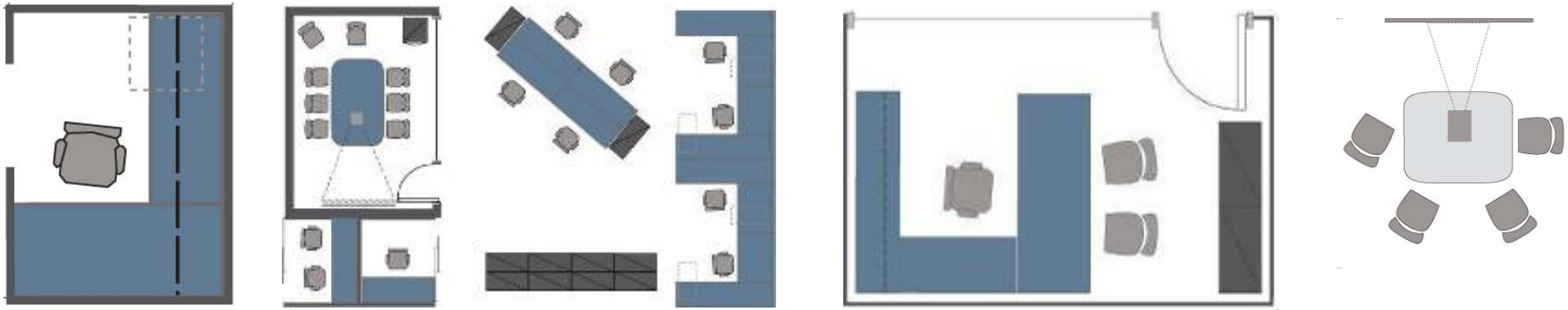
U.S. General Services Administration

WORKPLACE SOLUTIONS LIBRARY

Visual Portfolio of Workspaces

Furniture Selection and Design Concepts

Printable version



INTRODUCTION

The Center for Workspace Delivery has created a **Visual Portfolio of Workspaces** to help our colleagues think about the characteristics and use of various space types. These profiles identify the functions, general size, layout and technology each space should receive. They also begin to describe possibilities for the layout of neighborhoods and design features when developing client requirements.

In the following pages, descriptions of **32 space types and 3 "work zones"** are complemented with **2-dimensional layouts and photographs**. The pages are meant to assist in conversations with clients about the possibilities of future office space requirements. Instead of replicating their current space, it is helpful to give clients ideas of other space types they may have never seen before that could help their employees work more effectively and make their space more efficient.

When developing requirements, take into consideration the way people conduct work to support their mission. *Is the organization made up of people who need to do concentrative and collaborative work? Which is prevalent?* Then it is essential to incorporate spaces in the office environment that support both types of work. *Are impromptu meetings held in the hallways disrupting others nearby?* Perhaps more informal settings in the future space would allow for ad hoc conversations that will lead to new innovative ideas or reduce the number of emails being passed back and forth.

All images in this Visual Portfolio were taken in offices occupied by a variety of federal agencies across the country in both leased and federally owned space. For more information about any of the office photos, please contact Kevin Kelly (kevin.kelly@gsa.gov) in the Center for Workspace Delivery of GSA.

ASSUMPTIONS

Key assumptions for the Visual Portfolio:

1. The space type descriptions are meant to serve as guidelines.
   - Depending on the organization, details in the descriptions may not be relevant and specific information may need to be added.

2. Areas and dimensions are guidelines for programming purposes.
   - For each space, allow a range of +/- 15 sf.
   - Adjustments are sometimes made due to existing building conditions, such as window dividers, core depths, or column locations.

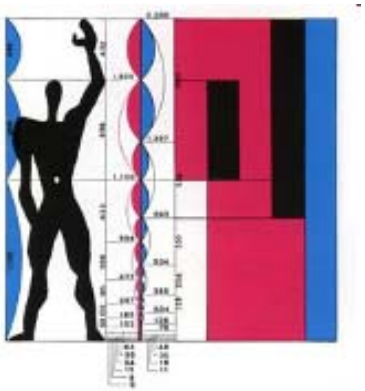
3. Collaborative and individual areas have been designated in individual office space profiles.
   - Determine if collaborative areas of an office can be reassigned to shared support space (i.e., small meeting room) to reduce office size.
   - When the office is occupied by the primary user, others can meet in separate support space.

4. Some support spaces, such as break areas and informal meeting areas or storage/copy/print areas may be combined to maximize the function and utilization of the space.

5. Circulation for the whole office environment, as well as for each space type must be considered.
   - Areas in each profile include circulation only for that space.
   - Refer to circulation dimensions for enclosed meeting spaces in the 2D layouts of support spaces.
   - See Standard Circulation Guidelines for more information.

HELPFUL TIPS

In some instances, it can be difficult for people to understand what an area or volume of space will “feel” like even with the aid of visual imagery. The tips listed below are to help in quickly finding area estimates of space and additional ways to facilitate conversations about three dimensional space.



To measure space:

1. Count ceiling tiles.

   Typically ceiling tiles measure 2ftx2ft or 2ftx4ft. Use one tile as a unit of measure to calculate the square footage of a larger space.

2. Find a unit of measure (sheet of paper, window frame, workstation panel width, body arm span, walking stride).

   Find any basic unit of measure to quickly estimate the area of a space.

3. Use measuring tape.

   Bring a measuring tape to the client space. Showing the actual dimensions of spaces will help facilitate conversation about future square footage requirements.

To discuss space:

1. Tape out spatial dimensions on the floor.

   A person can stand in the taped out space to get a sense of its actual size.

2. Compare current space to future space.

   Discuss how the current size meets the requirements. Should it be bigger/smaller? Twice the size; half the size?

3. Conduct site tours.

   Plan visits to exemplary offices to inspire new ways of thinking about space

ESTIMATE AREA REQUIREMENTS

General guidelines exist when programming special support spaces for large meeting spaces or assemblies (usually for 20+ people), as seen to the right. What is important to consider in determining square footage requirements is the **type of activity** or work being performed, the **flexibility** of furniture and number of **people** in a particular space.

As a rule of thumb, additional square footage is included for circulation in spaces that are meant for flexible/moveable furniture and movement within a space, such as a Project Room.

