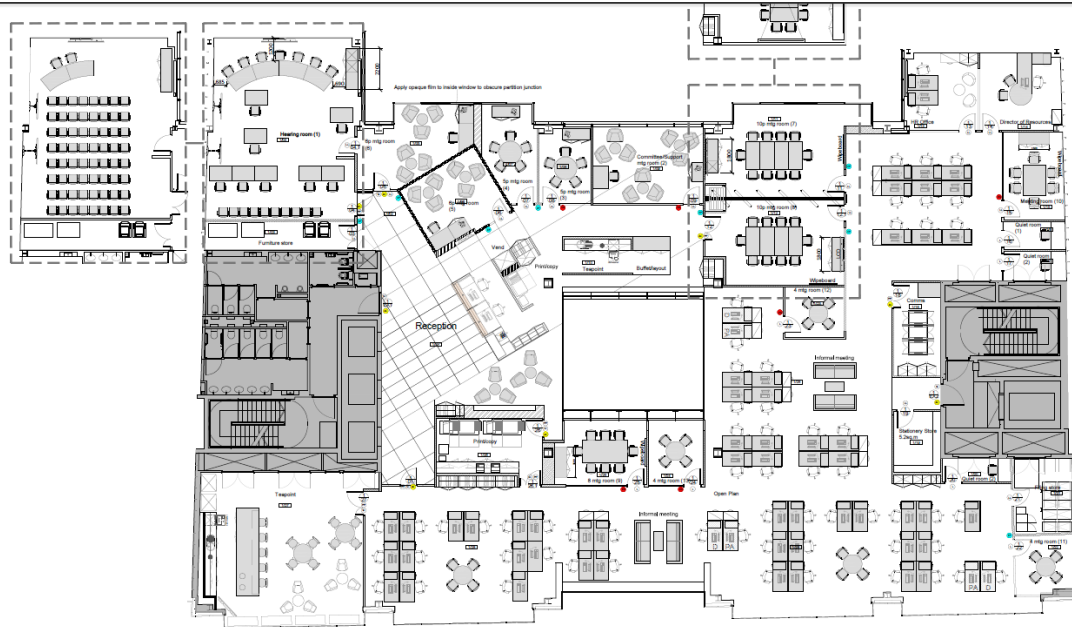
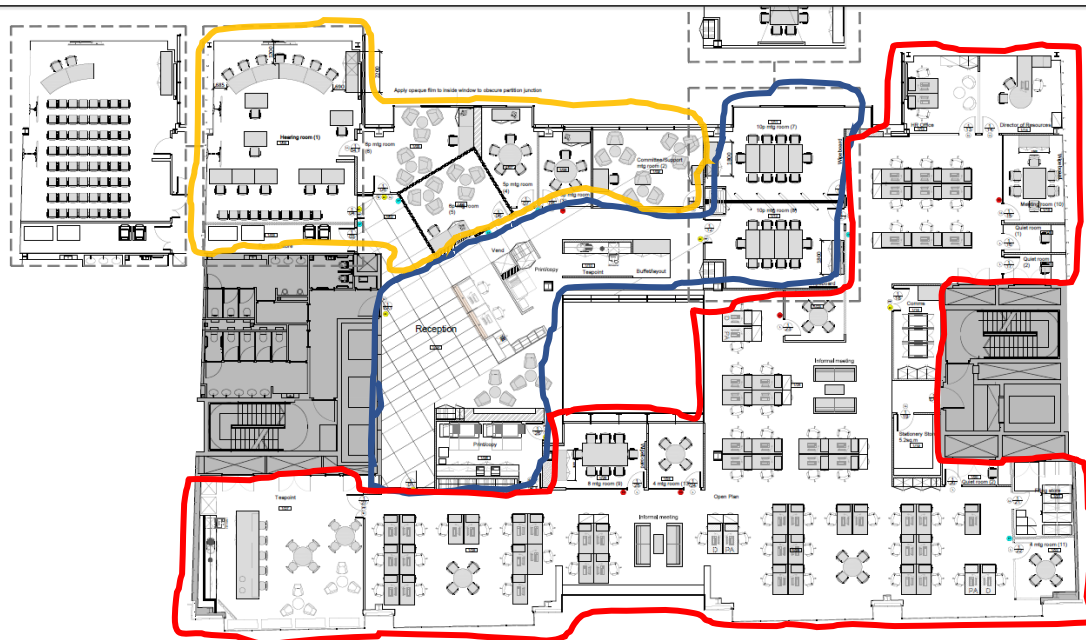


General Optical Council  
Request for Proposals – Annex One  
Client Brief

General arrangement – current (86 workspaces)



Proposed Phased Approach\*



\*Can be undertaken as one tender/ project

Not in order of priority (yet!)

