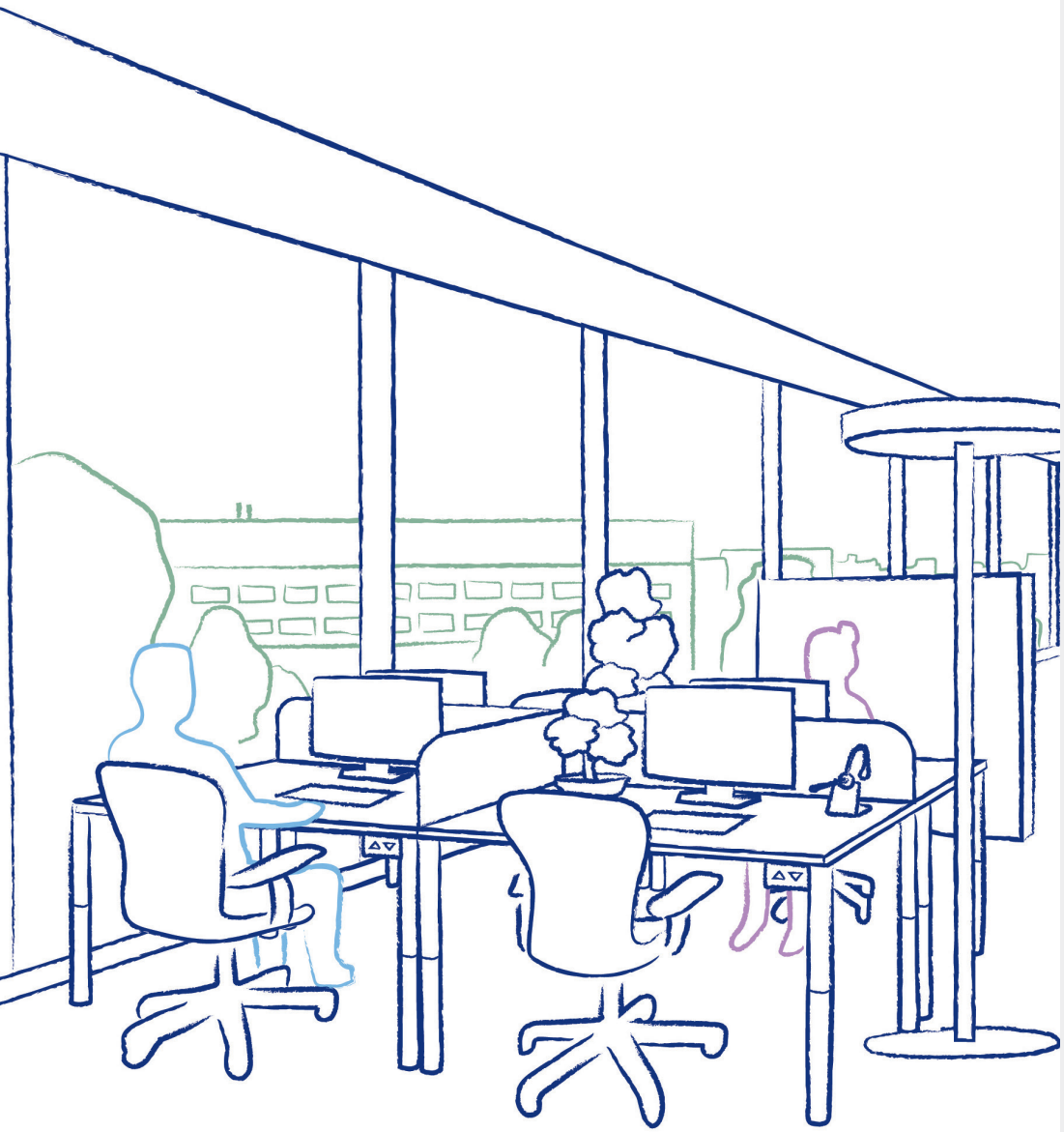


INDIVIDUAL WORKSTATION

OBJECTIVES

Individual Workstations are used for:

- routine work activities
- concentrated individual work activities
- communication in a team neighborhood

Concentration

Collaboration

Communication

Community

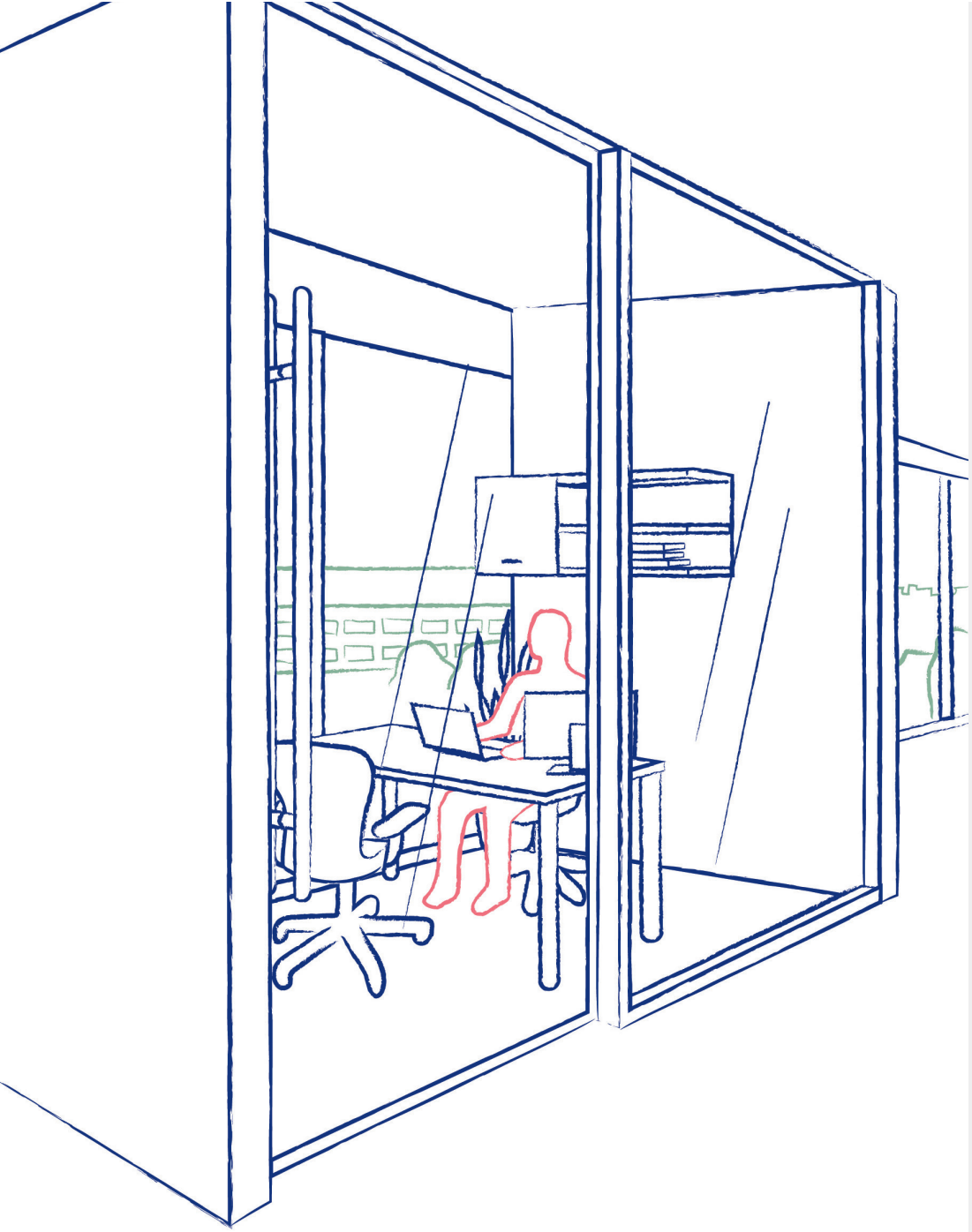
LOCATION OF MODULE

- ✓ Individual workstation
- Our team neighborhood
- Our common space

ADMISSION OF INDIVIDUALS

1 (usually 4 individual workstations build one workstation block)

36 / 9



SINGLE OFFICE

OBJECTIVES

Single Offices are used for:

- concentrated work
- confidential communication

Single Offices are personally assigned workplaces.

Concentration

Collaboration

Communication

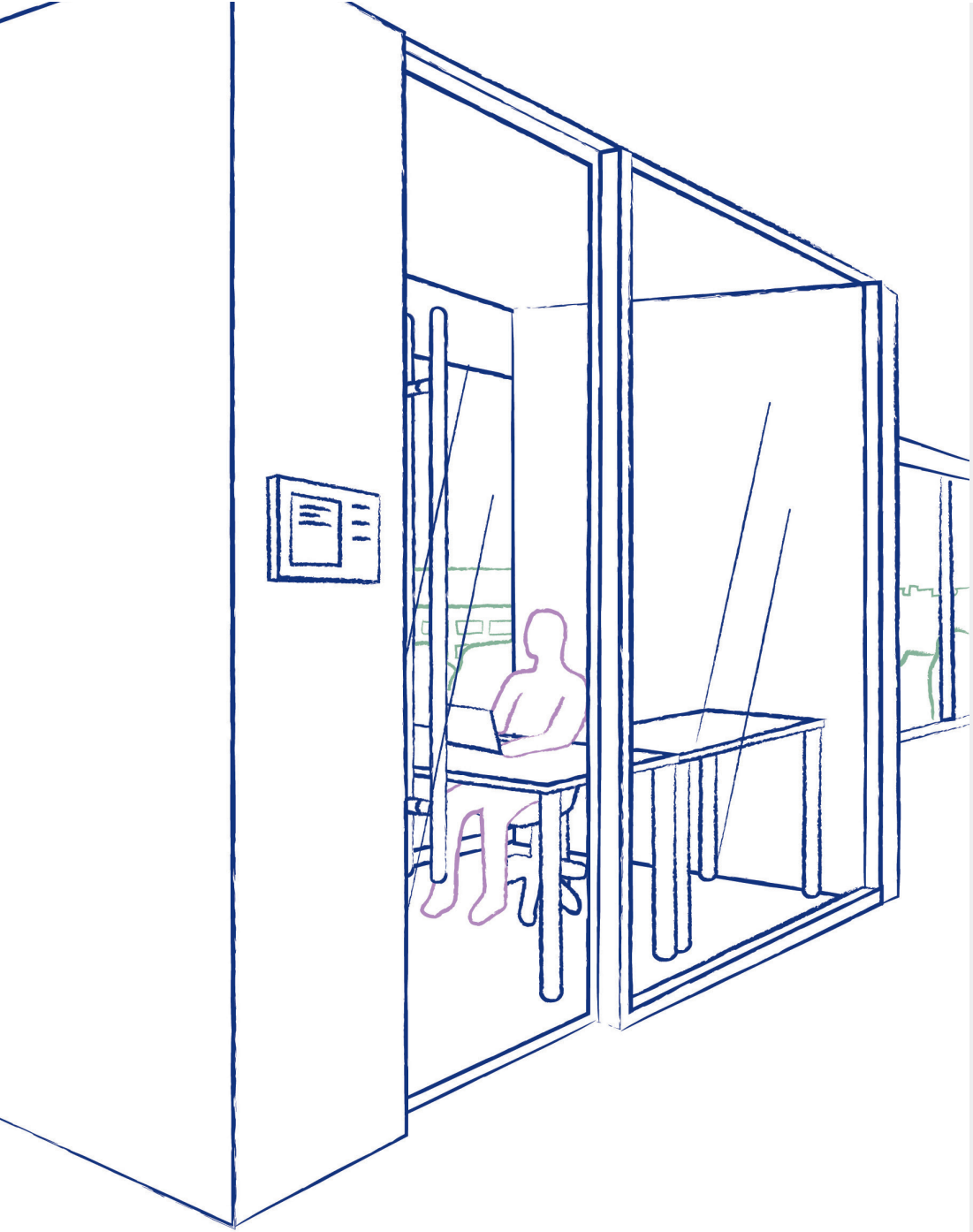
Community

LOCATION OF MODULE

- ✓ Individual workstation
- Our team neighborhood
- Our common space

ADMISSION OF INDIVIDUALS

1



OFFICE FOR A DAY

OBJECTIVES

Offices for a Day are used:

- for planned and highly concentrated work without any distraction
- by internal and external visitors

Offices for a Day are equipped with an individual standard workstation in a closed room and are bookable.

