

J0330 – McLarens: Styling Session Notes

- The primary issues identified were **concentration and noise**. To address this, we have proposed separating the Teams while keeping everyone in close proximity though slightly partitioned. For those needing quiet, additional rooms will be available. The revised plan includes three 2-person phone booths, an informal lounge area, a couch in the lobby, a larger breakout space, two existing large meeting rooms, and 2 new 6-person meeting rooms.
- Survey feedback noted that, despite McLarens being a market leader, the current design did not compare favorably with competitors. However, team morale and workplace culture were highly rated. Requests included a ping pong table and a **more appealing breakout space**. Although space constraints prevent adding a ping pong table, we suggested a quiet games nook with board games, a library, and potentially a retro gaming machine for staff relaxation during breaks.
- **Lighting** concerns were raised, with existing fixtures being outdated and natural light not fully utilized. To address this, workstations have been positioned around the building's perimeter for better natural light, while offices will be located towards the core. We recommend upgrading to energy-efficient LED lighting throughout the office.
- **Greenery** was another consideration. The design now includes potted plants throughout, hanging plants over high bench tables in the kitchen, and planters near the Property Team to reduce noise and add visual appeal.
- **The kitchen** was identified as a favorite amenity. We have moved it from the western corner to a more accessible location near the new secondary entrance, allowing staff to easily grab coffee or store items in the fridge. Additionally, improvements to the Zip Tap and an expanded selection of coffee and tea options, or a new coffee machine are suggested.
- Although **Recreational Additions** such as a gym were requested, logistical constraints prevent its inclusion. However, staff will still have access to city gyms outside business hours. The new design includes several informal meeting spaces and quiet areas for staff use.
- Staff requested **enhanced technology**, such as dual TVs in meeting rooms and larger dual monitors for workstations. Phone chargers at desks were also requested, though instead, we could provide above-desk power, allowing staff to bring their own chargers for their personal electronic items.
- **Workstations** in the new plan are 1600mm wide to optimize space usage, creating larger walkways and a more open office feel. Although staff often collaborate at workstations, we have included numerous meeting rooms and informal work areas for collaboration. We recommend a booking system for meeting rooms to improve time management and planning.
- **Existing meeting rooms** with operable walls can be used for larger meetings on Tuesdays and broken up to be smaller meeting rooms. Keeping in line with this modular layout, If these rooms are underutilized, they can be converted into hot desk seating areas. Connector flip tables (1500 x 750mm) have been proposed, and power and data can be installed on walls at 900mm height to accommodate flexible desk arrangements. Or, as we will require Recessed Floor boxes, they could set themselves up in Clusters of 4. See Appendix
- The design also considers **future staff growth**. There are now 26 workstations, with an informal semi-circle workstation at the end of the Property Team desk that can serve as a hot desk. The Finance Team could potentially relocate, with room for three additional staff members. Hot desks can be added to existing meeting rooms, and the 3 x 2-person phone booths could be converted into permanent offices.
- **Height-adjustable workstations** were requested, but this will depend on the budget. We plan to reuse existing workstations from Level 8. Although height-adjustable desks are less expensive than they used to be, they remain an additional cost. Offices will have built-in desks for cost efficiency, while workstations will be loose.
- **Storage** needs were also mentioned. Staff tend to use personal storage rather than utility areas, so we recommend providing each staff member with a pedestal and additional storage in nearby tambours. The printer has been positioned near the Property Team, with a stationary cupboard and a desk for printer use. IT will have a small

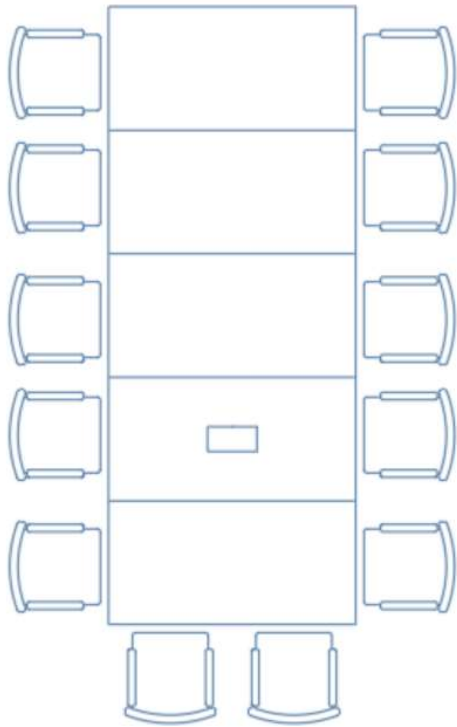
storage area with racking, and a storage and filing room near the kitchen will include Filing cabinets and cupboard storage.

