



UNMC
Nebraska
Medicine

WORKPLACE GUIDELINES

JANUARY 20, 2025

UNIVERSITY OF NEBRASKA MEDICAL CENTER
THE NEBRASKA MEDICAL CENTER
DEVELOPED BY HOLLAND BASHAM ARCHITECTS



TABLE OF CONTENTS

1. Vision	3
Motive	4
Values	5
Principles	6
2. Alignment	7
Precedents: Academic Institutions	8
Precedents: Clinical & Administrative	9
Precedents: Academic Institutions	10
Precedents: Academic Institutions	11
3. Environment	12
Plan Layout	13
Neighborhood Design	14
4. Typical Spaces	15
Focused Work Spaces	16
Support Spaces	17
5. Efficiency	18
Space-Cost Comparision	19
Added Amenities	22
6. Considerations	23
Technology	24
FAQ	25

VISION

Our updated workplace design approach aims to advance UNMC/NM's development while working within the limits of our current infrastructure and available spaces. This design model will incorporate strategies that align with our core values: teamwork, flexibility, resilience, trust, innovation, culture, accountability, well-being, retention, and safety.

We support in-person, hybrid, and remote work, ensuring an equitable experience for all. By increasing the utilization of space, there will be more space available for support space, such as collaborative space. These new collaborative spaces will be robust with technology & storage solutions. This design approach will be applied across all locations to ensure a consistent work experience across a multitude of spaces.



A shifted approach in our workplace design model will increase utilization of space, as well as increase efficiency of work. This approach will create engaging spaces that aid in growth and retention. Space for administrative functions of research, educational spaces, and clinical missions space will all be improved with this workplace design model.

MOTIVE

VALUES

PRINCIPLES



VALUES

PRINCIPLES

- Support in-person, hybrid, & remote working
- Increase the use & utilization of focused work areas & shared support spaces
- Incorporate collaborative spaces supported by robust technology and storage solutions
- Ensure consistent space types are assigned across various roles and titles
- Create consistency of spaces across all UNMC/ NM locations
- Adhere to accreditation requirements (i.e. GME, LCME)
- Phase the implementation as new spaces are constructed and renovated

PRINCIPLES

ALIGNMENT

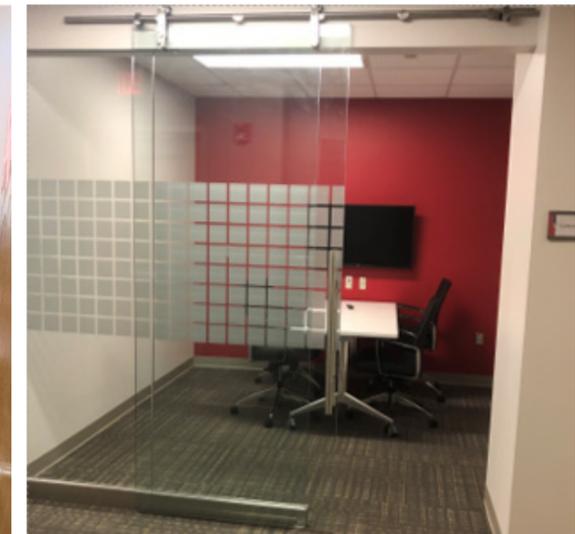
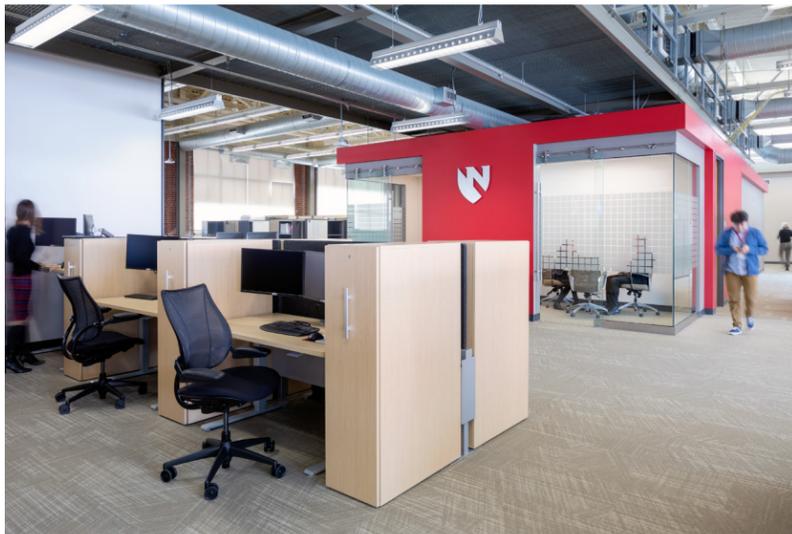
The workplace design model is a comprehensive strategy aimed at creating work environments that align with practices observed at other academic institutions, as well as within clinical and administrative settings. This model is designed to ensure that our facilities exceed the benchmarks set by our peers, fostering an environment that is both innovative and effective. By aligning our workplace design with these established precedents, we position ourselves competitively. This alignment is crucial, as it not only enhances our appeal to prospective recruits but also contributes to the satisfaction and retention of our current staff.

STANFORD - CENTER FOR ACADEMIC MEDICINE



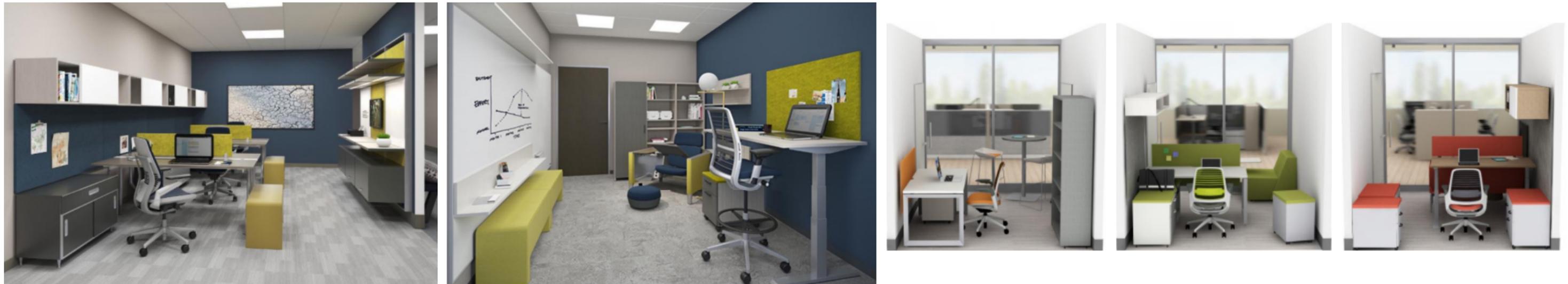
- This building was designed for clinical faculty who spend many hours every day on campus, immersed in their academic, and clinical activities.
- Open workstations for staff, no private offices