Concentration

Collaboration

Communication

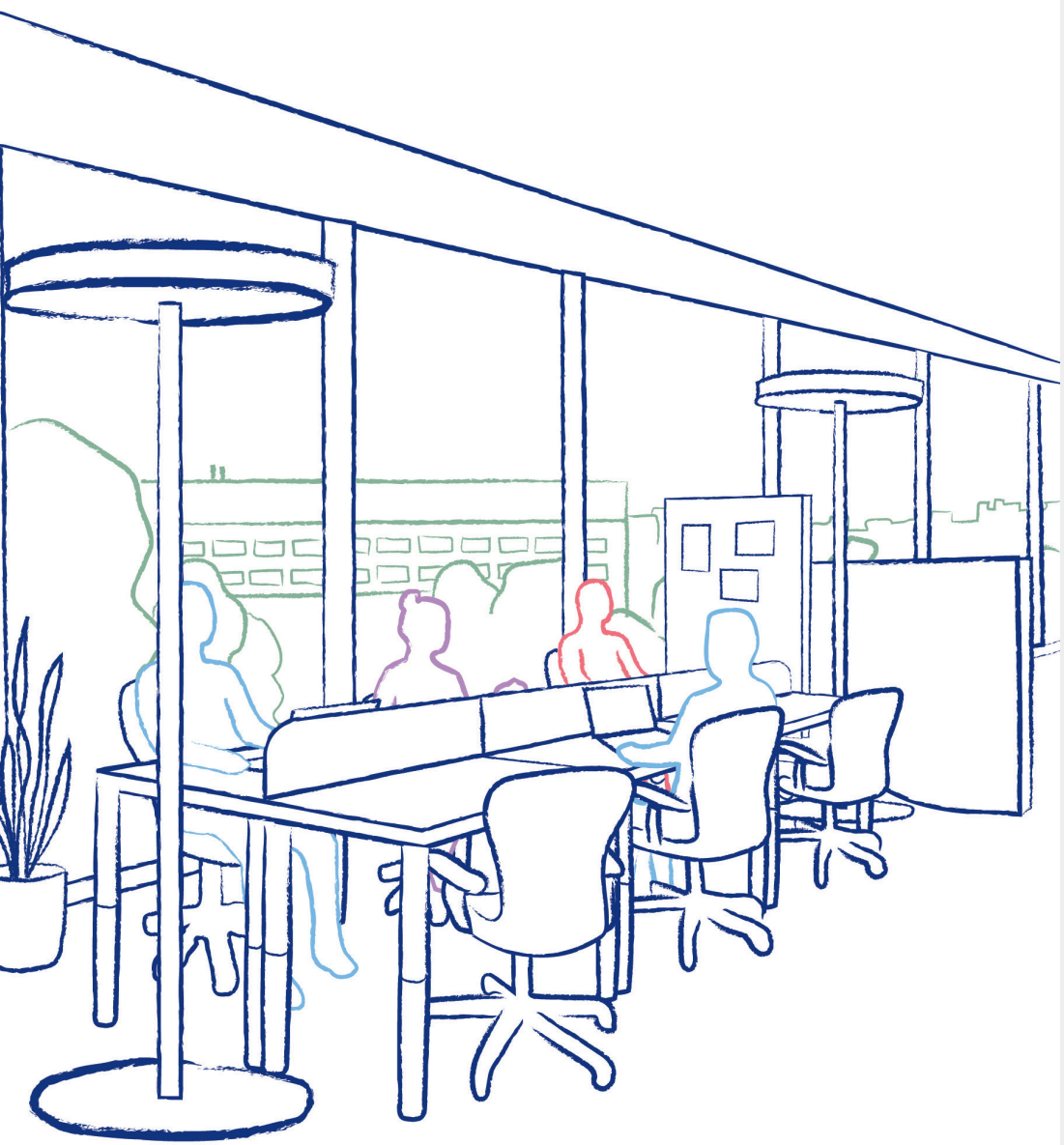
Community

LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

1



TOUCH DOWN

OBJECTIVES

Touch Down workplaces are used:

- as smaller workstations for mobile workers
- for individuals who visit a team for a couple of hours
- in teams that host larger amounts of visitors

Concentration

Collaboration

Communication

Community

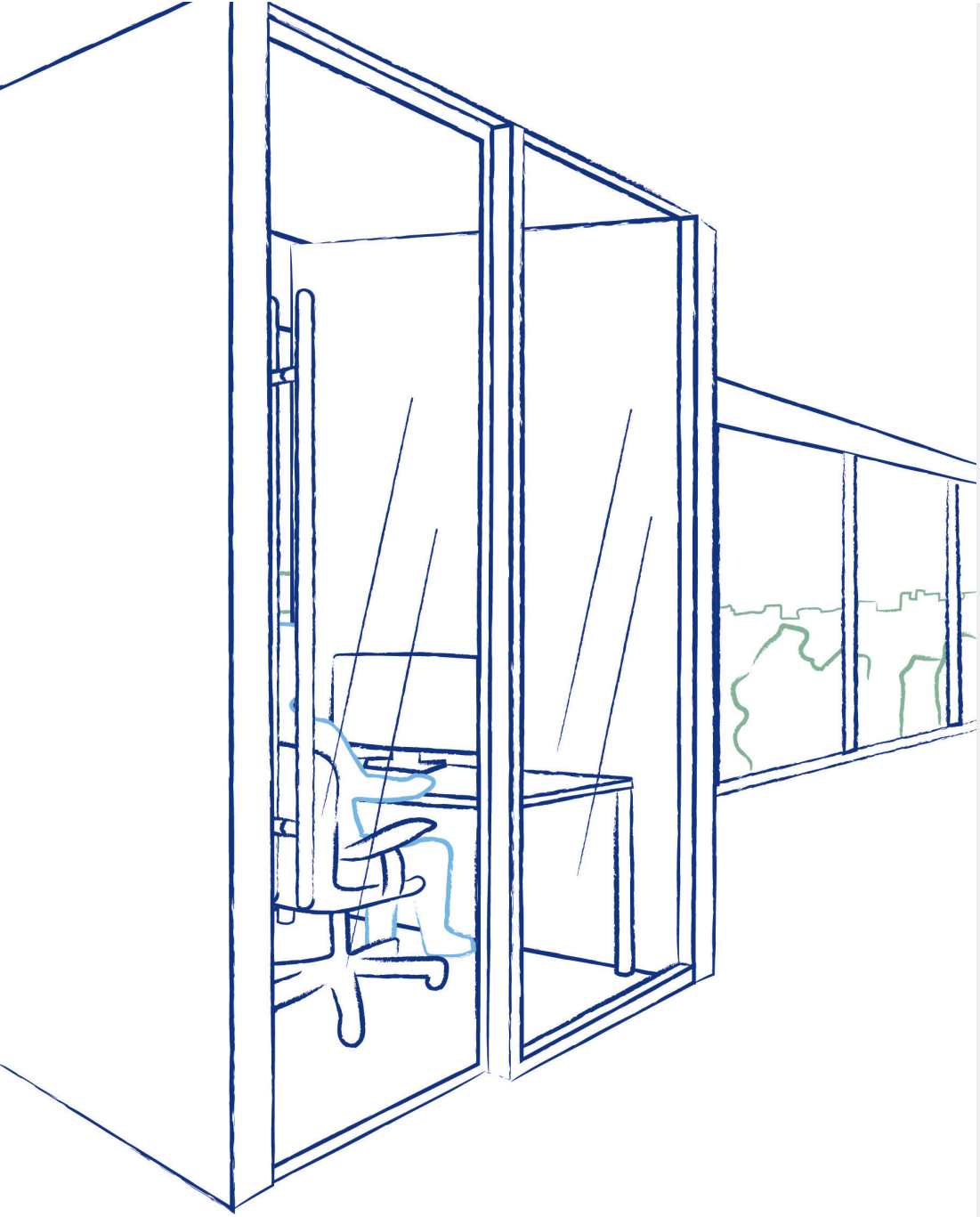
LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

Depends on size, usually 6 touch down workplaces build one block.

36 / 6



FOCUS ROOM

OBJECTIVES

Focus Rooms are used for:

- highly concentrated work for a short period of time
- spontaneous and highly concentrated work without any distraction
- short phone calls
- highly confidential work