- **The seating arrangement** has been optimized for team interactions. Property and Casualty teams work closely, as do Property and Forensic teams. Noise considerations have led to some separation, and offices for Forensic, Casualty, and Marine teams are placed near their support staff. Property has a larger office for potential expansion, while smaller teams are located in quieter areas to minimize distractions.
- **Additional design features** could include a feature ceiling in the breakout area, which requires reworking anyway. Vinyl plank flooring for the Lobby could be added to differentiate this space from the main office with the possibility of a Grind and Seal concrete floor in the breakout. Feature paint colors and acoustic panels could also enhance the space and improve sound quality.
- **Practical additions** include whiteboards for team collaboration and lockable doors for the IT storage area. We will use window panels in meeting rooms to balance visibility and acoustics, with windows in the doors of phone booth rooms for easier access.
- **Overall**, these proposed additions require management approval. We acknowledge that some survey feedback suggested the questions were not tailored to the company, and we welcome any feedback or changes to better align the design with your company's needs.

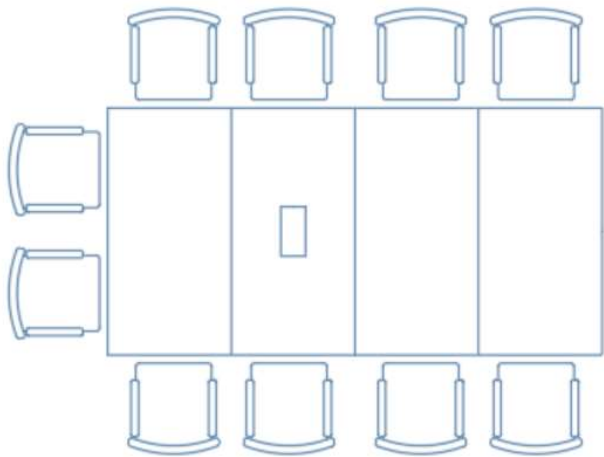
Appendix

Below illustrates the layout possibilities with the existing meeting rooms and how they could be utilized with connector flip tables.

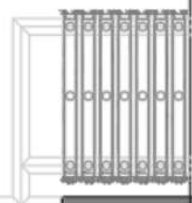
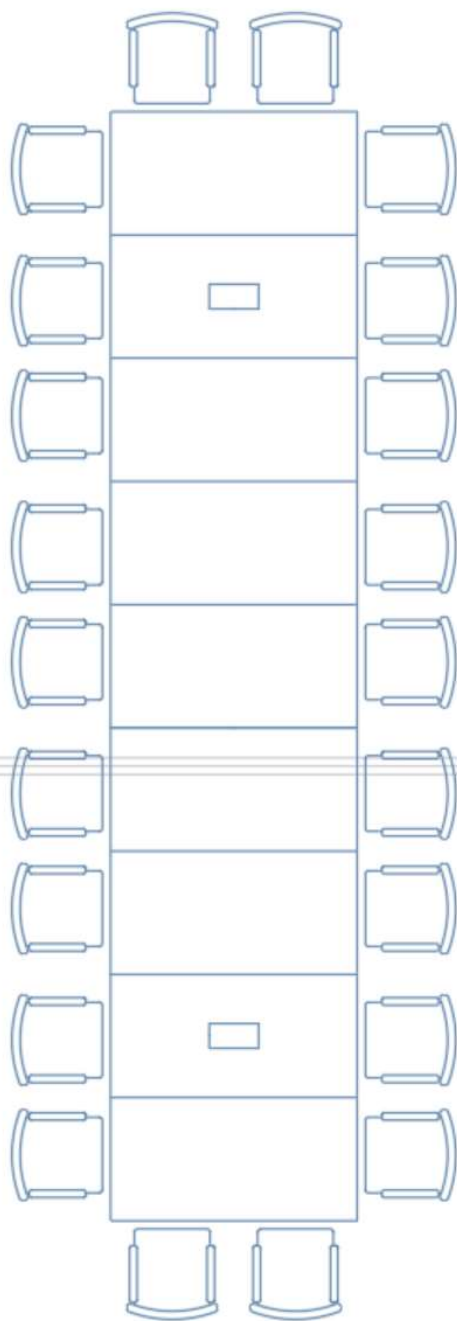
EX 12P MEETING