To estimate space sizes:

- Determine the maximum number of people that will use the space at any given time.
- Multiply the number of people by the area/person square footage for that space type in the list to the right.
- This number will tell you the approximate area to program for that specific space type.

To verify requirements received by clients:

- Divide the total square footage of required space by the square foot guide in the chart.
- If the number calculated does not equal the number of people meant to occupy the space, a conversation about the future requirement must occur.

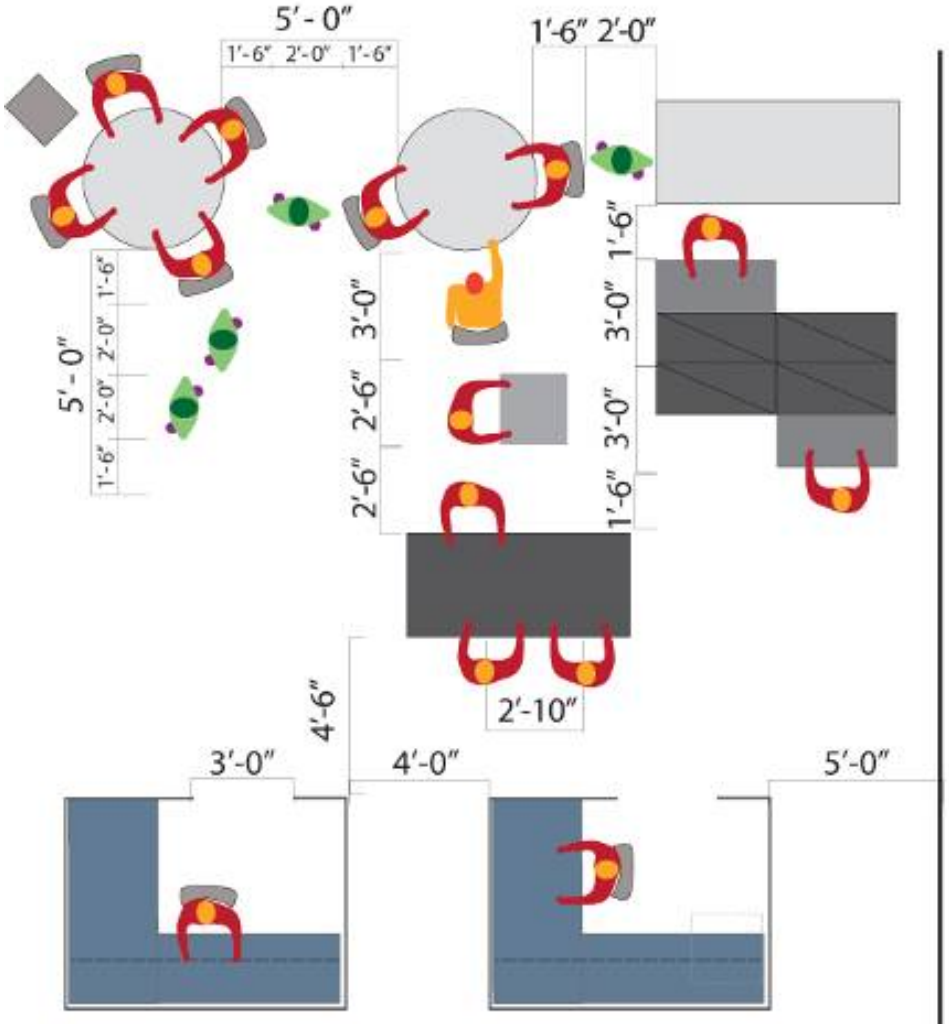
SPACE TYPE	AREA/PERSON
• Soft seating area:	35 sf / person
• Conference room:	25 sf / person
• Dining area (30+ seats):	15 sf / person
• Classroom (10 - 49 seats):	20 sf / person
• Classroom (50+ seats):	15 sf / person
• Project/War rooms:	25 sf / person
• Assembly *with tables & chairs* (50+ seats):	15 sf / person
• Assembly *with fixed seats* (50+ seats):	10 sf / person
• Assembly *with moveable chairs* (50+ seats):	10 sf / person

STANDARD CIRCULATION GUIDELINES

Although essential to include in an office environment, square footage for circulation is sometimes forgotten or reduced in the programming phase. To the right is a diagram of dimensions (or ideals) that allow for the proper amount of circulation around typical office space types.

Circulation of each space type must be included, as well as circulation for the entire workplace office. For instance, if a client requirement is for an open meeting table for 4 people, the area to be programmed must be large enough for the table and chairs, room for the chairs to be pulled out and space for people to walk around. If circulation around the furniture is not adequate, it is likely to be cramped, uncomfortable and potentially unusable space.

Additional information regarding planning for circulation can be found in interior design guidelines, such as *Interior Graphic Standards* (Gowen & Kruse, 2004).



LIST OF SPACE TYPES

Individual Workspaces

- Enclosed Office (225 sf)
- Enclosed Office (180 sf)
- Enclosed Office (150 sf)
- Enclosed Office (100-120 sf)
- Workstation (80 sf)
- Workstation (64 sf)
- Workstation (48 sf)
- Workstation (36 sf)

Storage

- Pedestal Files at Desk
- Lateral Files away from Desk
- Group Filing/Storage
- Centralized Storage Room
- File Storage with Work Surface
- High Density File Storage

Group Workspaces

- Touchdowns (20 sf)
- Meeting Room (2 people)
- Meeting Room (4 people)
- Meeting Room (8 people)
- Meeting Room (12 people)
- Meeting Room (20 people)
- Open Meeting Table (4 people)
- Open Meeting Table (8 people)

Work Zones

- Collaborative Work Zone
- Concentrative Work Zone
- Mobile Work Zone

Support Spaces

- Production Print/Copy
- Local Print/Copy
- Pantry
- Break Room
- Branding Wall
- War Room
- Project Room
- Large Multi-purpose Space
- Lobby/Reception
- Cafeteria

ENCLOSED OFFICE (225 SF)

Function and Concept:
Enclosed offices can be assigned to one or more individuals or shared by larger populations. They are configured to support sensitive employee discussions, as well as 3 to 4 person meetings in the office. These spaces may also fit additional soft seating, if necessary.
They are often provided in combination with easily accessible small meeting spaces for 6+ people.