Concentration

Collaboration

Communication

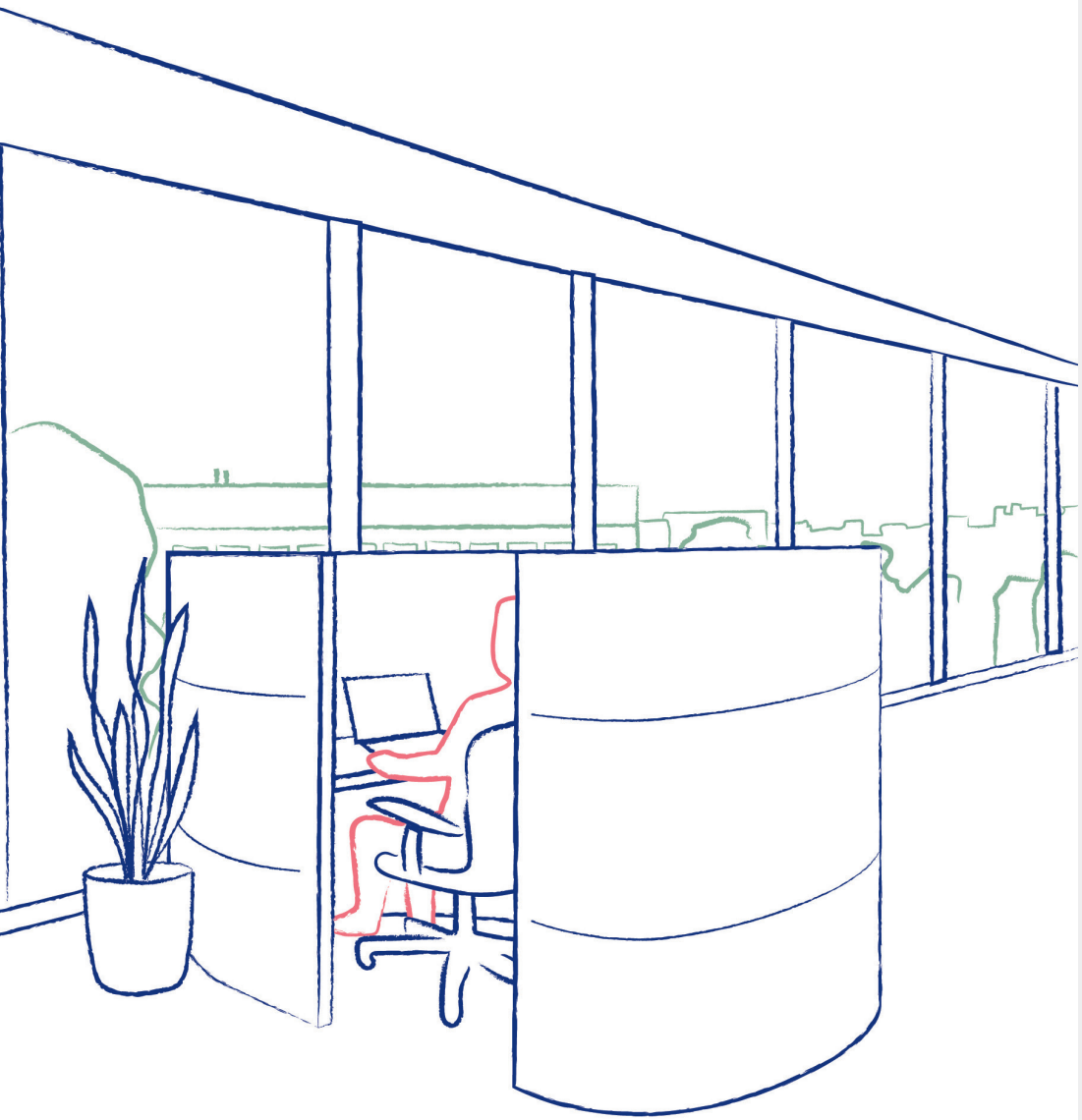
Community

LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

1–2



FOCUS BOX

OBJECTIVES

Focus Boxes are used:

- to work concentrated for a short period of time
- for spontaneous and highly concentrated work without visual distraction

Concentration

Collaboration

Communication

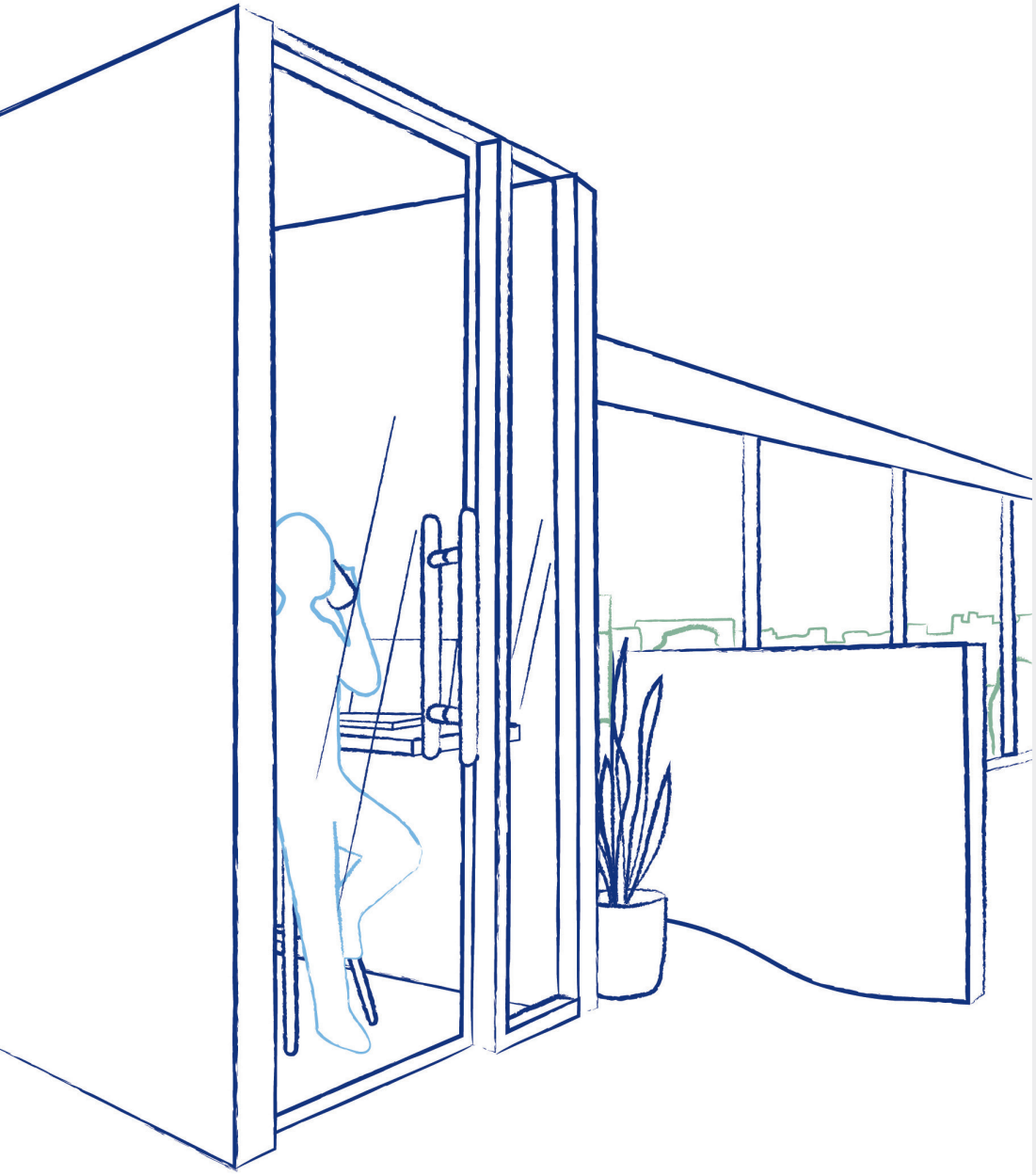
Community

LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

1



PHONEBOOTH

OBJECTIVES

Phonebooths are used for:

- phone calls
- private and confidential conversations in a confined room
- spontaneous or ad-hoc calls

Concentration

Collaboration

Communication

Community

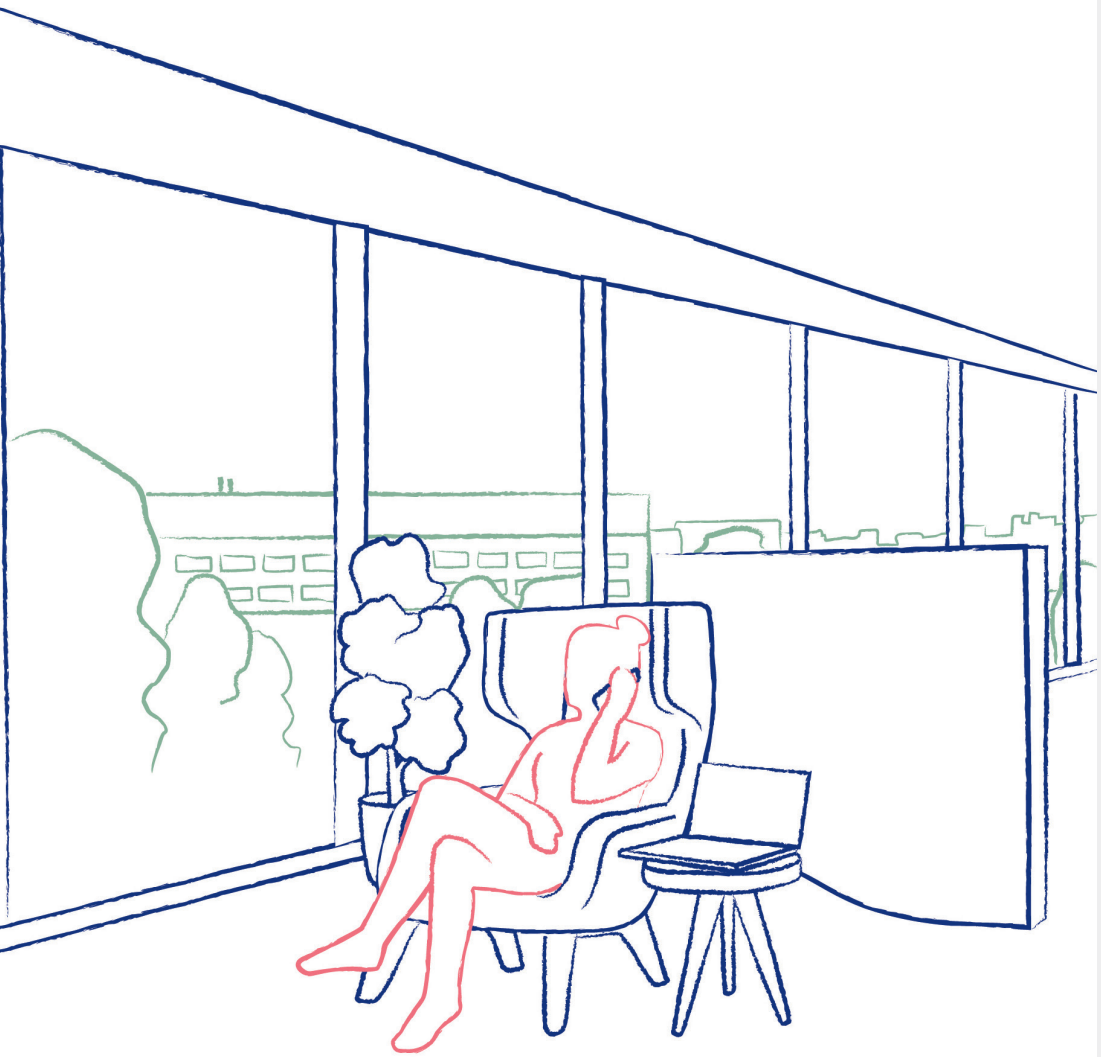
LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

1

2



ARMCHAIR

OBJECTIVES

Armchairs are used:

- to foster different thoughts and creativity
- to focus on a task without visual distraction
- to perform short phone calls
- for spontaneous and creative working

