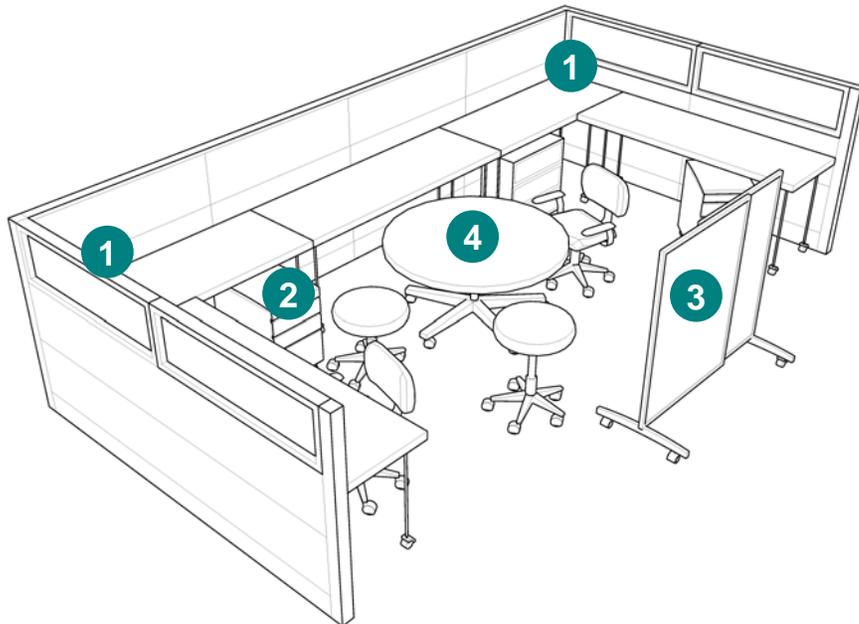


Workstation configuration for desk-bound interactive



1 Concentration Corner

Even though these individuals spend more of their day interacting with their colleagues, each workstation should include an area that limits visual disruption. See *Desk-bound Concentrative configurations* for additional information.

2 Personal Storage

Storage, even without casters, should be mobile (with facilities help) to avoid multiple inventories and to facilitate staff with right or left hand preferences. Mobile storage can be used for temporary guest seating. 3 drawer storage (in files or kiosks) can be specified with a countertop to be used for standing height collaboration.

3 Additional screening

Consider stacking components in areas of increased activity or circulation. Additional mobile screen components can be added to facilitate small meetings with whiteboard or tack-able surfaces.

4 Work Surface Layout

In anticipating visitors (formal and ad hoc), work surfaces should be able to accommodate face-to-face and side-by-side interaction. Mobile components that slide under other work surfaces are ideal. They can also be easily reconfigured to support group work. Shared work surfaces between neighboring work stations also work very well.

Building Services

Because the desk-bound configuration occupies more space than others, attention should be paid to the location of electrical and data outlets (they will not need to be frequently accessed). Ambient and day lighting should be complemented with appropriate task lighting. Work surfaces and screens should be placed to avoid glare and shadows.

- Do not place storage in front of glass panels.
- Light weight temporary screens are preferable to panels.
- Rarely are panels taller than 42" needed adjacent to gypsum walls and never in front of windows.
- Provide shared or group storage along circulation to improve access and provide a visual (and physical) buffer to quieter areas.
- Avoid opening team spaces to major circulation routes.
- Encourage standing visibility to group spaces such as focus/team rooms.