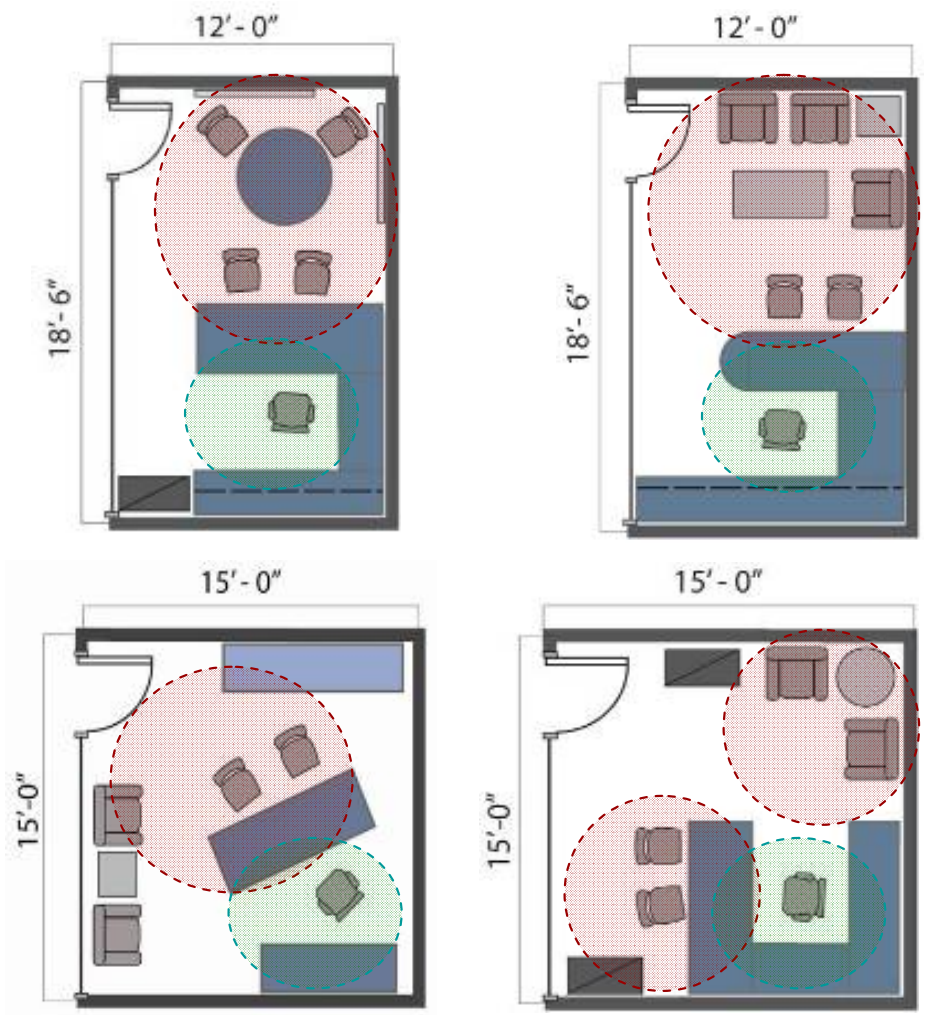
Typical Floor Area:
225 sf / space (+/- 20 sf depending on function and need of user).

Technology and Furnishing:
An adequate amount of work surface and storage should be provided. Include ergonomic furniture for occupants and guest (up to 3 guest chairs). Include power and data outlets at desk return and at collaborative zone (minimum). Provide whiteboard, tackable wall or chart rail in collaborative zone.

Adjacency and Access:
Locate away from exterior windows. Glass front for access to natural light and visual connections.
When necessary, offices for supervisory and managerial job functions should be located near 6+ person meeting rooms.

General:
Office walls should have high acoustic insulation for privacy. Ceiling tiles should have no less than an NRC rating of 0.25. Consider acoustical batts above the ceiling tiles (if present).
Minimum finish requirements are carpet tile, vinyl base, level 5 painted finish gypsum board walls, tempered glass in aluminum storefront, solid core wood door with mortised locking hardware.

Design Suggestion:
Consider dividing office functions into two rooms: one for individual work and at-desk meetings and another small meeting room or lounge located adjacent.



Cockpit | Individual Area

Meeting | Collaborative Area

ENCLOSED OFFICE (225 SF)

Visual Portfolio

US Department of Labor, San Francisco

US Department of Labor, San Francisco

ENCLOSED OFFICE (225 SF)

Visual Portfolio

GSA OGP, Washington DC

GSA PBS, Chicago

ENCLOSED OFFICE (180 SF)

Function and Concept:
Enclosed offices can be assigned to one or more individuals or shared by larger populations. They are configured to support sensitive employee discussions, as well as 2 to 4 person meetings in the office. These spaces may also fit additional soft seating, if necessary.
They are often provided in combination with easily accessible small meeting spaces for 6+ people.