Concentration

Collaboration

Communication

Community

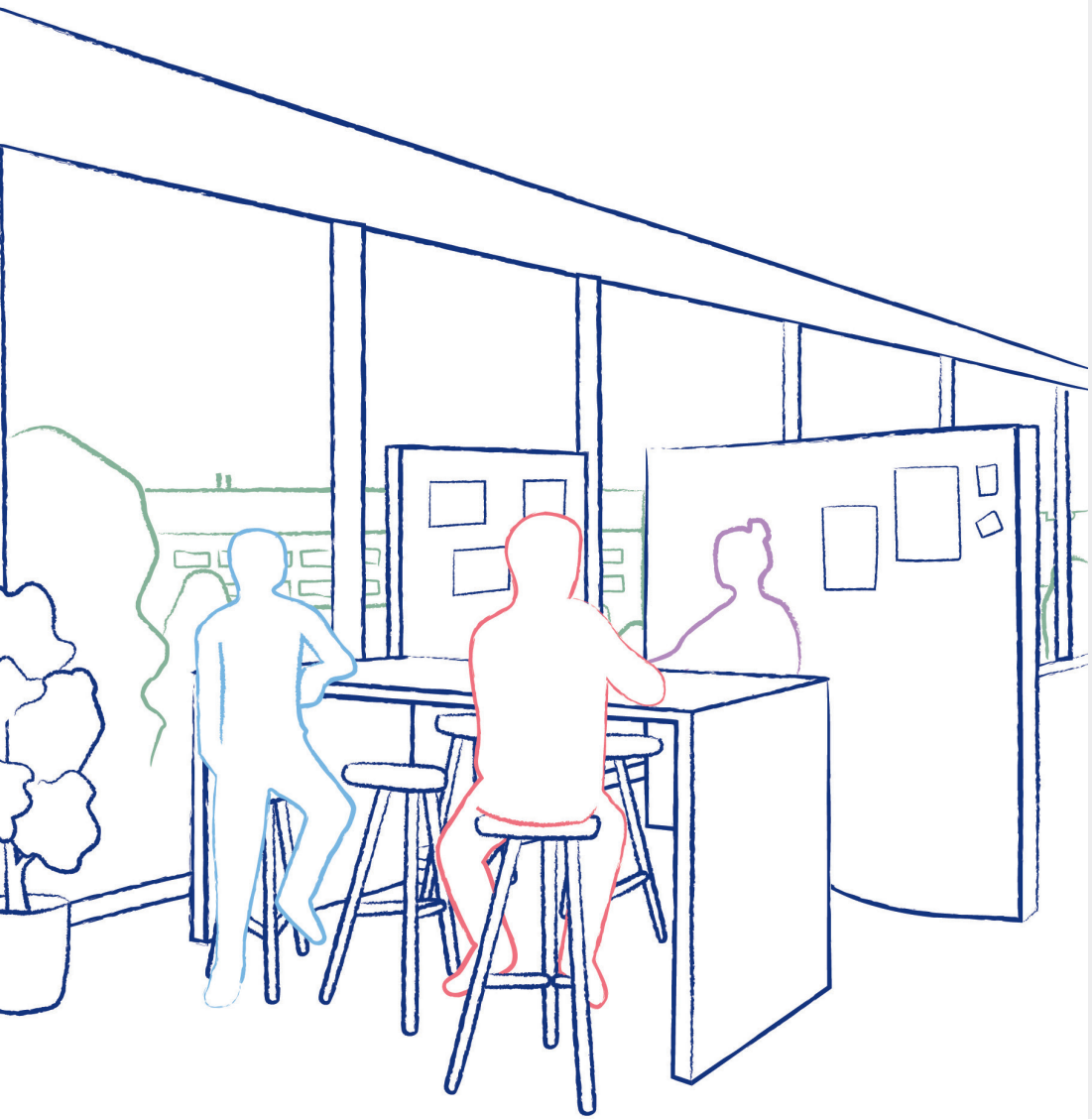
LOCATION OF MODULE

- ☐ Individual workstation
- ☑ Our team neighborhood
- ☐ Our common space

ADMISSION OF INDIVIDUALS

1

2



OPEN MEETING

OBJECTIVES

Open Meetings are used:

- to share information in a group
- to conduct short team meetings
- for spontaneous and ad-hoc meetings in a non-confidential zone

Concentration

Collaboration

Communication

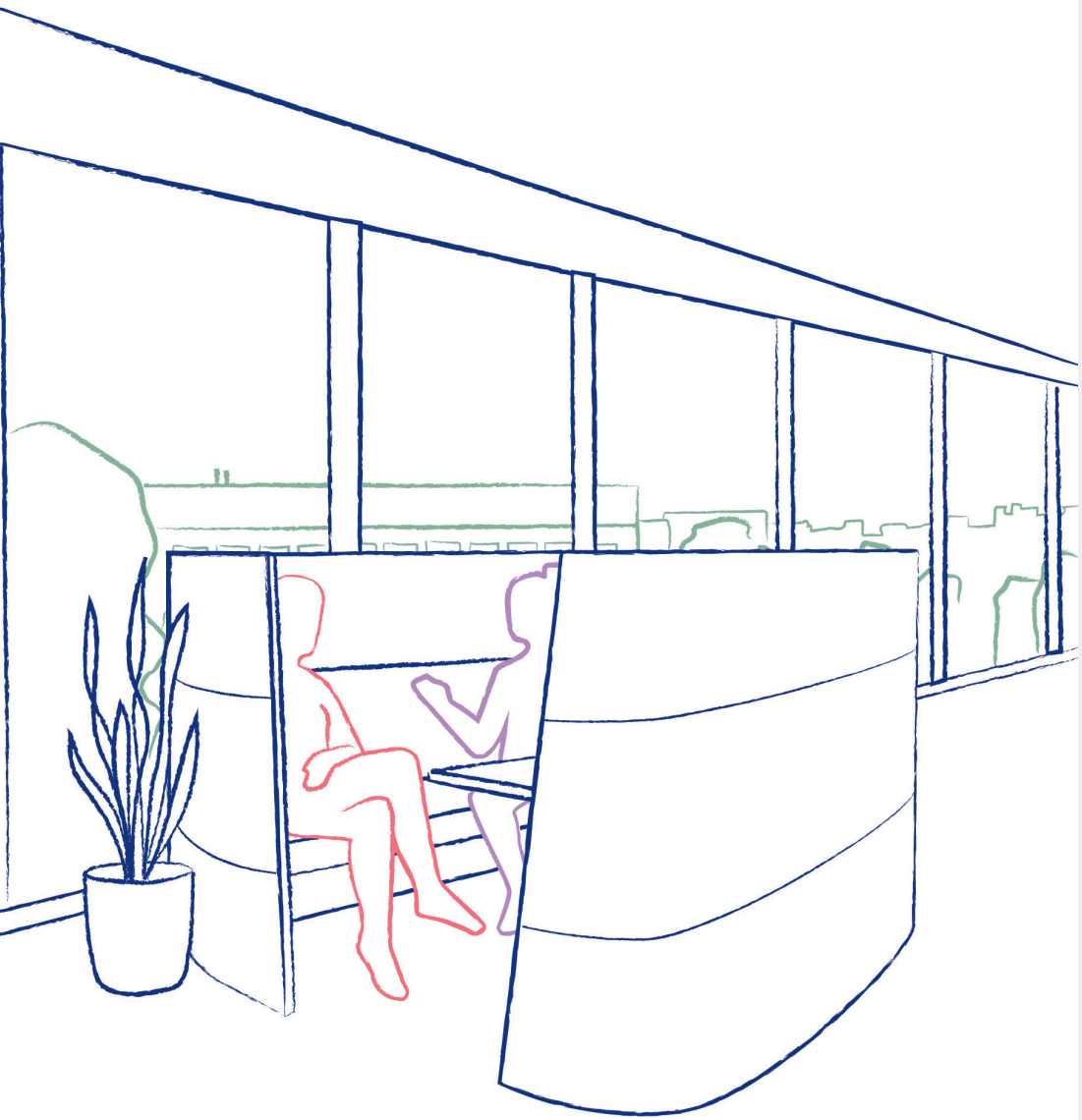
Community

LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

6



DIALOG BOX

OBJECTIVES

Dialog Boxes are used:

- to quickly share information
- for a short period of time

Concentration

Collaboration

Communication

Community

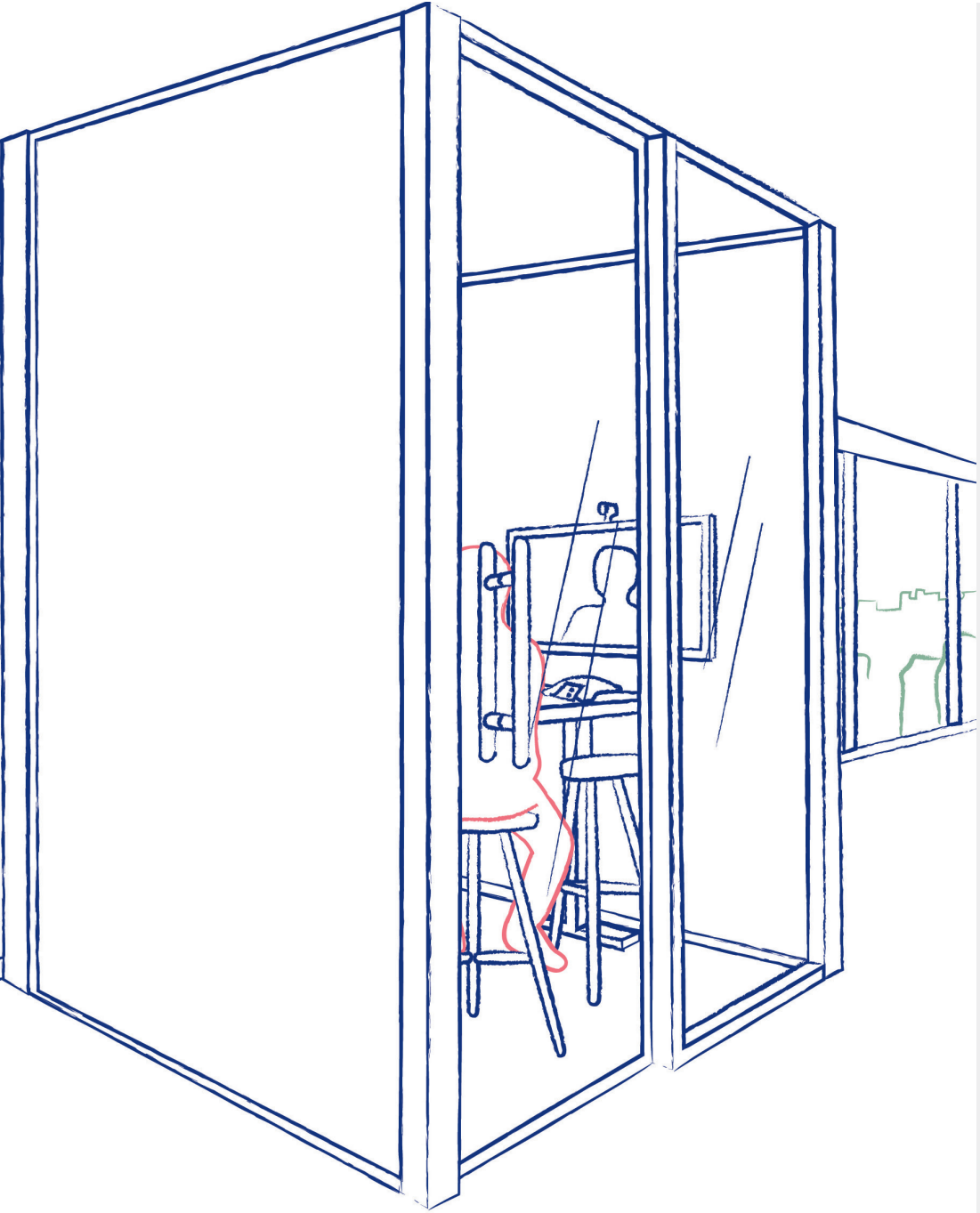
LOCATION OF MODULE

- ☐ Individual workstation
- ☑ Our team neighborhood
- ☐ Our common space

ADMISSION OF INDIVIDUALS

2–4

4



SKYPE ROOM

OBJECTIVES

Skype Rooms are used for:

- planned or spontaneous web conferences
- sharing information on a screen

Concentration

Collaboration

Communication

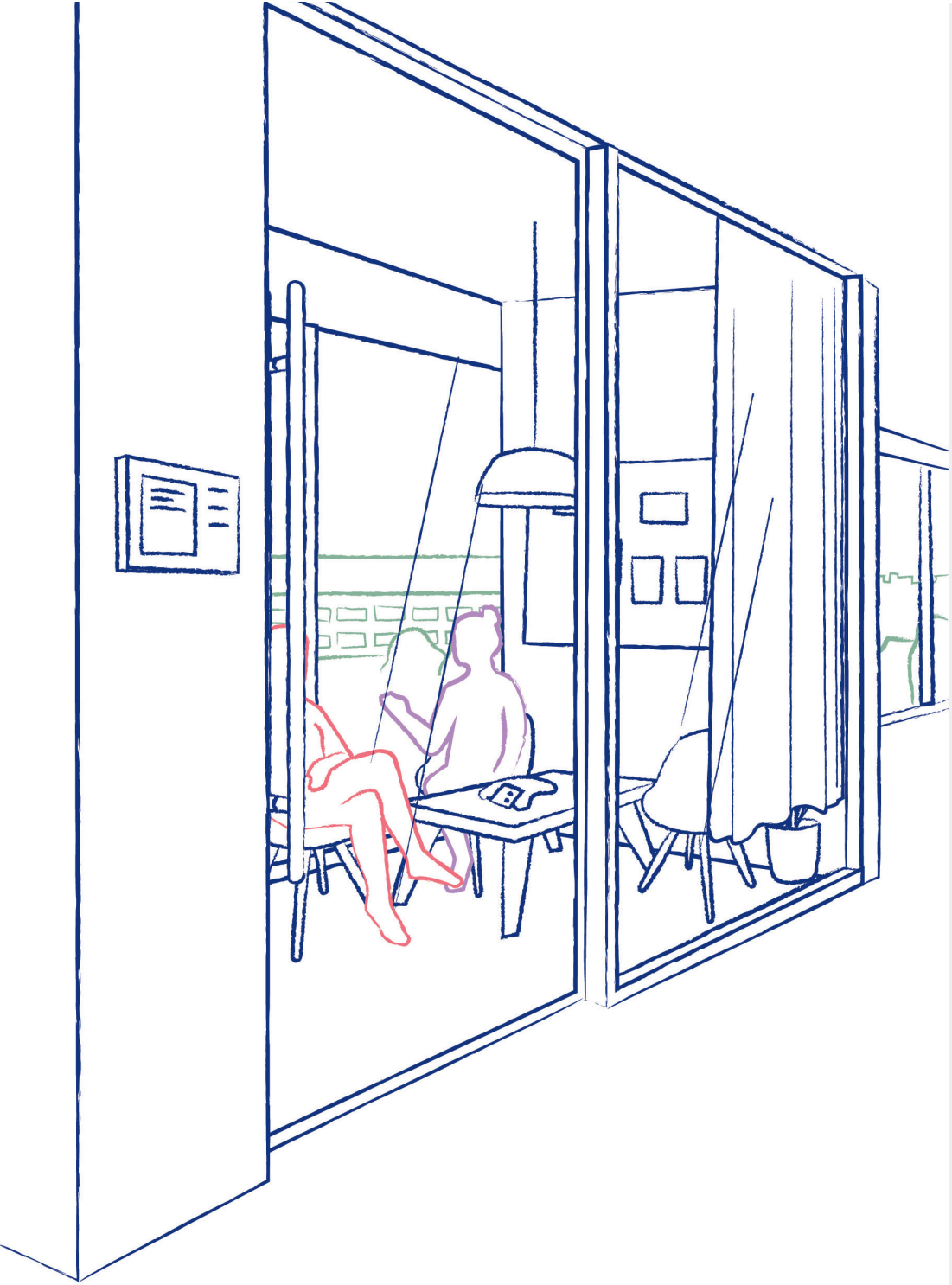
Community

LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

2–4



DIALOG ROOM

OBJECTIVES

Dialog Rooms are used for:

- spontaneous meetings and ad-hoc talks
- project work
- confidential conversations
- phone conferences

Concentration

Collaboration

Communication

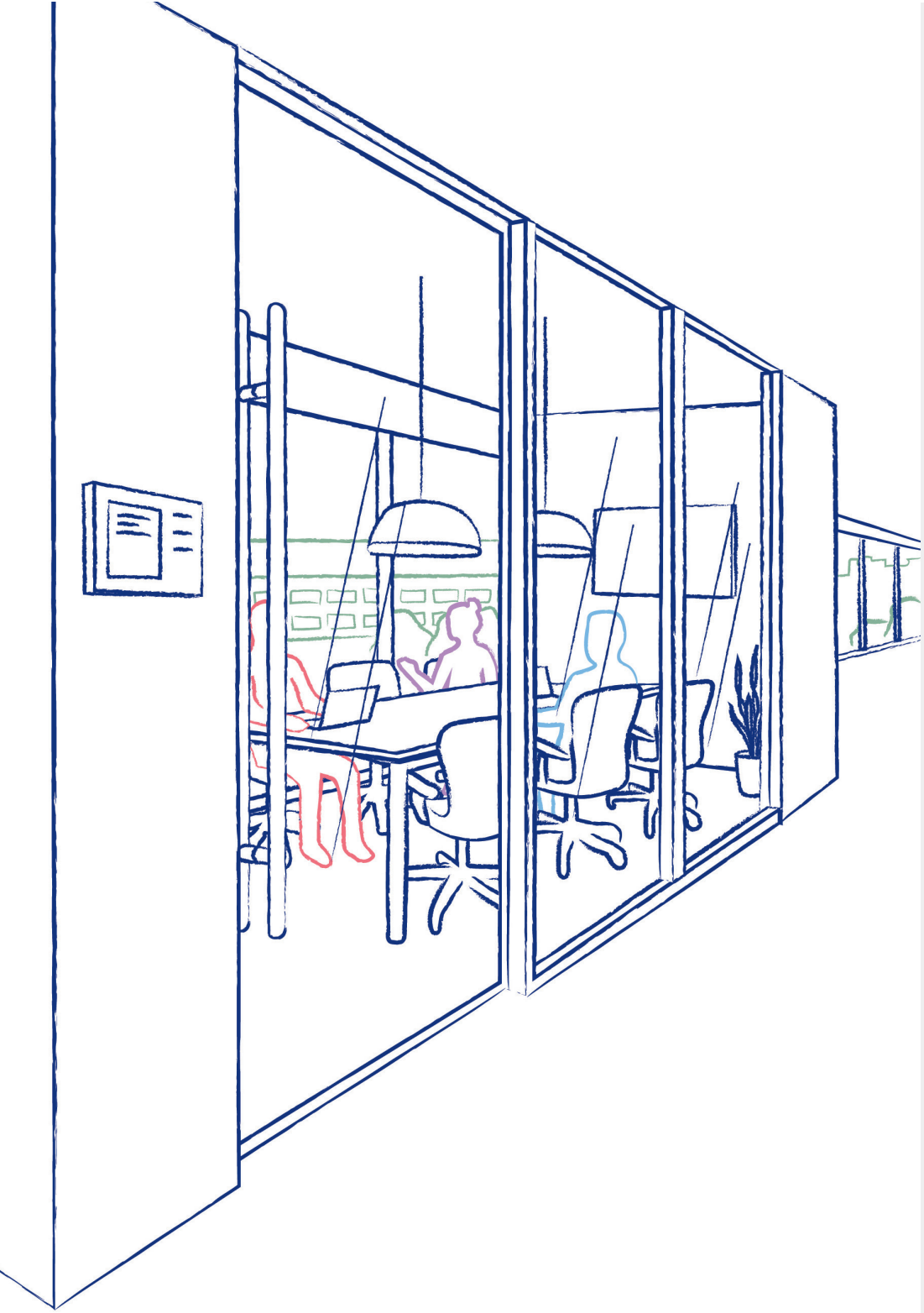
Community

LOCATION OF MODULE

- ☐ Individual workstation
- ☑ Our team neighborhood
- ☐ Our common space

ADMISSION OF INDIVIDUALS

2–4



MEETING ROOM (MEDIUM)

OBJECTIVES

Meeting Rooms (medium) are used for:

- planned meetings
- project work
- confidential conversations
- virtual conferences

Meeting Rooms (medium) are bookable and can be shared with other departments.