UNMC/NEBRASKA MEDICINE - CLINICAL & ADMINISTRATIVE



- Amenity spaces were programmed early in the design process.
- Carefully planned for acoustical separation between large amenity spaces and individual workspaces.
- Thoughtful placement of groups with similar functions will support collaboration.

OHIO STATE UNIVERSITY WEXNER MEDICAL CENTER



- Interviewed & toured spaces with physicians, determined real vs perceived pros & cons
- Goals for more open space with a variety of shared private offices, open office concepts with focused spaces spread throughout.
- Created a kit-of-parts for offices to give faculty freedom of choice to choose their office layout. Freedom of choice established trust with faculty.

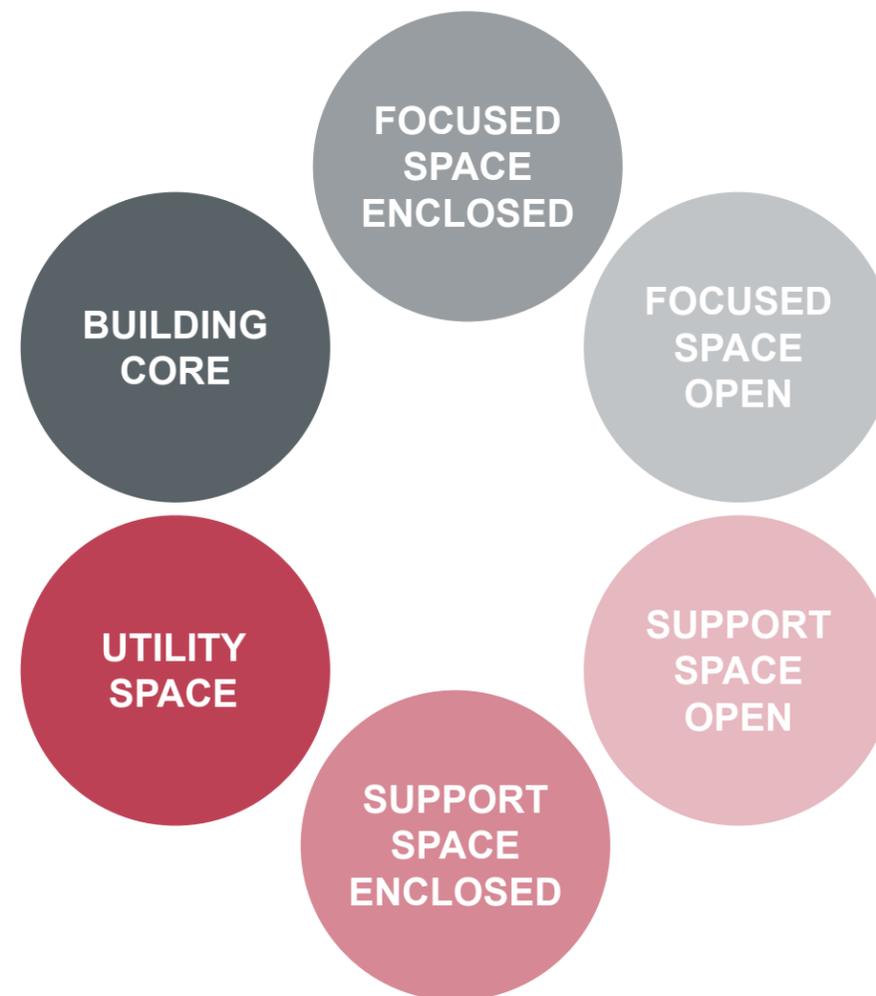
UNIVERSITY OF COLORADO SCHOOL OF MEDICINE - THE HUB



- Membership-based drop-in work environment, similar to a coworking space, but within the university system.
- Includes concierge services such as scheduling assistance, dry cleaning, postage, coat check, notary, meal ordering, IT support, snack & drink bar, sleep pods, lockers, showers.
- Further office renovations dedicated to departments inspired by The Hub