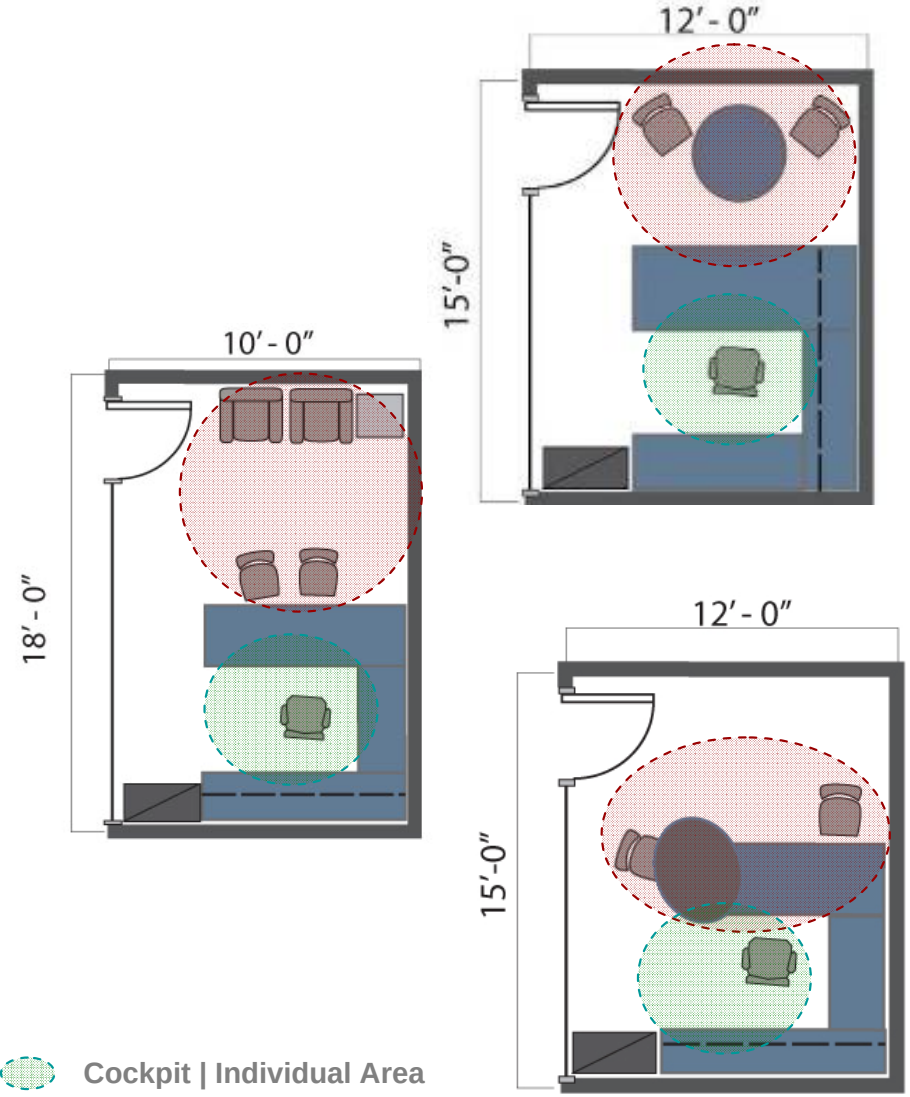
Typical Floor Area:
180 sf / space

Technology and Furnishing:
An adequate amount of work surface and storage should be provided. Include ergonomic task chair and accessories for the occupant. Provide up to 3 guest chairs. Include power and data outlets at desk return (so cords can reach all surfaces) and adjacent to collaborative table or seating (minimum). Provide white board, tackable wall surface and chart rail.

Adjacency and Access:
Locate away from exterior windows. Glass front for access to natural light and visual connections.
When necessary, offices for supervisory and managerial job functions should be located near 6+ person meeting rooms.

General:
Office walls should have high acoustic insulation for privacy. Ceiling tiles should have no less than an NRC rating of 0.25. Consider acoustical batts above the ceiling tiles (if present).
Minimum finish requirements are carpet tile, vinyl base, level 5 painted finish gypsum board walls, tempered glass in aluminum storefront, solid core wood door with mortised locking hardware.

Design Suggestions:
Consider dividing office functions into two rooms: one for individual work and at-desk meetings and another small meeting room or lounge located adjacent.



Cockpit | Individual Area

Meeting | Collaborative Area

ENCLOSED OFFICE (180 SF)

DHS, San Francisco

US Coast Guard, Oakland

ENCLOSED OFFICE (180 SF)

GSA PBS, San Antonio

ENCLOSED OFFICE (150 SF)

Function and Concept:
These offices can be assigned to 1-2 individuals or shared by mobile workers. They are configured to primarily support solitary work with a moderate amount of paper documents. They can also be configured to support 2 to 3 person interactions in the office and should be designed to provide acoustical and visual privacy when needed. They are often provided in combination with easily accessible small meeting spaces for 2+ people.