Concentration

Collaboration

Communication

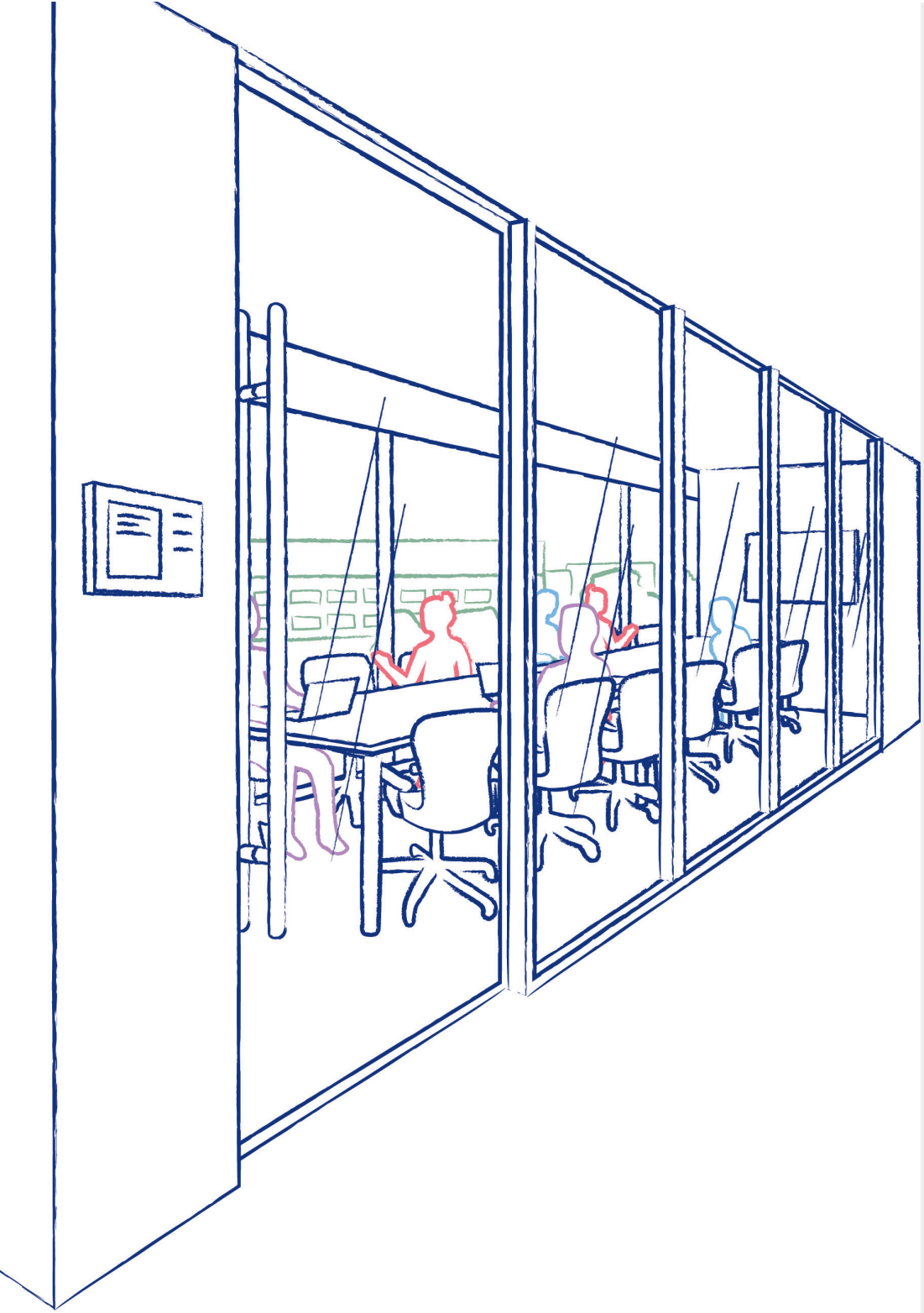
Community

LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

8



MEETING ROOM (LARGE)

OBJECTIVES

Meeting Rooms (large) are used for:

- planned meetings
- virtual conferences
- meetings with external clients

Meeting Rooms (large) are bookable and can be shared with other departments.

Concentration

Collaboration

Communication

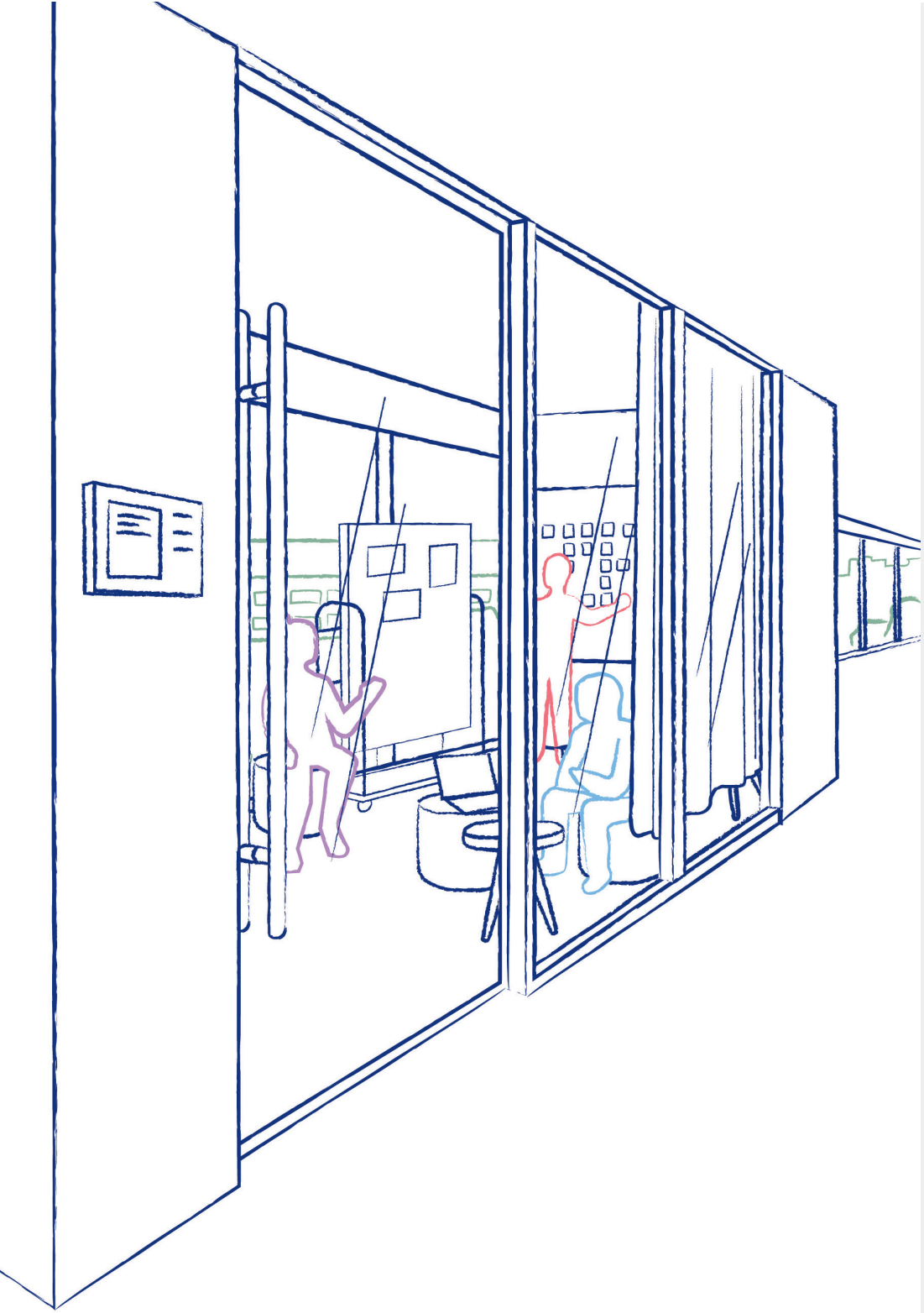
Community

LOCATION OF MODULE

- ☐ Individual workstation
- ☐ Our team neighborhood
- ✓ Our common space

ADMISSION OF INDIVIDUALS

Approx. 16



PROJECT ROOM

OBJECTIVES

Project Rooms are used:

- to work creatively on a project
- to receive spontaneous input from non-project members
- for projects of different run-times

Project Rooms are bookable and can be shared with other departments.

Concentration

Collaboration

Communication

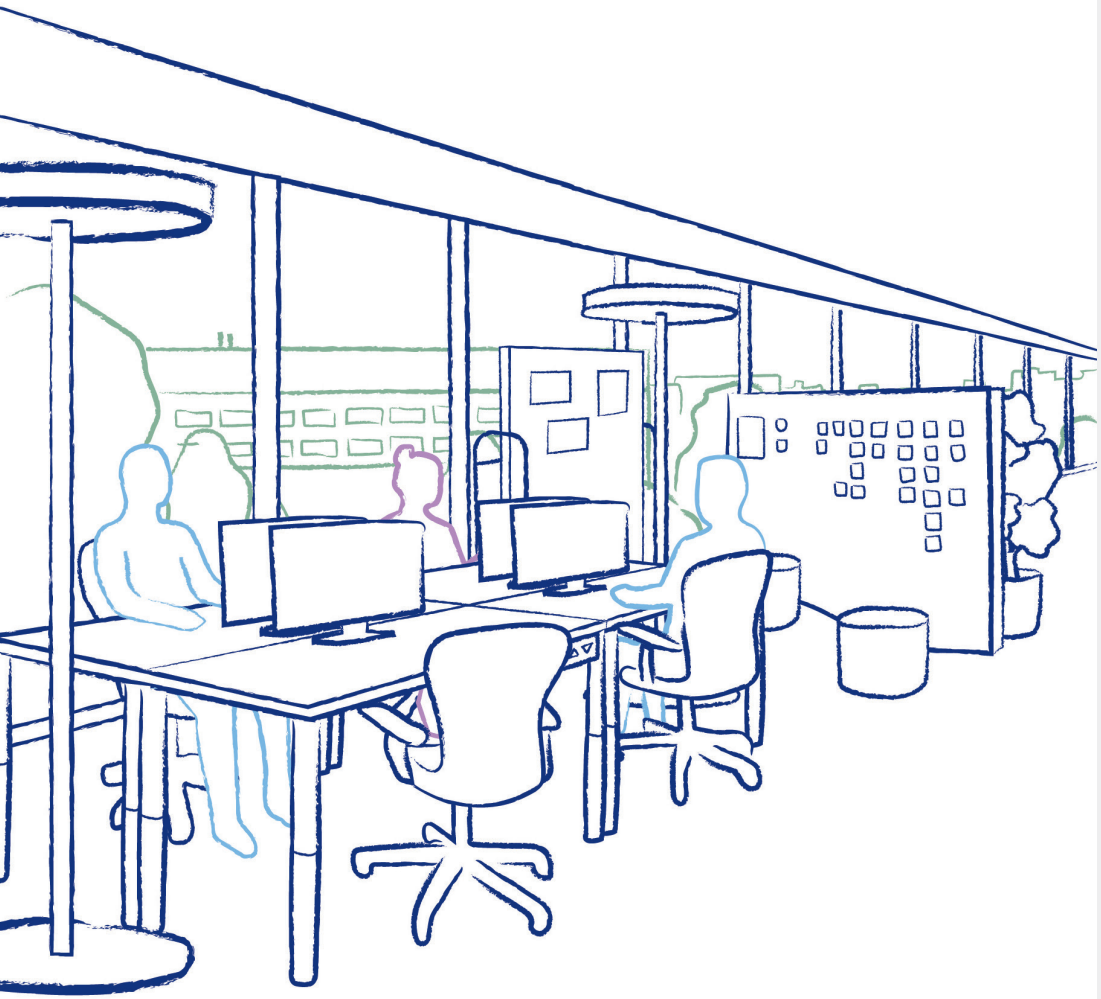
Community

LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

8



PROJECT STUDIO

OBJECTIVES

Project Studios are used for:

- long term projects
- teams that need to work together closely
- communication and concentration without disturbing other colleagues

Project Studios are bookable and can be shared with other departments.