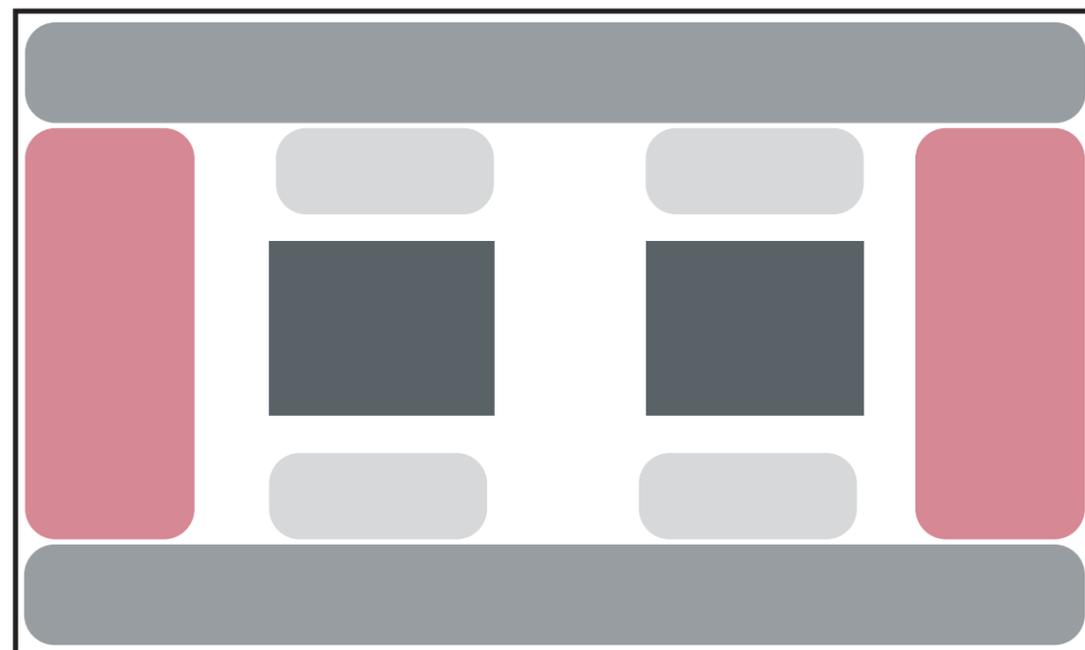
ENVIRONMENT

Taking the values and principles into action, a holistic approach to planning each project is important. Spaces are categorized into Focused Work & Support spaces, Enclosed & Open spaces. Enclosed spaces can be placed near the building core, with glass fronts applied to let natural light in. This creates pockets of open space with better natural light and views for all, which aids in productivity, focus, and well-being. Open Focused spaces (workstations) and Open Support spaces (open collaboration) can be placed near the perimeter of the building, since they will not block light or views. Support spaces can be placed near entry points (stairs or elevators), used as a way to break up Focused areas into smaller neighborhoods, as well as along pathways to create impromptu gathering places. All spaces are placed to maximize view corridors which aids in wayfinding as well as the well-being of staff.

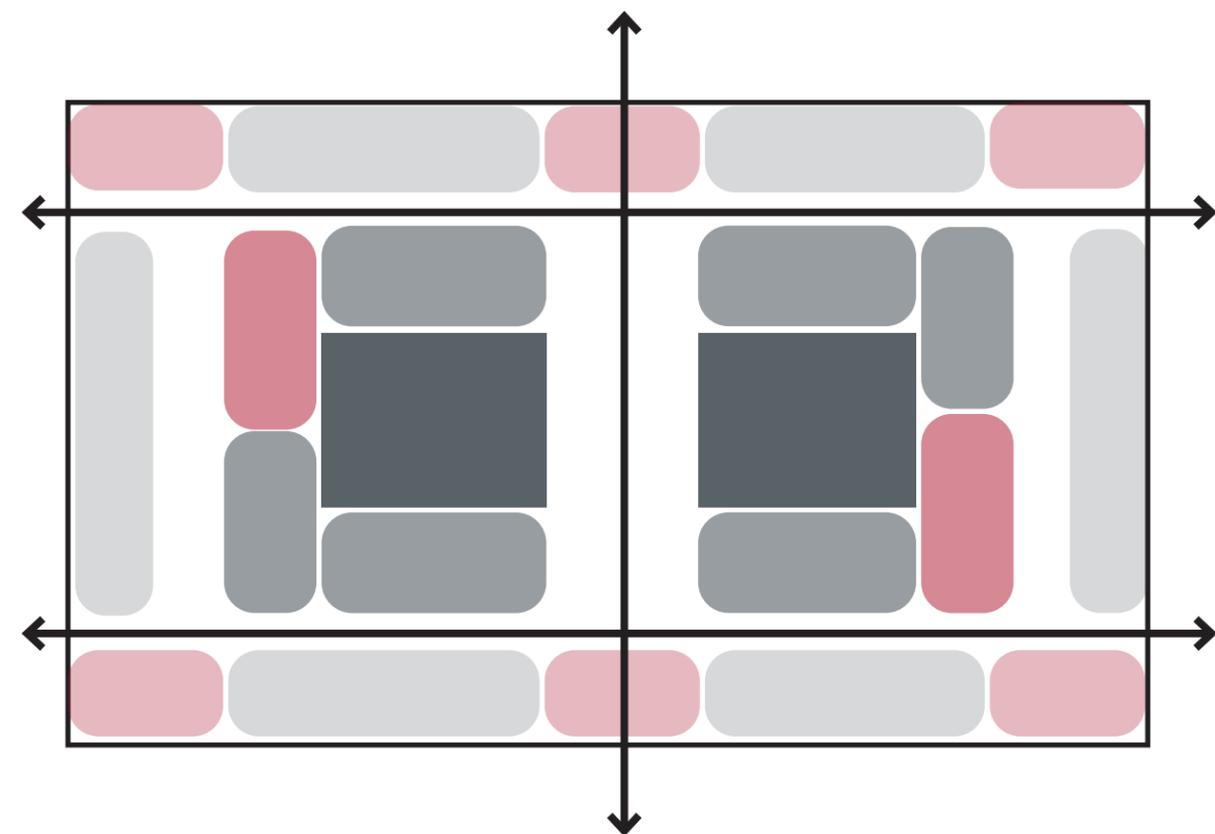


- Building Core
- Focus - Enclosed
- Focus - Open
- Utility (Mail, Copy, Print, etc.)
- Collaborative - Enclosed
- Collaborative - Open
- View Corridor