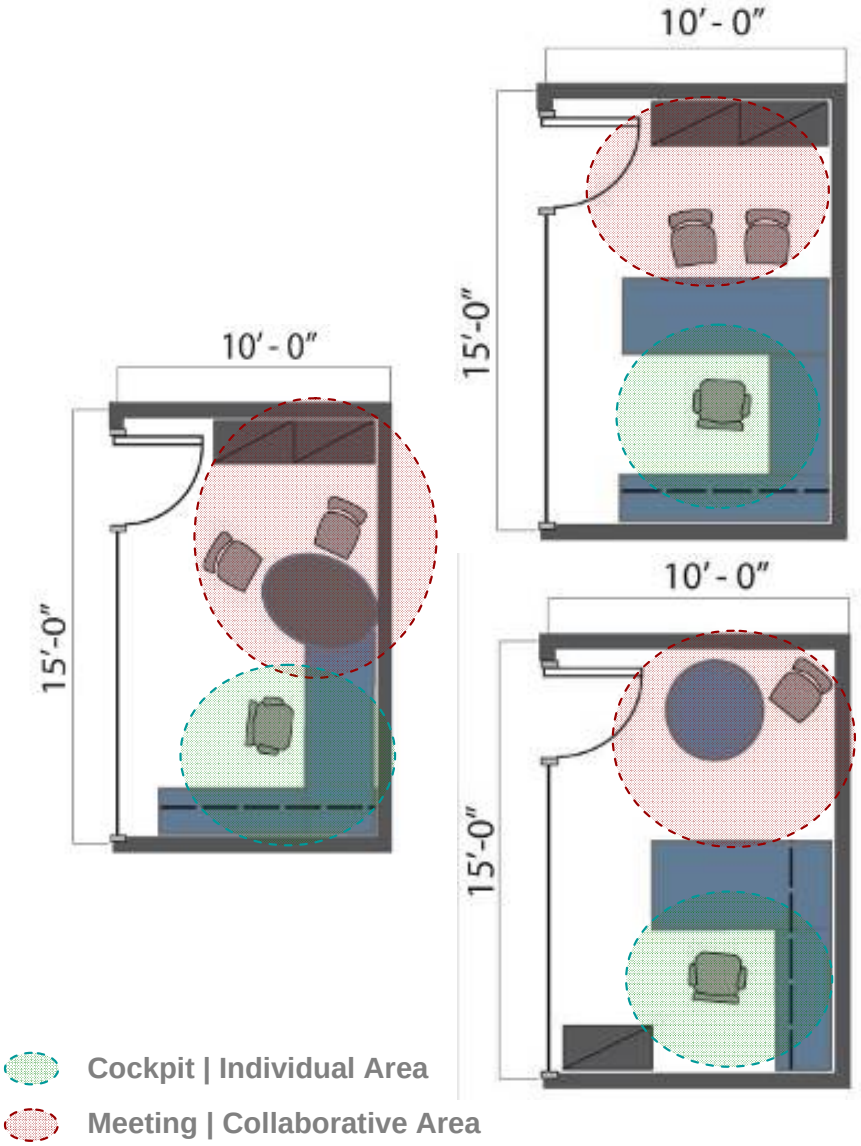
Typical Floor Area:
150 sf / space

Technology and Furnishing:
Provide an adequate amount of work surfaces and storage and include ergonomic seating and accessories for the main occupant. When configured to support 2 to 3 person meetings, include appropriate number of guest chairs. Provide power and data outlets at desk return or credenza. Additional power and data outlets should be located at the collaborative zone. Provide whiteboard, tackable fabric or chart rail on clear wall.

Adjacency and Access:
Locate away from exterior windows. Use glass front for access to natural light and visual connections.
When necessary, offices for supervisory and managerial job functions should be located near small meeting rooms.

General:
Office walls should have high acoustic insulation for privacy. Ceiling tiles should have no less than an NRC rating of 0.25. Consider acoustical batts above the ceiling tiles (if present).

Minimum finish requirements are carpet tile, vinyl base, level 5 painted finish gypsum board walls, tempered glass in aluminum storefront, solid core wood door with mortised locking hardware.



ENCLOSED OFFICE (150 SF)

US Air Force, San Francisco

US Coast Guard, Oakland

ENCLOSED OFFICE (100-120 SF)

Visual Portfolio

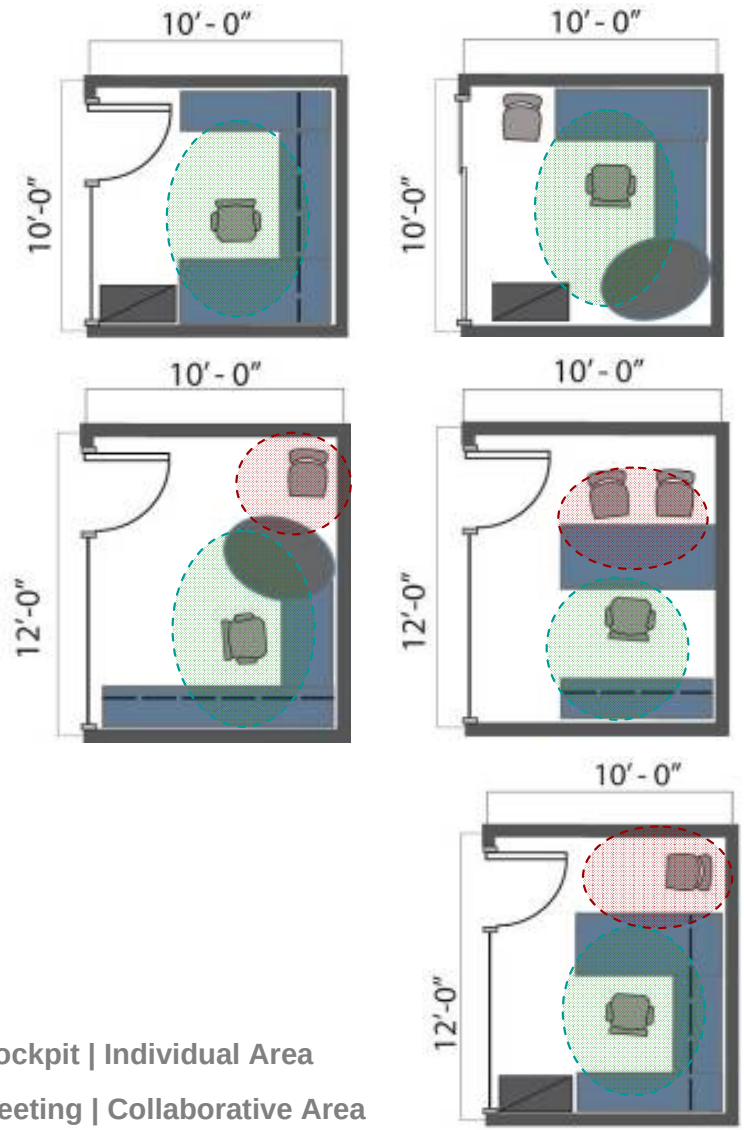
Function and Concept:
These offices can be assigned to 1-2 individuals or shared by larger populations. They are configured to primarily support solitary work with a moderate amount of paper-based documents. They can also be configured to support 2-3 person interactions in the office. They should be designed to provide acoustical and visual privacy when needed.
They are often provided in combination with easily accessible small meeting spaces for 2+ people.

Typical Floor Area:
100-120 sf / space

Technology and Furnishing:
Provide an adequate amount of work surfaces and storage and include ergonomic furniture. Configure space to support 2-3 person meetings, including 1-2 guest chairs. Provide power and data outlets at desk return or credenza. Additional power/data should be provided in the collaborative zone. Provide whiteboard, tackable fabric or chart rail on clear wall.

Adjacency and Access:
Ideally located away from exterior windows. Glass front for access to natural light and visual connections.
When necessary locate offices for supervisory and managerial functions near small meeting rooms.

General:
Partitioned walls should have high acoustic insulation for privacy. Ceiling tiles should have no less than an NRC rating of 0.25. Consider acoustical batts above the ceiling tiles (if present).
Minimum finish requirements are carpet tile, vinyl base, level 5 painted finish gypsum board walls, tempered glass in aluminum storefront, solid core wood door with mortised locking hardware.