Concentration

Collaboration

Communication

Community

LOCATION OF MODULE

- ☐ Individual workstation
- ☐ Our team neighborhood
- ✓ Our common space

ADMISSION OF INDIVIDUALS

6

COMSPOT

OBJECTIVES

ComSpots are used for:

- teams or departments to take a break/retreat from work
- short meetings
- fostering communication and interaction

Concentration

Collaboration

Communication

Community

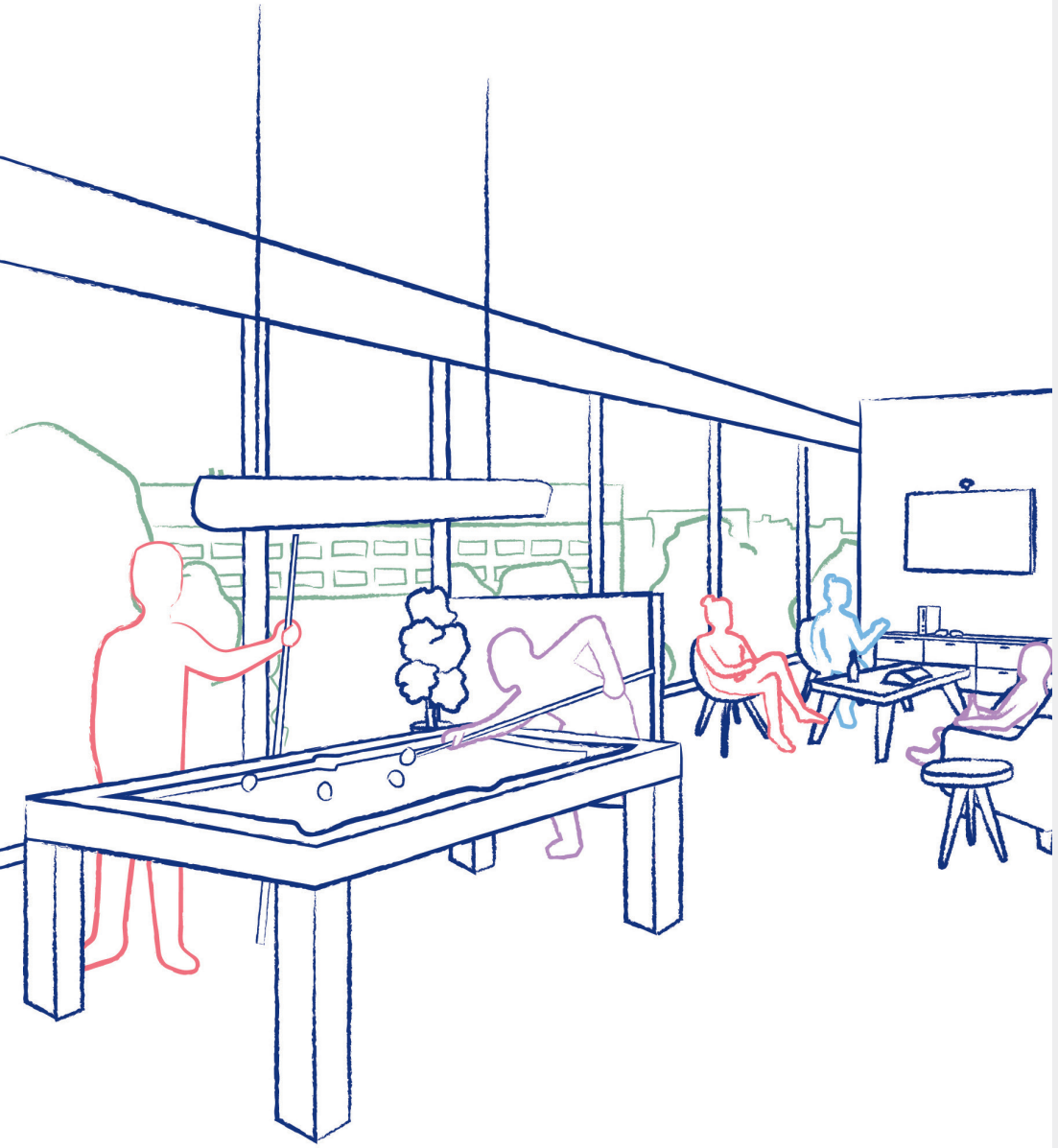
LOCATION OF MODULE

- ☐ Individual workstation
- ☐ Our team neighborhood
- ☑ Our common space

ADMISSION OF INDIVIDUALS

Groups, depends on size

#



GAME ROOM

OBJECTIVES

Game Rooms are used:

- for recreation and communication that do not necessarily refer to daily work activities
- to spontaneously meet with a group of colleagues
- alone to meet colleagues of other teams
- during breaks or after work

Concentration

Collaboration

Communication

Community

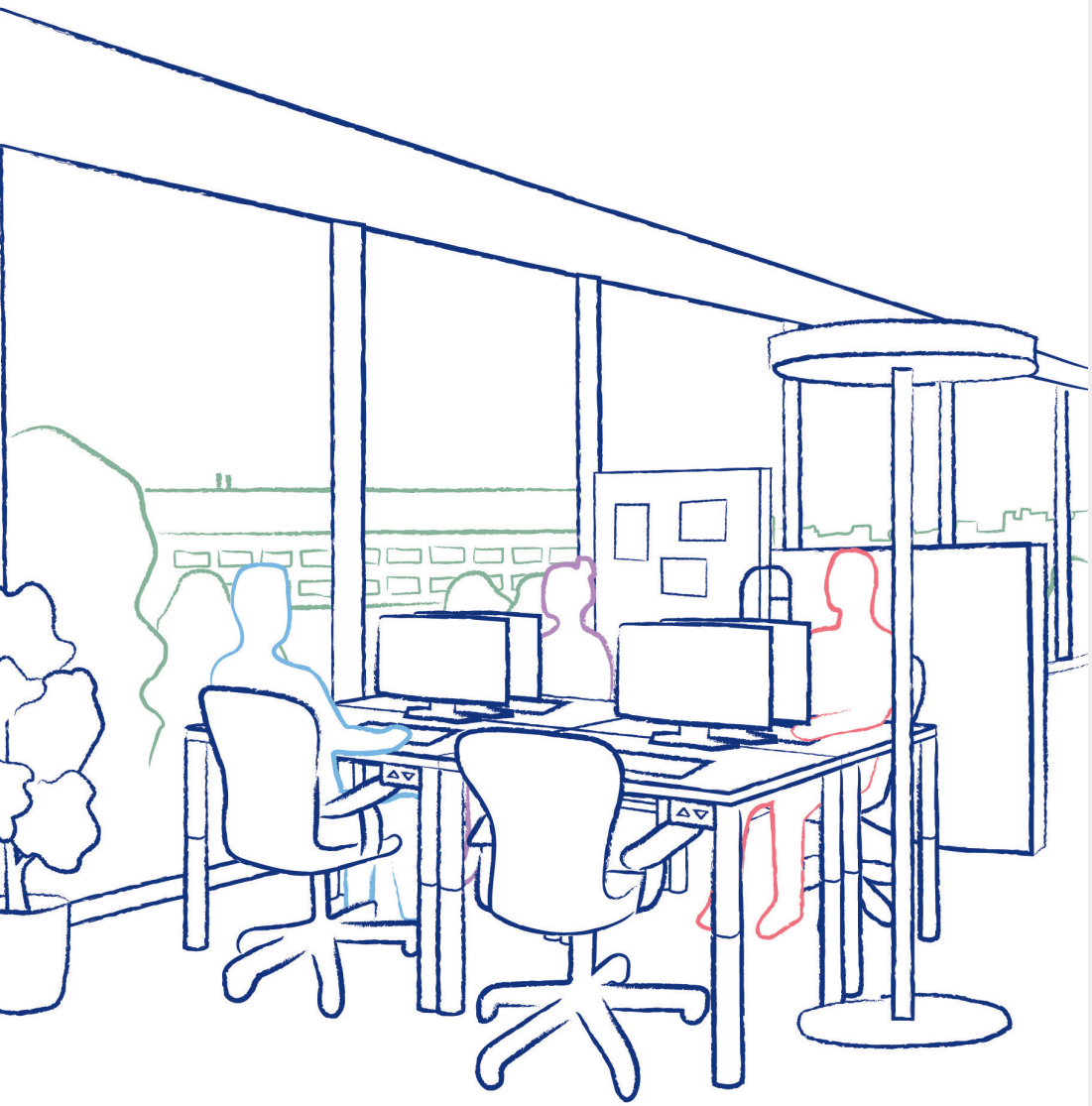
LOCATION OF MODULE

- ☐ Individual workstation
- ☐ Our team neighborhood
- ✓ Our common space

ADMISSION OF INDIVIDUALS

Depends on size

#



TRAINEE & STUDENT AREA

OBJECTIVES

Trainee & Student Areas are used:

- to foster quick communication that aims at solving problems or asking questions between trainees
- for concentrated work

Concentration

Collaboration

Communication

Community

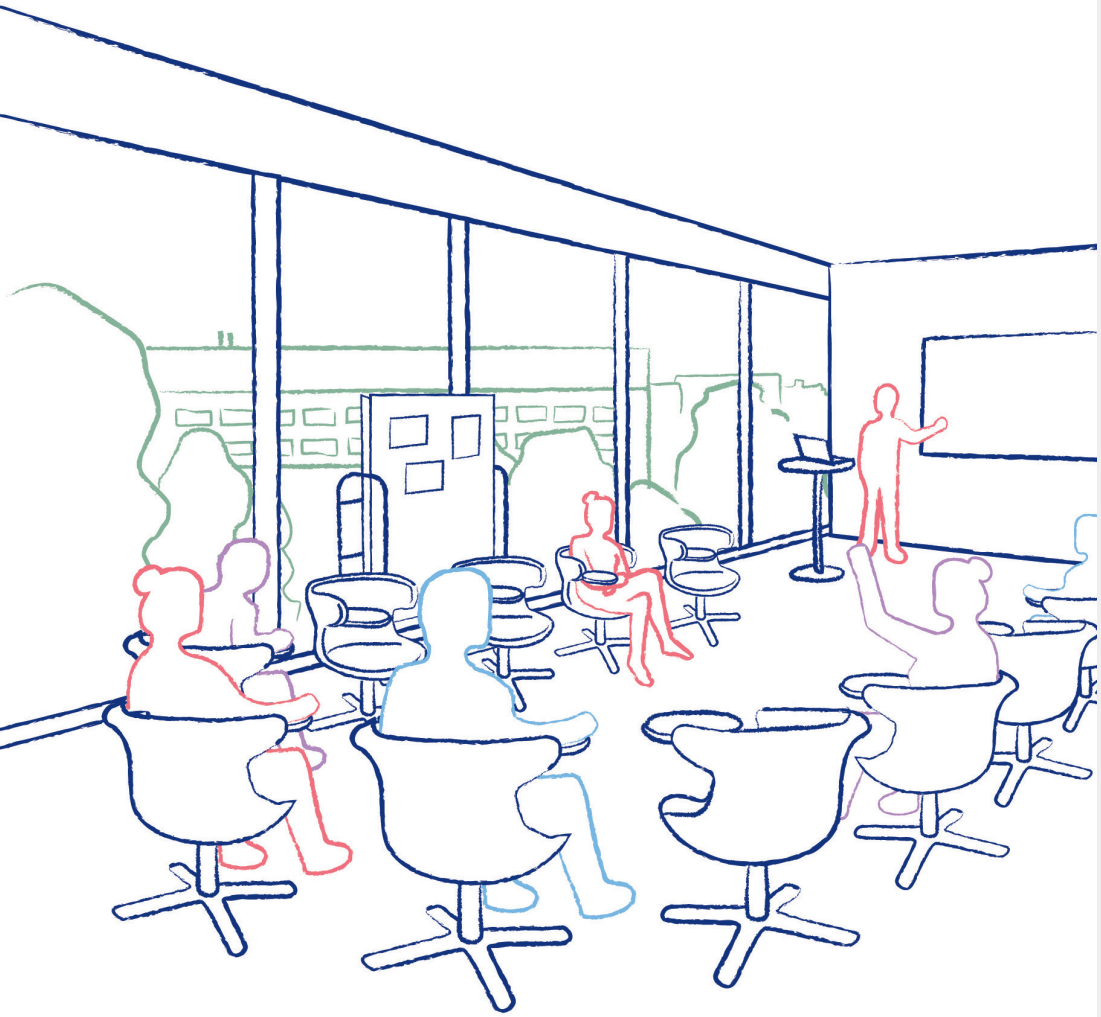
LOCATION OF MODULE

- [ ] Individual workstation
- [x] Our team neighborhood
- [ ] Our common space

ADMISSION OF INDIVIDUALS

4

24 / 6



LEARNING CENTER

OBJECTIVES

Learning Centers are used:

- as training rooms that can be used to train each other, share information and work on tasks

The furniture is more mobile and allows teamwork. This module is bookable and can be shared with other departments.