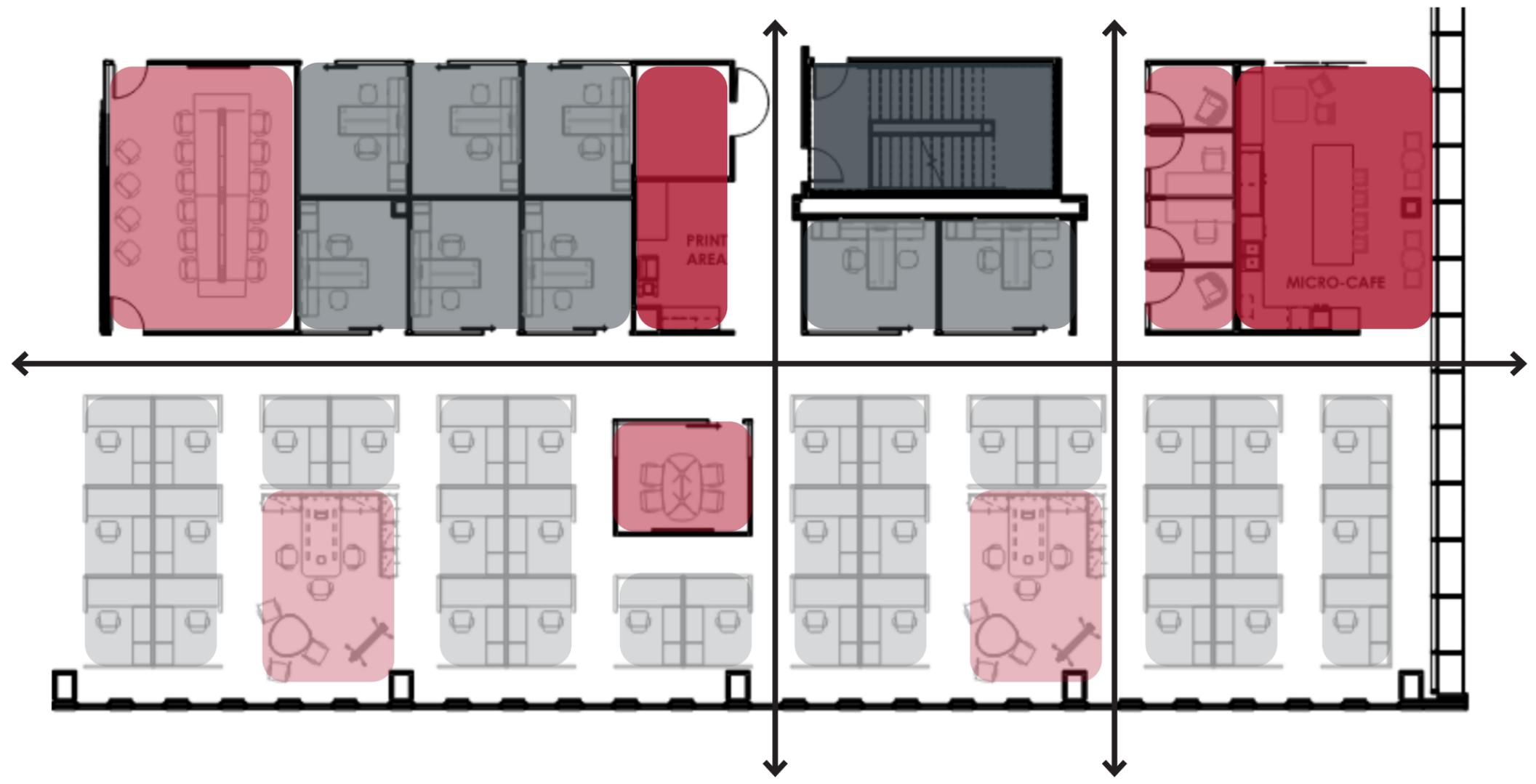
TRADITIONAL PLAN



WORKPLACE DESIGN MODEL



- Building Core
- Focus - Enclosed
- Focus - Open
- Utility (Mail, Copy, Print, etc.)
- Collaborative - Enclosed
- Collaborative - Open
- View Corridor



*Note: this neighborhood layout is shown as an example and does not represent all space type options

TYPICAL SPACES

The following pages show a variety of options of typical spaces. Each role within UNMC/NM is assigned to one of these types of focused workspaces, although this list may be expanded upon as needed for styles of work or existing building constraints. These focused workspaces include touchdown spaces, workbenches, workstations, enclosed panel offices, shared private offices, and single private offices. Support spaces shown offer a variety of options for individual and collaborative work in settings other than offices and workstations. These include open collaboration spaces (which can also provide space for hotel working), privacy pods, huddle rooms, medium and large conference rooms, telehealth rooms, and telepresence rooms. Some of these spaces are reservable, and some are non-reservable.