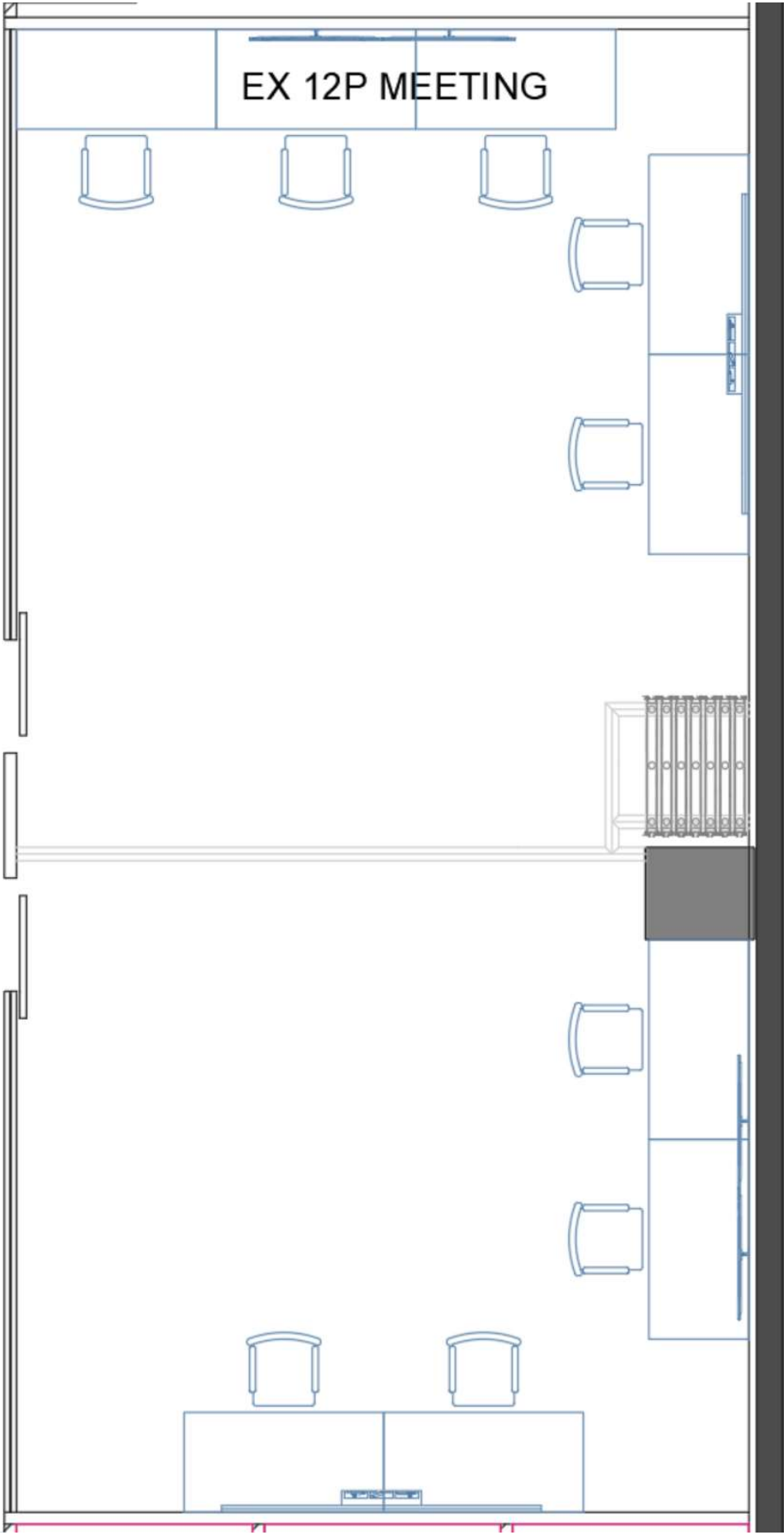


EX 10P MEETING



EX 12P MEETING





EX 12P MEETING