Concentration

Collaboration

Communication

Community

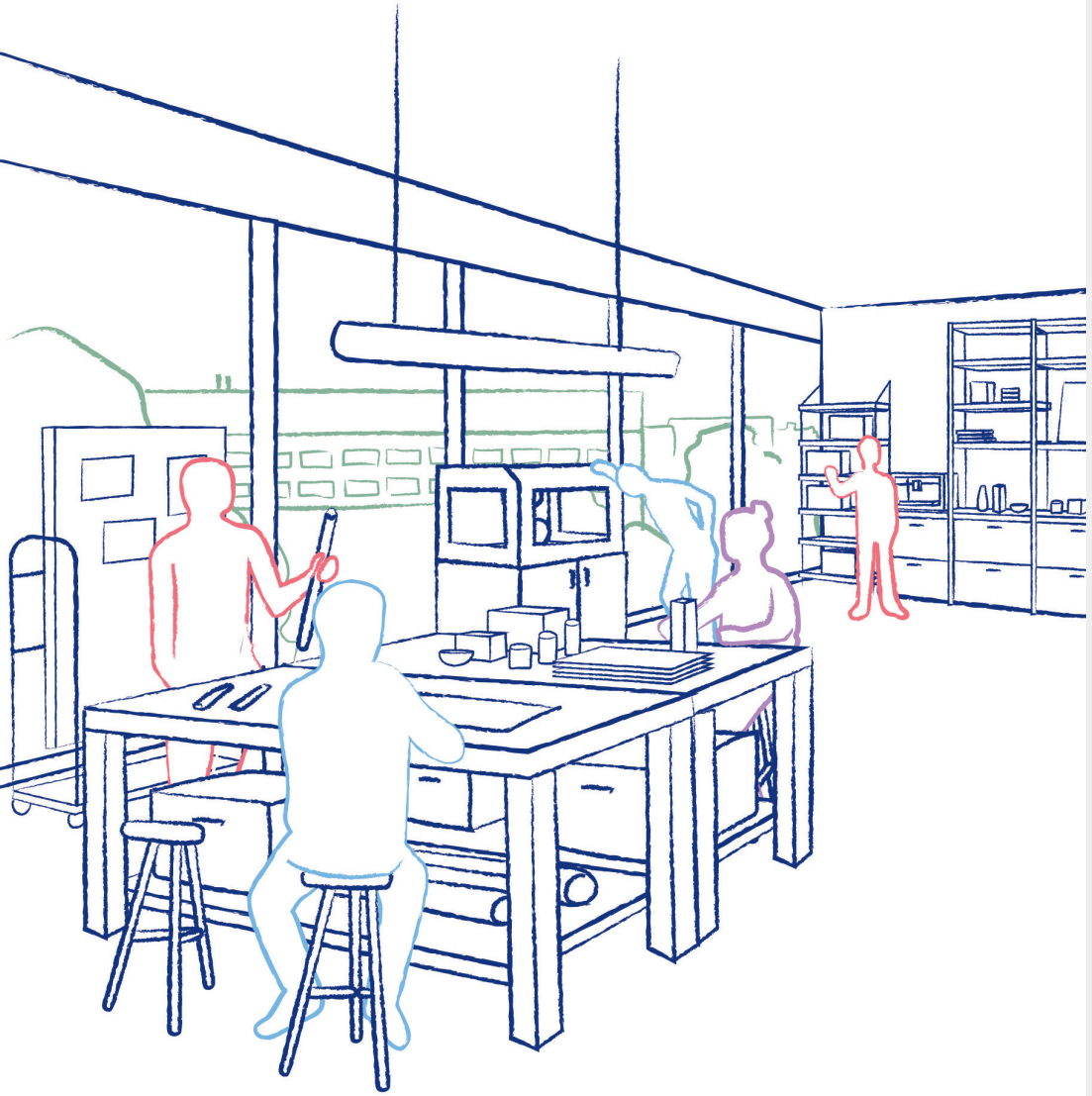
LOCATION OF MODULE

- ☐ Individual workstation
- ☐ Our team neighborhood
- ✓ Our common space

ADMISSION OF INDIVIDUALS

Depends on size

#



CRAFT STUDIO

OBJECTIVES

Craft Studios are used for:

- creative working with physical tools and materials
- prototyping samples
- sharing, illustrating and discussing ideas

The Craft Studio is equipped with workbenches, storing space, tools and machines like 3D-Plotter, cutting machine, raw materials etc. It is for spontaneous use and can be shared with other departments.

Concentration

Collaboration

Communication

Community

LOCATION OF MODULE

- ☐ Individual workstation
- ☐ Our team neighborhood
- ☑ Our common space

ADMISSION OF INDIVIDUALS

Depends on size

#

LIBRARY

OBJECTIVES

Libraries are used for:

- concentrated work away from the home zone
- working in a different and inspiring environment

The Library is primarily a silence zone. Books and magazines can be added, but are not requisite.

Concentration

Collaboration

Communication

Community

LOCATION OF MODULE

- ☐ Individual workstation
- ☐ Our team neighborhood
- ☑ Our common space

ADMISSION OF INDIVIDUALS

Depends on size

#

EVENT SPACE

OBJECTIVES

Event Spaces are used:

- for scenarios of meetings, events or work for a different amount of people
- for working in a different and inspiring environment
- primarily for planned events

The Event Space has flexible modules that fit to different events. It is a bookable space that can be shared with other departments.

Concentration

Collaboration

Communication

Community

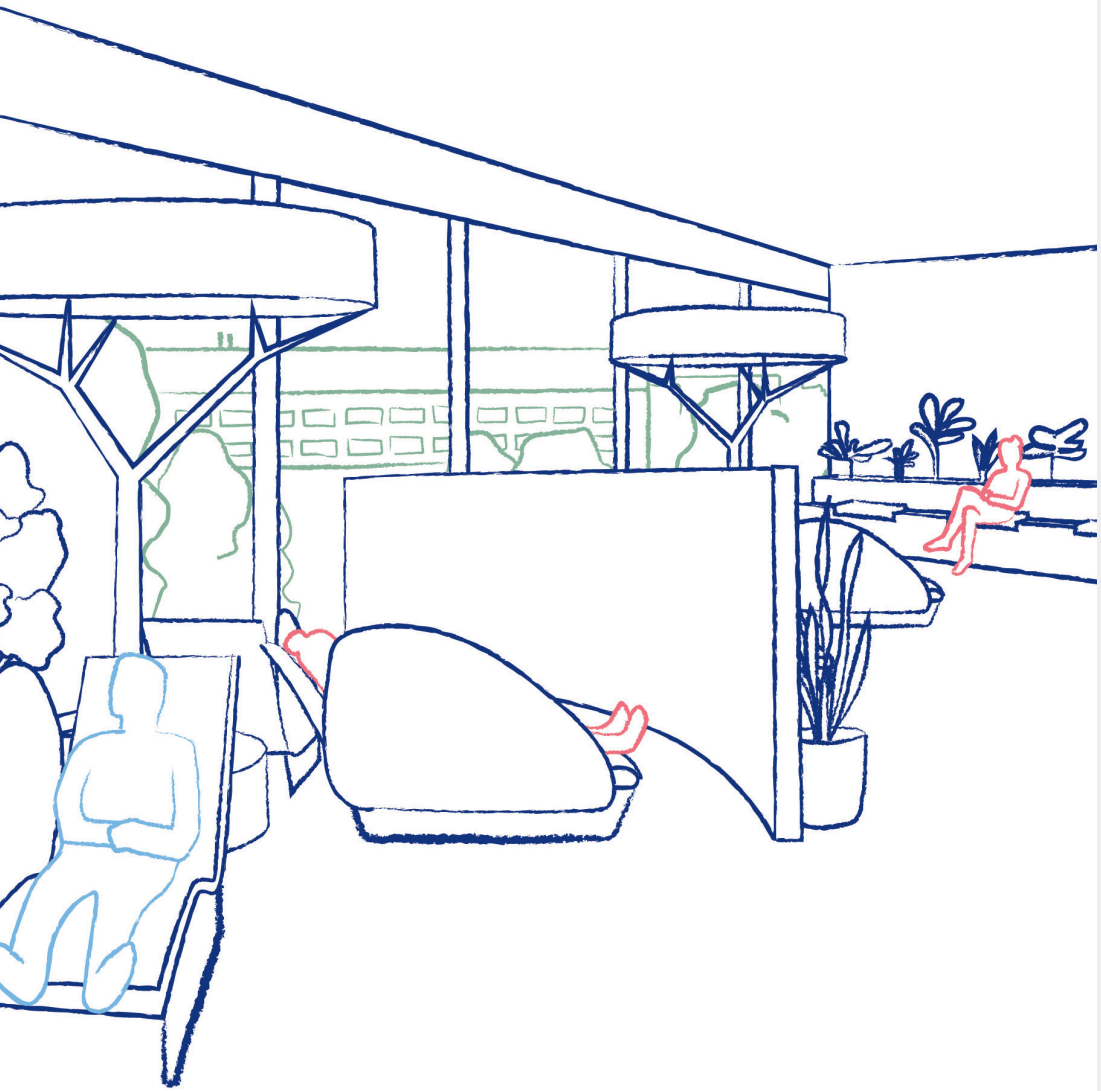
LOCATION OF MODULE

- Individual workstation
- Our team neighborhood
- ✓ Our common space

ADMISSION OF INDIVIDUALS

Depends on size

#



ZEN GARDEN

OBJECTIVES

The Zen Garden is used for:

- relaxation and recreation from work
- meditating or taking a nap

Concentration

Collaboration

Communication

Community

LOCATION OF MODULE

- ☐ Individual workstation
- ☐ Our team neighborhood
- ☑ Our common space

ADMISSION OF INDIVIDUALS

Depends on size

#

CAMPUS

Beiersdorf