TOUCHDOWN



WORKBENCH



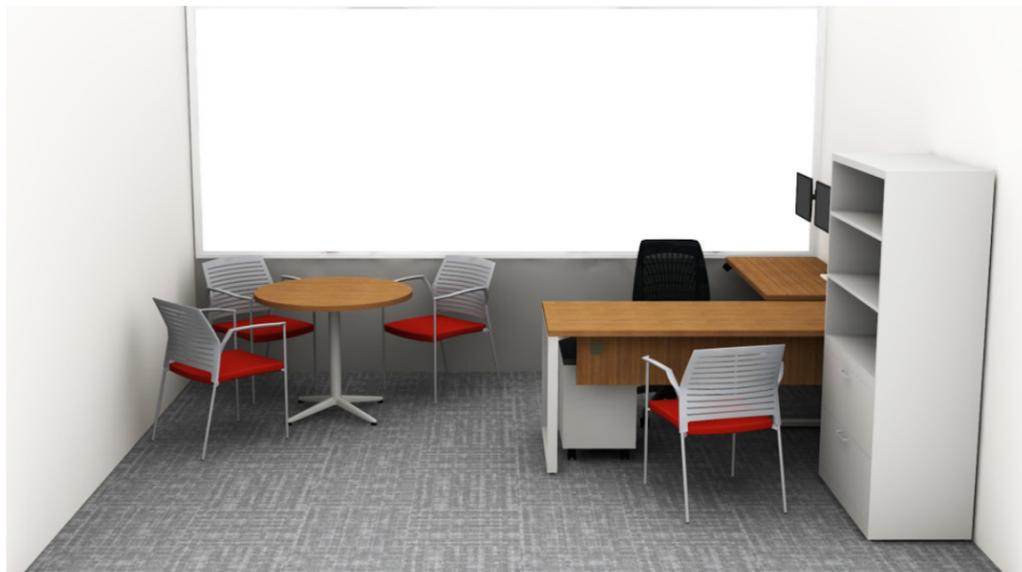
WORKSTATION



ENCLOSED PANEL OFFICE



SHARED PRIVATE OFFICE



SINGLE PRIVATE OFFICE



OPEN COLLABORATION



PRIVACY POD



HUDDLE ROOM



MEDIUM CONFERENCE



LARGE CONFERENCE



TELEHEATH



TELEPRESENCE SPACE

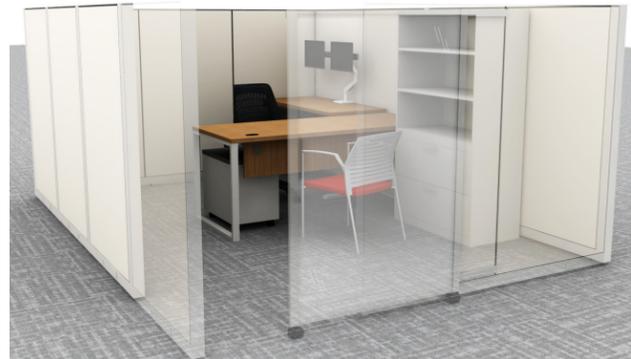
EFFICIENCY

A shift from single private offices to enclosed panel offices or shared offices offers a significant savings, in space, construction cost, and operating costs. In the example listed, this shift reduced the cost and square footage by one-third to half.

This savings of space and cost can then be used to create more support and amenity types of spaces, which move us towards the goals of putting our values into action.



SINGLE PRIVATE OFFICE 140 SF



ENCLOSED PANEL OFFICE 100 SF



SHARED OFFICE 100 SF

1 PERSON



2 PEOPLE



SAVE SPACE, CONSTRUCTION COST, OPERATING COST

*1 \$ is equivalent to approximately \$10,000. These numbers are taken from a recent project, but may not reflect today's dollars.



SINGLE PRIVATE OFFICE 140 SF



ENCLOSED PANEL OFFICE 100 SF



SHARED OFFICE 100 SF

SPACE TYPE	SF	COST
Single Private Office (Walled)	140	\$28,300
Enclosed Panel Office	100	\$19,335
Shared Office (Walled)	100	\$20,851

ECCP SF Comparison (3rd & 4th Floor)

- Total SF available: 73,635 SF
- 3rd Floor Cost/SF: \$48/SF
- 4th Floor Cost/SF: \$30/SF
- Includes (4) Classrooms, (29) Phone Rooms, (17) Huddle Rooms, (5) Consult Rooms, (14) Conference Rooms, (1) Training Room
- Converting (22) Private Offices into (11) Shared Offices helped to save about 1/3 of the space previously used

MORE SPACE DEVOTED TO SUPPORT & AMENITIES

COLLABORATION



INCLUSION



LOUNGE



MOTHERS' ROOM



- By increasing utilization of focused work spaces, we can create more space for support and amenity spaces.
- Support and amenity spaces draw people to work, promote workplace culture, and enhance collaboration.
- Recruitment and retention is improved by more support and amenity spaces.

CONSIDERATIONS

The following pages provide more insight into technology being considered for each type of space, as well as help to answer questions that frequently come about. This document is meant as guide to create our new workplaces. Each space will follow this method, but will look unique and be designed to work for each set of users.

Touchdown Workstation

- (1) Universal docking station for a laptop build into monitor
- (1) Monitor

All Other Workstations & Enclosed Panel Offices, & Shared Offices

- (1) Universal docking station for a laptop
- (1-2) Monitors
- Mouse & Keyboard
- Noise Canceling Headphones
- Phone System

Private Walled Offices

- (1-2) Monitors
- Mouse & Keyboard
- Phone System

Privacy Pods

- Power & Wireless connection ability for a laptop

What can we do about noise?

- Comfortable noise-canceling headphones provided
- Install finishes & acoustic panels that absorb sound
- Configuration of workstations (not face-to-face)
- White noise/sound-masking systems

Who covers the cost of sound-masking or support spaces?

- In new buildouts, this would be included in the overall project cost. In existing spaces, this will depend on the department funds available for each space request.
- Warranty & maintenance of systems should be taken into consideration.

How will air handling be addressed for open work spaces?

- Air handling systems in renovated spaces will be designed according to the ASHE standards to ensure occupant comfort, air quality, and energy efficiency.

Is there a structure for sharing spaces?

- This will depend on management of each department and their alignment with the “Return to Work” policies.
- Assigned storage will not be shared unless requested.

Can we personalize storage spaces if we don’t have a desk?

- This will depend on management of each department, as well as following existing organization policies.

Will Privacy Pods or Huddle Rooms be reservable?

- Privacy pods are intended for first come, first serve.
- Huddle Rooms can be reserved or not reserved depending on the circumstance or department needs.

When and where will hotelling spaces be provided on campus?

- As spaces become available, touchdown (hoteling) spaces will be located near patient units and along concourse levels. There are a few locations being planned for currently.

Will these guidelines be required for every office request?

- Workplace and design guidelines will be applied to new projects, however, there are a variety of options within the guidelines to fit each department’s needs.
- For existing spaces, the guidelines will be modified to fit the existing conditions.

How ergonomically correct are the workstations?

- All furniture selected is approved by a UNMC/ Nebraska Medicine ergonomics expert. (ex. Sit-to-stand desk).

How do we accommodate specific accreditation requirements (i.e. GME, LCME)?

- This will be on a case-by-case basis, depending on requirements, workplace guidelines will be applied where acceptable.