Phase One – Red (staff facing offices, kitchen + meeting rooms)

Phase Two – Yellow (Hearing rooms)

Phase Three - **Blue** (reception, tea point, committee room furniture storage, print & post room)

Phase One – **Red** (staff facing offices, kitchen + meeting rooms)

|  | <b>Minimum</b>  | <b>+ Desired</b>  | <b>+ Optimal</b>  |
|--|---|---|---|
|  | Reconfigured desk-layout (reduce desks by 20%-25% to accommodate social distancing and enable MS Teams meetings at desks.)                                | 12-20 (approx.) 1p 'booths' (acoustically sound) either bespoke or off-the-peg, with task lighting/ air circulation/ heat/cabling to enable MS Teams meetings | Alternative reconfiguration at little or no additional cost to facilitate co-working space for other regulator/ charity |
|  | Paint & redecoration  | 10-12 (approx.) 'busy space' workspaces/hot desks (Planning for contact centre – combination of physical and/or remote management of contacts)                | Alternative reconfiguration at little or no additional cost to facilitate rezoning or adjustments between zones         |
|  | New flooring (although kitchen flooring is fine)  | 10-12 (approx.) 'quiet/ library space' workspaces/hot desks   | Environmental considerations (in reuse/ new furniture & fit out choices)  |
|  | IT equipment (Sound bar etc ) in staff-facing meeting rooms (IT equipment organised, funded & installed by GOC IT dept.)                                  | Personal caddies (to fit laptop, keyboard, mouse, personal desk items)  | Personal storage (coats, etc.)  |
|  | More/ larger lockers (to replace/ or in addition to current lockers & pedestals)  | Lockers to fit caddies + personal goods   |   |
|  | Retain as much existing desks and office furniture as possible (Current workstations are modular- we have a mix of 6,4,2 and single desk frames)          | 2 x 4p-6p collaborative zones (potentially acoustically sound with MS Teams meeting facility)   |   |
|  | Hearings team to sit close to print room  | 3 x 2p-3p collaborative zones (potentially acoustically sound with MS Teams meeting facility)   |   |
|  | 4-8 x quiet 1p 'booths' (acoustically sound) either bespoke or off-the-peg, with task lighting/ air circulation/ heat/cabling to enable MS Teams meetings | IT equipment (Sound bar etc) in booths, staff-facing meeting rooms, collab zones etc. (organised, funded & installed by GOC IT dept)                          |   |
|  | Maintain current staff-facing meeting rooms   | Updated manifestations  |   |
|  |   | Updated lighting (task& zone)   |   |
|  |   | Updated signage/ reskin   |   |
|  |   | Minor reconfiguration of current staff-facing meeting rooms to suit adjusted layout   |   |

|   |  |  |
|---|--|--|
| <b>68 workspaces in total</b><br><i>(Using current office furniture only)</i> | <b>60 (approx.) workspaces in total</b> (inc. booths & collab zones)<br><i>(Using current office furniture as much as possible; some bespoke/ off peg where necessary)</i> |  |
|---|--|--|

NOTE floor boxes (Power/data/comms) were installed where stations were originally designed to be. Any reconfiguration can be achieved but will incur additional costs/ extra work (IT -contractor to repatch to server)