ENCLOSED OFFICE (100-120 SF)

Visual Portfolio

Department of Labor, San Francisco

Department of Labor, San Francisco

WORKSTATION (80 SF)

Function and Concept:
Configured to support working with an exceptionally large amount of paper documents, large drawings, and /or special equipment (scanner, printer, etc.) or 2 persons working with a large amount of paper documents.
These workstations are usually assigned to individuals.
They are often provided in combination with easily accessible small meeting spaces for 4+ people, group storage areas and focus booths.

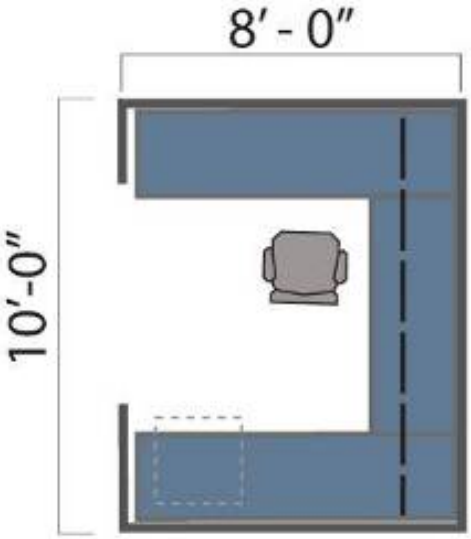
Typical Floor Area:
80 sf / space

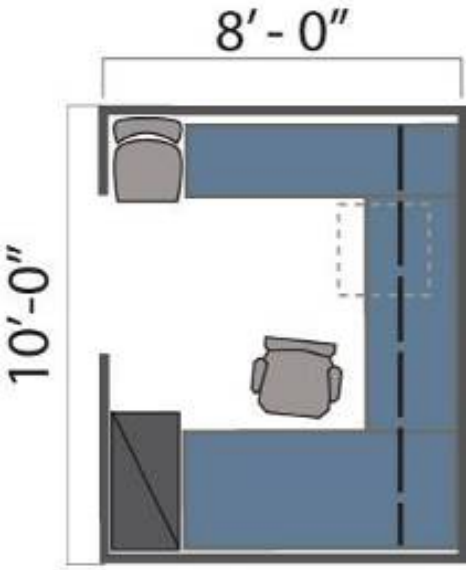
Technology and Furnishing:
Provide an adequate amount of work surface and storage, ergonomic task seating and accessories. Provide guest seating where collaboration is encouraged. Provide data and power outlets at credenza and collaborative zones and above the work surface return. Storage in workstation may include vertical kiosk, lateral file, shelving and fixed or mobile pedestal file that can be stored under work surface. When possible, maximize free-standing, height-adjustable, mobile components.

Adjacency and Access:
Locate near exterior windows, for access to natural light and outside views, and away from high traffic areas.

General:
Partition panel height should allow standing visual connectivity throughout the open work area (54” high +/-).

Design Suggestion:
Consider grouping work stations together and eliminating dividing panels where no structural or cabling requirement is defined. Increase the number and type of furniture-mounted or free-standing screens (mobile or not).





WORKSTATION (80 SF)

Visual Portfolio

GSA Office of Civil Rights, Washington DC

Department of Labor, San Francisco

WORKSTATION (64 SF)

Function and Concept:
These workstations can be assigned to individuals or shared by larger populations. They are configured to support solitary work with a moderate amount of paper-based documents. Short term, ad hoc collaboration sometimes occurs at the desk.
These spaces are supplemented by easily-accessible small meeting spaces for face-to-face interaction, concentrated work, conference calls, or confidential phone calls.

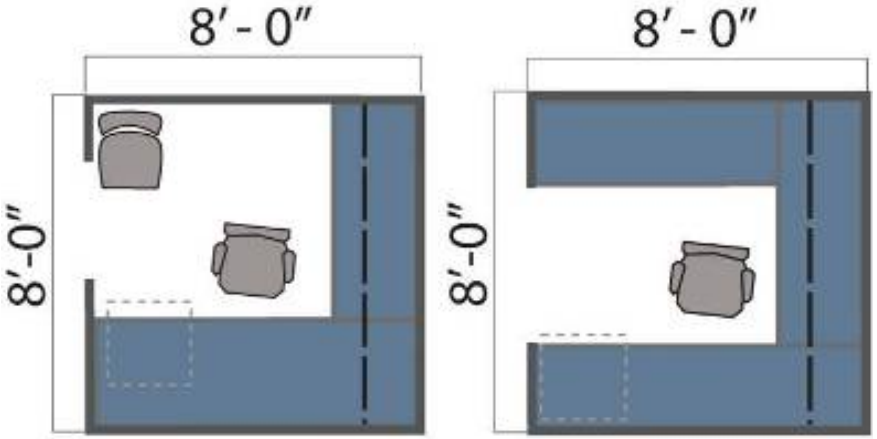
Typical Floor Area:
64 sf / space

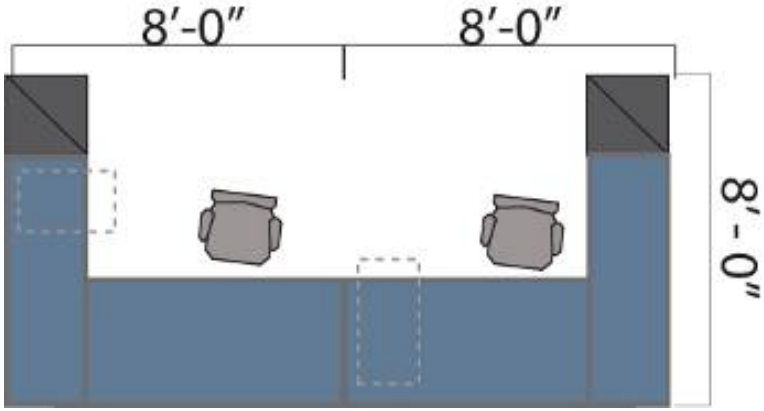
Technology and Furnishing:
An adequate amount of work surfaces, storage and ergonomic furniture. An ergonomic task chair for the resident and a single guest chair or mobile pedestal with upholstered top for occasional collaboration. Provide a minimum of two duplex outlets and all necessary data/voice connections at desk return (to support equipment on all surfaces) to be located at beltline or base, per user requests.