UNMC
Nebraska
Medicine

WORKPLACE GUIDELINES ADDITIONAL SLIDES FOR FACILITIES

UNIVERSITY OF NEBRASKA MEDICAL CENTER
THE NEBRASKA MEDICAL CENTER
DEVELOPED BY HOLLAND BASHAM ARCHITECTS



TABLE OF CONTENTS - FACILITIES

Focused Work Spaces

1. Baseline	3
2. Types of Spaces	
Summary	4
Touchdown	5
Secured Storage	6
Workbench	7
Workstation	8
Enclosed Panel Office	9
Shared Private Office	10
Single Private Office	11

Support Spaces

1. Ratios & Planning	12
2. Types of Spaces	
Summary	13
Open Collaboration	14
Privacy Pod	15
Huddle Room	16
Medium Conference Room	17
Large Conference Room	18
Telehealth Space	19
Telepresence Space	20

SPACE	POSITION TITLE
	<p>TOUCHDOWN</p> <ul style="list-style-type: none"> Student Workers (20% or 4- hours on campus) Students/Post Docs/Scholars (Research projects - not employed, 20% or 4- hours on campus) Transitory Staff
	<p>WORKBENCH</p> <ul style="list-style-type: none"> Residents Post-Doctoral Students Student Workers (40% or 1-2 days on campus) Students/Post Docs/Scholars (Research projects - not employed, 40% or 1-2 days on campus) Faculty (40% or 1-2 days on campus)
	<p>WORKSTATION</p> <ul style="list-style-type: none"> Administrative Staff Managers Professional/Managerial Staff Research Associates Faculty (60% time or 2-3 days on campus)
 <p style="text-align: center;">OR</p> 	<p>ENCLOSED PANEL OFFICE</p> <ul style="list-style-type: none"> Associate Vice Chancellor of Vice President Associate Dean Assistant Vice Chancellor or Vice President Assistant Dean Research/Program/CORE Directors Executive Director Legal Team Principal Investigator Director (not Reporting to Chancellor) Faculty/Researcher Shared Office (80% time or 3-5 days on campus) <p>SHARED PRIVATE OFFICE</p>
	<p>PRIVATE OFFICE</p> <ul style="list-style-type: none"> Vice Chancellor or President Dean or Dean Equivalent Director (Reporting to Chancellor) Chief or Chair



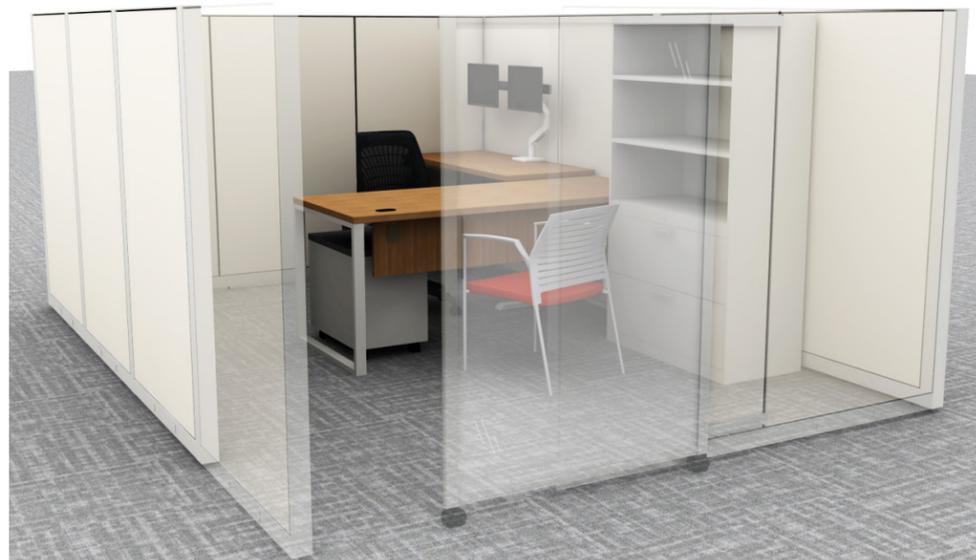
TOUCHDOWN



WORKBENCH



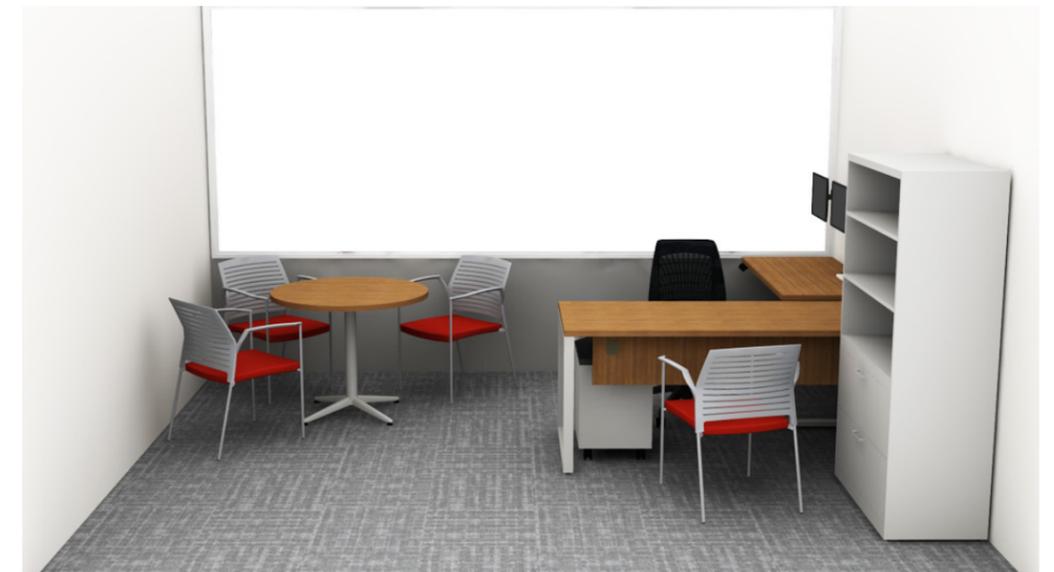
WORKSTATION



ENCLOSED PANEL OFFICE



SHARED PRIVATE OFFICE



SINGLE PRIVATE OFFICE



SPACE

Open single desk with privacy panel. Can be used for hoteling focused work. Not reserveable.

NUMBER OF PEOPLE

Single person focused work (1)

SIZE

5'-0" x 5'-0" (25 SF)

FURNITURE

Sit-to-stand desk with attached storage drawer & attached privacy panel

TECHNOLOGY

Power & data connection for laptop, extra power for charging other devices, universal docking station, monitor

OTHER REQUIREMENTS

Access to shared lockable storage.



SPACE

Lockable storage drawer or locker for touchdown users to store personal belongings.

NUMBER OF PEOPLE

Storage for one

SIZE

(1-5 SF)

FURNITURE

Storage file cabinet or locker.