### Phase Two – Yellow (Hearing rooms)

|  | <b>Minimum</b>   | <b>+ Desired</b>   | <b>+ Optimal</b>  |
|--|--|--|---|
|  | Paint & redecoration   | Realignment of hearing rooms to better facilitate separation of parties – panel, witnesses, public (300 hearing days a year/ 100 days on site) | Replanning of hearing rooms to better facilitate separation of parties – panel, witnesses, public |
|  | New flooring   | Updated manifestations   | Personal storage (coats, etc.) for visitors, public, panellists, etc.                             |
|  | Updated & larger tea point with more circulation space to meet DDA   | Updated lighting (task& zone)  |   |
|  | IT equipment (Sound bar, hearing loop etc) in x hearing rooms (IT equipment organised, funded & installed by GOC IT dept.) | Updated signage/ reskin  |   |
|  | Retain existing hearing panel chairs   | Updated powerpoint locations for panellist laptops   |   |
|  | Larger hearing room to accommodate social distancing and enable public to watch hearing                                    |  |   |
|  | Two entry points to hearing room (possibly by reconfiguring storage room) to separate public from witnesses & panellists   |  |   |

### Phase Three - Blue (reception, tea point, committee room, furniture storage, print & post room)

|  | <b>Minimum</b>       | <b>+ Desired</b>   | <b>+ Optimal</b>                                      |
|--|----------------------|--|---|
|  | Paint & redecoration | Updated & larger tea point with more circulation/ break- | New reception area with hot-desking area for visitors |

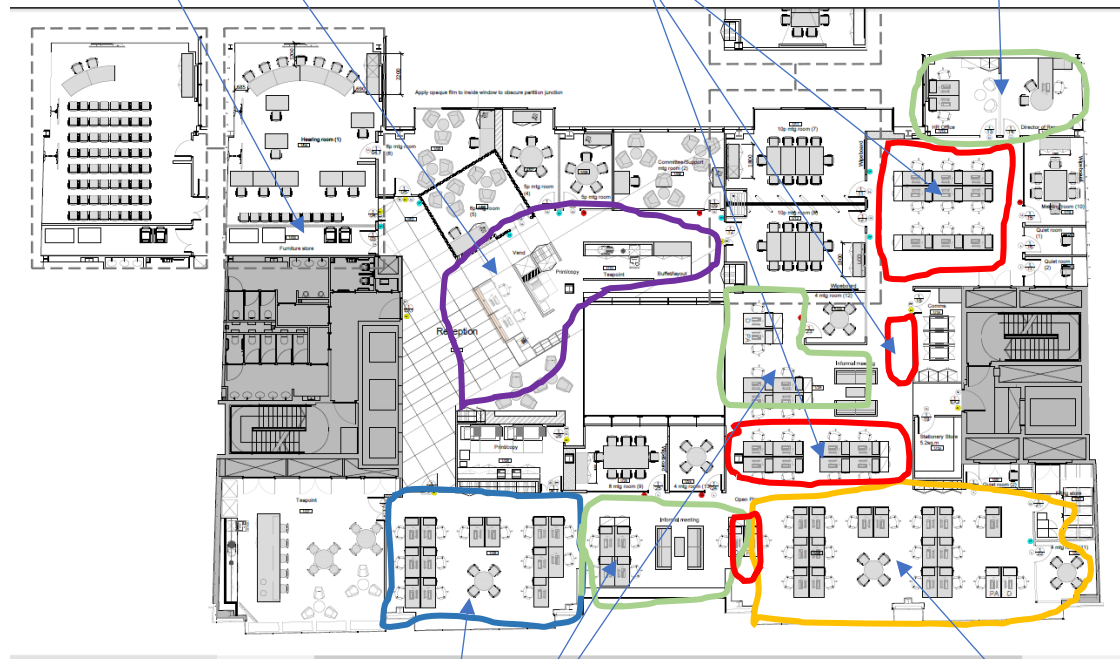
|  |  |  |  |
|--|--|--|--|
|  |  | out space close to committee room (DDA compliant)                                  |  |
|  | New flooring   | Updated manifestations   |  |
|  | Updated signage  | A post room or secure area, where incoming and outgoing mail can be left securely. |  |
|  | Updated lighting   |  |  |
|  | IT equipment (Sound bar?) in committee meeting room (IT equipment organised, funded & installed by GOC IT dept.) |  |  |
|  | Reconfigured furniture storage (away from light well)  |  |  |

1<sup>st</sup> design thoughts/ zoning....

Purple Reconfigured reception and tea point  
New public access to hearings room

Green soft seating 2p-3p collaborative zones x 3

Red = Quiet 1p booths



Blue Busy space: hot desks x 12

Yellow Quiet/ library space: hot desks x 12

Green 4p-6p collaborative zones x 2