Adjacency and Access:
Locate near exterior windows for access to natural light and outside views.

General:
Panel heights should allow visual connectivity throughout the open work area. Where necessary, overhead storage should be specified for “spine” locations perpendicular to the window wall. Other panels should provide “seated privacy” (approximately 50” high) or transaction height (42” high).
Minimum finish requirements include tackable fabric or whiteboard panel tiles, powder-coat painted metal components, durable plastic laminate or powder-coat painted medium density fiberboard work surfaces.

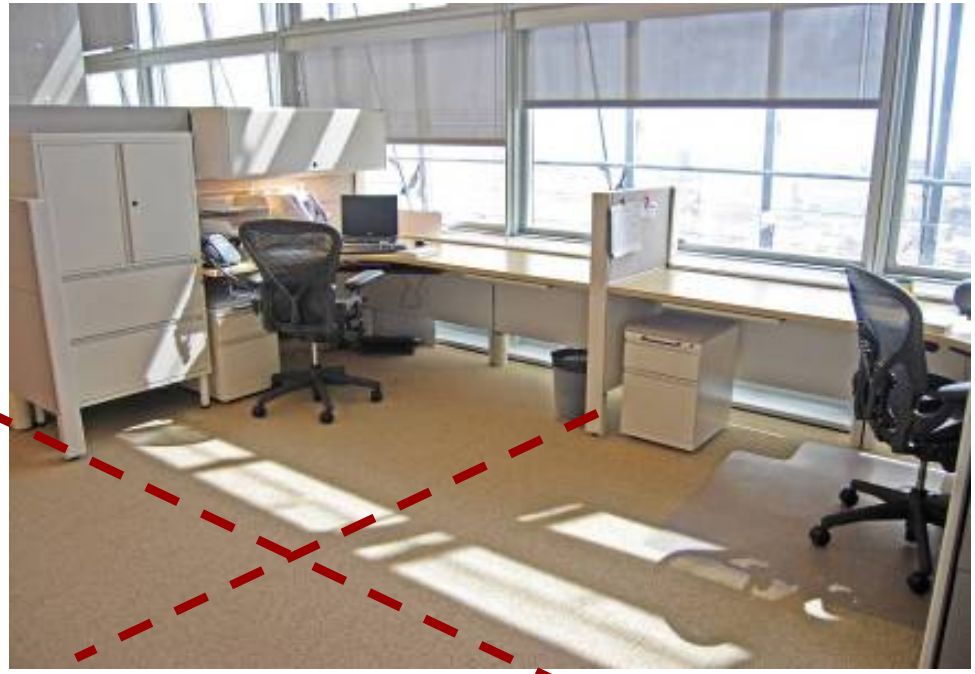
Design Suggestions:
Investigate grouping work stations and eliminating separating panels to increase collaboration.
Maximize free-standing and mobile components to allow user modification.





WORKSTATION (64 SF)

Department of Labor, San Francisco



Department of Labor, San Francisco

WORKSTATION (48 SF)

Function and Concept:
These workstations can be assigned to individuals or shared by mobile workers. They are configured to primarily support solitary work on computers or work with a small amount of paper-based documents.
They are often provided in combination with easily accessible small meeting spaces for 4+ people, group storage areas and focus booths.

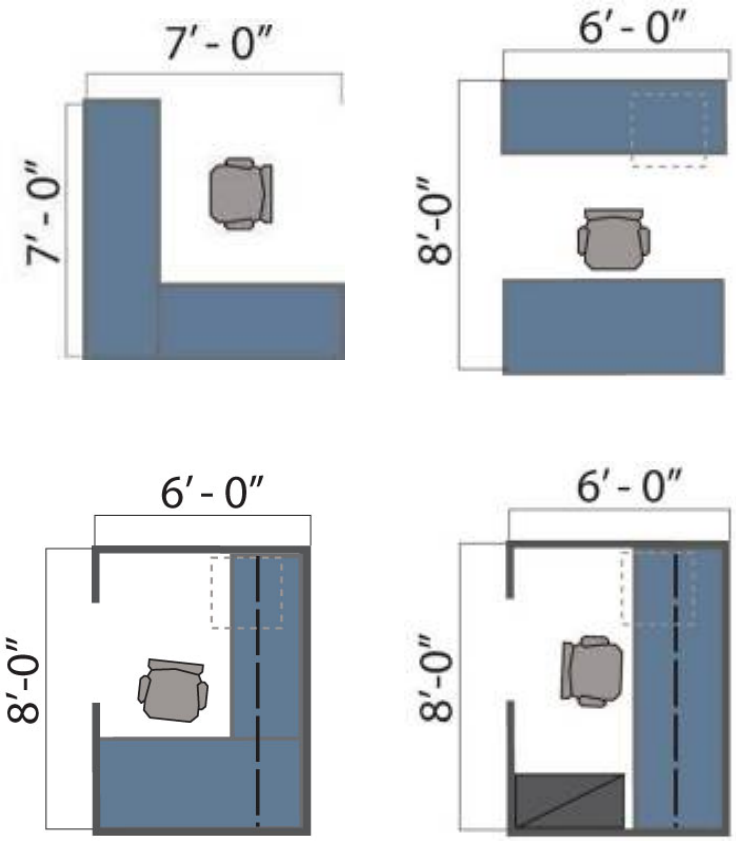
Typical Floor Area:
48 sf / space

Technology and Furnishing:
Provide an adequate amount of work surface and storage, ergonomic seating and accessories should be included. Provide data and power outlets above the primary work surface and beneath the return. Storage in workstation may include vertical kiosk, lateral file, shelving and fixed or mobile pedestal file that can be stored under work surface. Where possible, maximize free-standing, height-adjustable, mobile components. Similar configurations without returns (or secondary work surfaces) could be configured as bench (partition free) solutions.

Adjacency and Access:
Locate near exterior windows for access to natural light and outside views. Away from high traffic areas.

General:
Partition panel height should allow standing visual connectivity throughout the open work area (54" high +/-).

Design Suggestion:
Consider grouping work stations together and eliminating dividing panels where no structural or cabling requirement is defined. Increase the number and type of furniture-mounted or free-standing screens (mobile or not).