SPACE

Open single height-adjustable desk with privacy panel. Assigned seat.

NUMBER OF PEOPLE

Single person focused work (1)

SIZE

5'-0" x 5'-0" (25 SF)

FURNITURE

Sit-to-stand desk with mobile box/box/file pedestal, and attached workstation panel divider.

TECHNOLOGY

Power & data connection for laptop, universal docking station, (1-2) monitors & monitor arms provided, extra power for charging other devices, mouse & keyboard, noise canceling headphones, phone system

OTHER REQUIREMENTS

Adjacency to support spaces.



SPACE

NUMBER OF PEOPLE

SIZE

FURNITURE

TECHNOLOGY

OTHER REQUIREMENTS

Open single workstation with 54-72” high panels. Storage solutions to be determined per project/department. Configuration can vary. Assigned seat.

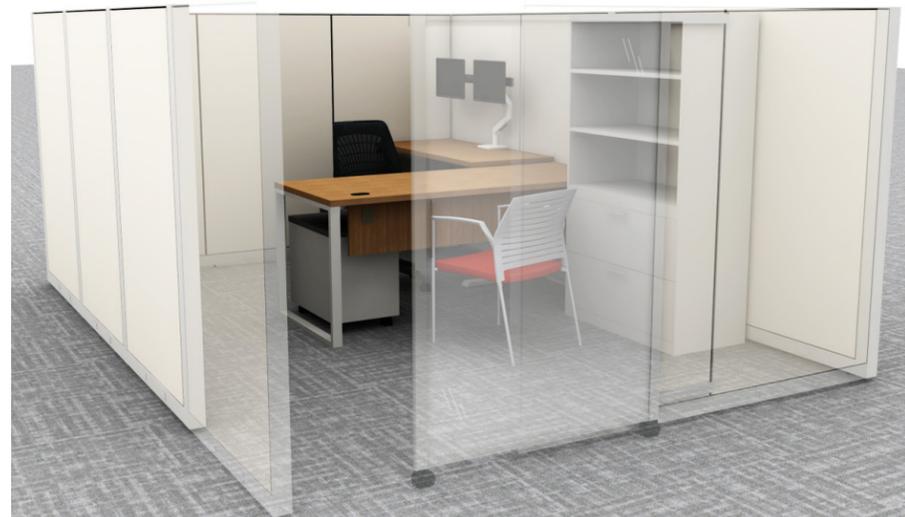
Single person focused work (1)

6’-0” x 6’-0” (36 SF)

Sit-to-stand desk with return and storage included within workstation. attached storage drawer & attached privacy panel

Power & data connection for laptop, universal docking station, (1-2) monitors & monitor arms provided, extra power for charging other devices, mouse & keyboard, noise canceling headphones, phone system.

Adjacency to collaborative spaces, lockers, etc.



SPACE

Enclosed panels with optional sliding door (non-walled).

NUMBER OF PEOPLE

Single person focused work (1), optional guest chair.

SIZE

8'-0" x 8'-0" -10'-0" x 10'-0" (64-100 SF)

FURNITURE

Sit-to-stand desk with return. Storage to be determined per project & department. Optional guest chair desk.

TECHNOLOGY

Power & data connection for laptop, universal docking station, (1-2) monitors & monitor arms provided, extra power for charging other devices, mouse & keyboard, noise canceling headphones, phone system.

OTHER REQUIREMENTS

Adjacency to support spaces.



SPACE

Enclosed private office for 2 individuals.

NUMBER OF PEOPLE

Two-person focused work (2)

SIZE

8'-0" x 10'-0" to 10'-0" x 10'-0" (80-100 SF)

FURNITURE

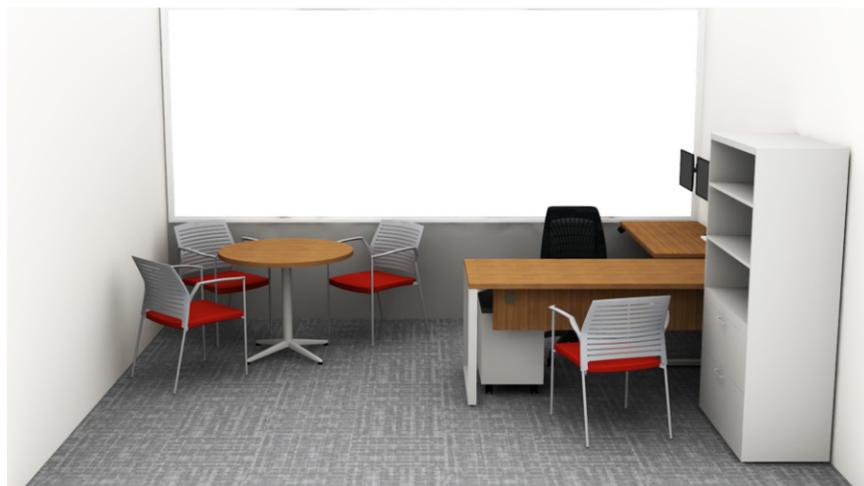
Sit-to-stand desk with storage drawers, & shelves.

TECHNOLOGY

Power & data connection for laptop, universal docking station, (1-2) monitors & monitor arms provided, extra power for charging other devices, mouse & keyboard, noise canceling headphones, phone system

OTHER REQUIREMENTS

If dual-occupied offices is more than 80 SF, then a strobe light will be required (additional \$750 per strobe)
Drywalled walls requires ductwork and diffuser for HVAC.



SPACE

Enclosed private office for 1 individual, 4 guest chairs, and a side table.

NUMBER OF PEOPLE

Single person focused work (1)

SIZE

10'-0" x 10'-0" to 10'-0" x 14'-0" (100-140 SF)

FURNITURE

Sit-to-stand desk with return. Storage unit. 1 Side table with 4 guest chairs for collaboration.

TECHNOLOGY

Power & data connection for laptop, extra power for charging other devices, (1-2) monitors, mouse & keyboard, phone system

OTHER REQUIREMENTS

Note: offices with sofas/recliners (areas for sleeping) will require a single station smoke alarm and low frequency sounder tied to the building alarm. (\$750 per strobe)
Drywalled walls requires ductwork and diffuser for HVAC.

SPACE	SF	RATIOS (SPACE: EMPLOYEE)	
		LOW	HIGH
PRIVACY POD*	36-48	1:15	1:8
HUDDLE ROOM	80-150	1:20	1:10
MEDIUM CONFERENCE ROOM	150-300	1:50	1:20
LARGE CONFERENCE ROOM	300+	1:60	1:40
SECURED STORAGE	1-5	1.5:1	1.2:1
% OPEN COLLAB SPACE**	VARIABLES	30%	5%
% BREAK SPACE**	VARIABLES	30%	15%

*Privacy Pod ratios are determined for non-private officed employees

** % Open Collaboration Space & Break Space are calculated by % of focus work seats. For example, for 100 focus work seats, there would be 5-30 seats for assembly (break, open collab, work lounge, etc.)



OPEN COLLABORATION



PRIVACY POD



HUDDLE ROOM



MEDIUM CONFERENCE



LARGE CONFERENCE



TELEHEATH



TELEPRESENCE SPACE



SPACE

Open collaborative area for impromptu collaborative work. Typically adjacent to work areas. Can also be used for remote workers in the office.

NUMBER OF PEOPLE

Varies, typically 4-10 or more groupings of 4-10

SIZE

Varies

FURNITURE

Varies, typically will include soft seating, tables or laptop tables, screens, and markerboards.

TECHNOLOGY

Power & data connections for laptop, some open collaboration spaces will have screens to connect to.

OTHER REQUIREMENTS

Provide adequate power for laptops throughout the space.



SPACE

Small, quiet room for focus work and telephone conversations. Not reservable. Can also act as Telehealth Room.

NUMBER OF PEOPLE

Single person focused work (1)

SIZE

5'-0" x 7'-0" to 6'-0" x 8'-0" (35-48 SF)

FURNITURE

Sit-to-stand desk, ergonomic chair.

TECHNOLOGY

Power & data connection for laptop, extra power for charging other devices

OTHER REQUIREMENTS

None



SPACE

Small meeting room, with or without virtual meeting technology. Reserveable. Can also act as Telehealth Room.

NUMBER OF PEOPLE

2-6

SIZE

8'-0" x 10'-0" to 10'-0" x 15'-0" (80-150 SF)

FURNITURE

Table and chairs, variety of options available. Whiteboards & TV on walls.

TECHNOLOGY

Power & data connection for laptop, extra power for charging other devices. TV may also be provided.

OTHER REQUIREMENTS

None



SPACE

Enclosed meeting room with virtual meeting technology. Reserveable.

NUMBER OF PEOPLE

6-10

SIZE

10'-0" x 15'-0" to 15'-0" x 20'-0" (150-300 SF)

FURNITURE

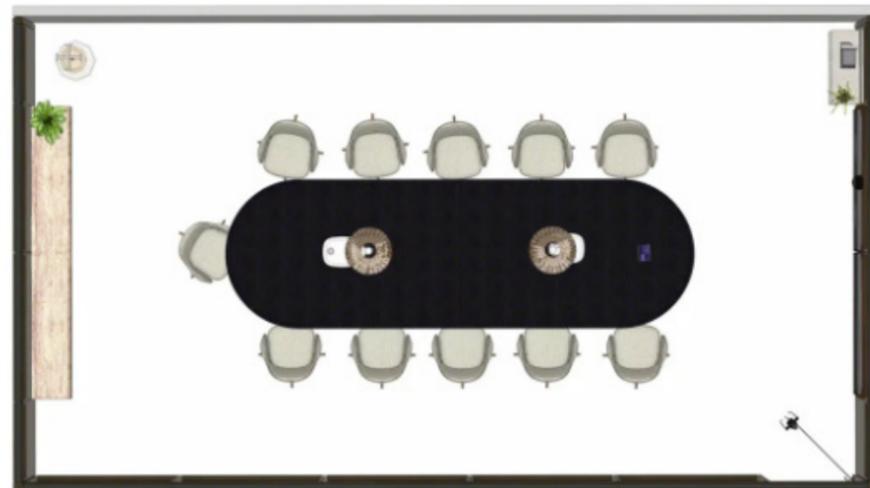
Table & chairs, whiteboard, optional technology credenza.

TECHNOLOGY

Power & data connection for laptop, extra power for charging other devices. TV provided for virtual meetings.

OTHER REQUIREMENTS

None



SPACE

Enclosed meeting room with virtual meeting technology. Reserveable.

NUMBER OF PEOPLE

10+

SIZE

15'-0" x 20'-0" or larger (300+ SF)

FURNITURE

Table & chairs, whiteboard, optional technology credenza.

TECHNOLOGY

Power & data connection for laptop, extra power for charging other devices. TV provided for virtual meetings.

OTHER REQUIREMENTS

None



SPACE

Small enclosed, private room, with virtual meeting technology. Reserveable.

NUMBER OF PEOPLE

Single person focused work (1)

SIZE

5'-0" x 7'-0" to 6'-0" x 8'-0" (35-48 SF)

FURNITURE

Sit-to-stand desk, ergonomic chair.

TECHNOLOGY

Power & data connection for laptop, extra power for charging other devices

OTHER REQUIREMENTS

Increased acoustical privacy required.



SPACE

Enclosed meeting room with virtual meeting technology. Reserveable.

NUMBER OF PEOPLE

10+

SIZE

15'-0" x 20'-0" or larger (300+ SF)

FURNITURE

Table & chairs, whiteboard, optional technology credenza.

TECHNOLOGY

Power & data connection for laptop, extra power for charging other devices. Camera system, microphones for video meetings.

OTHER REQUIREMENTS

None



UNMC
Nebraska
Medicine

WORKPLACE GUIDELINES

UNIVERSITY OF NEBRASKA MEDICAL CENTER
THE NEBRASKA MEDICAL CENTER
DEVELOPED BY HOLLAND BASHAM ARCHITECTS