WORKSTATION (48 SF)

CIO, San Francisco

WORKSTATION (36 SF)

Function and Concept:
These workstations can be assigned to individuals or shared by mobile workers. They are configured to primarily support solitary work on computers or work with a small amount of paper-based documents.
They are often provided in combination with easily accessible small meeting spaces for 4+ people, group storage areas and focus booths.

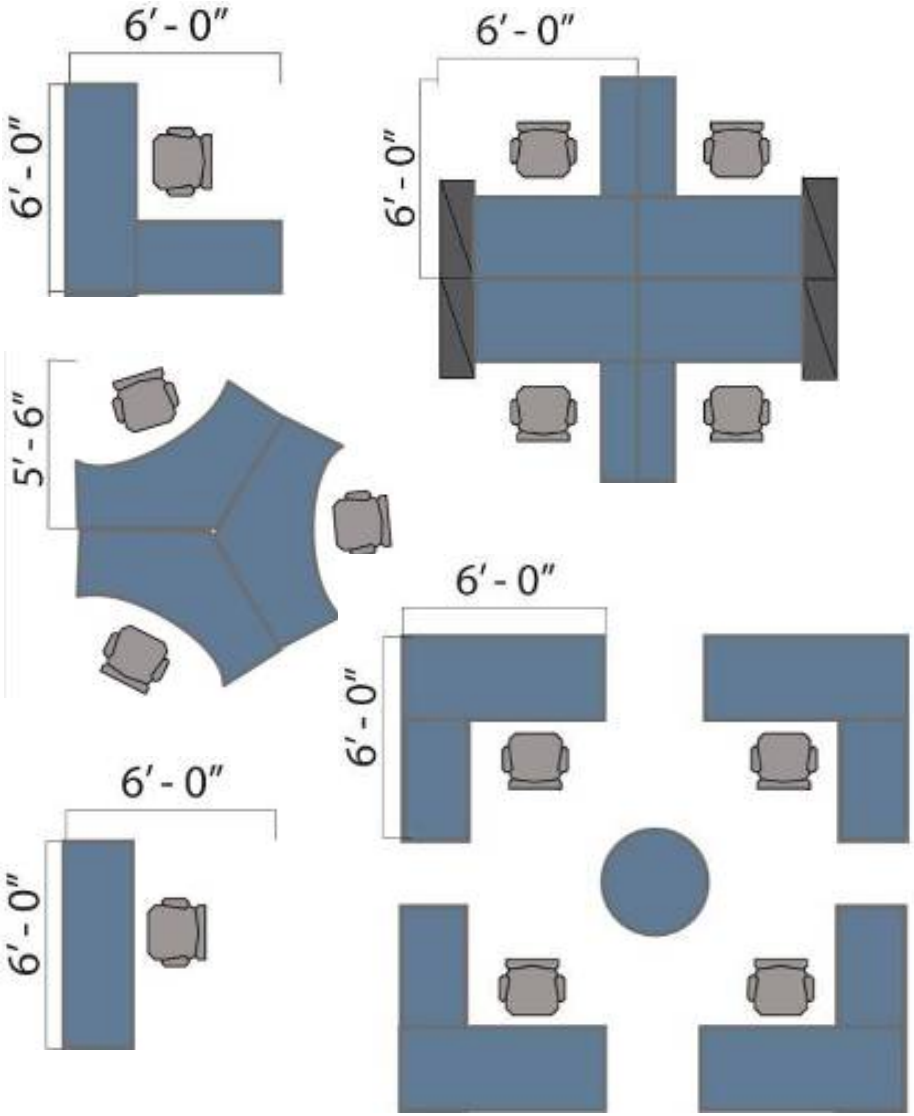
Typical Floor Area:
36 sf / space

Technology and Furnishing:
Provide an adequate amount of work surface and storage, ergonomic task seating and accessories. Provide data and power outlets above the primary work surface. Storage in workstation may include, lateral file, shelving and fixed or mobile pedestal file that can be stored under work surface. Where possible maximize free-standing, height-adjustable, mobile components. Similar configurations without returns (or secondary work surfaces) could be configured as bench (partition free) solutions.

Adjacency and Access:
Locate near exterior windows for access to natural light and outside views and away from high traffic areas.

General:
Partition panel height should allow standing visual connectivity throughout the open work area (54" high +/-). Although generally this work station type uses lower panels (36-42") at the front or sides of the primary work surface.

Design Suggestion:
Consider grouping work stations together and eliminating dividing panels where no structural or cabling requirement is defined. Increase the number and type of furniture-mounted or free-standing screens (mobile or not).



WORKSTATION (36 SF)

GSA, Washington DC

TOUCHDOWN SPACE (20 SF)

Function and Concept:
Short term, individual and concentrative work space designed to support visiting personnel, including home workers or highly mobile employees. These spaces should provide quick and easy access to power, data and communication with support from local equipment. They are often provided in combination with meeting spaces or team neighborhoods.

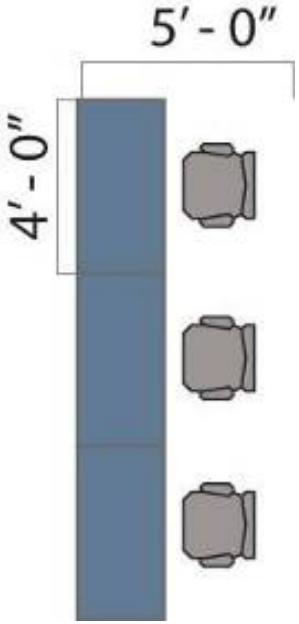
Typical Floor Area:
20 sf / space

Technology and Furnishing:
Provide seated height, standing height or height adjustable work surface and ergonomic task seating and accessories. Provide data and power outlets above the primary work surface. No storage is needed in this workstation. Rolling stool or mobile pedestals that can be stored under work surface are optional. Multiple settings can be combined with or without privacy panels.

Adjacency and Access:
Locate near exterior windows for access to natural light and outside views. Often close to collaborative settings, circulation or food service.

General:
Partition panel height should allow standing visual connectivity throughout the open work area (54" high +/-). Shared access point ideal for short term individual or collaborative work.

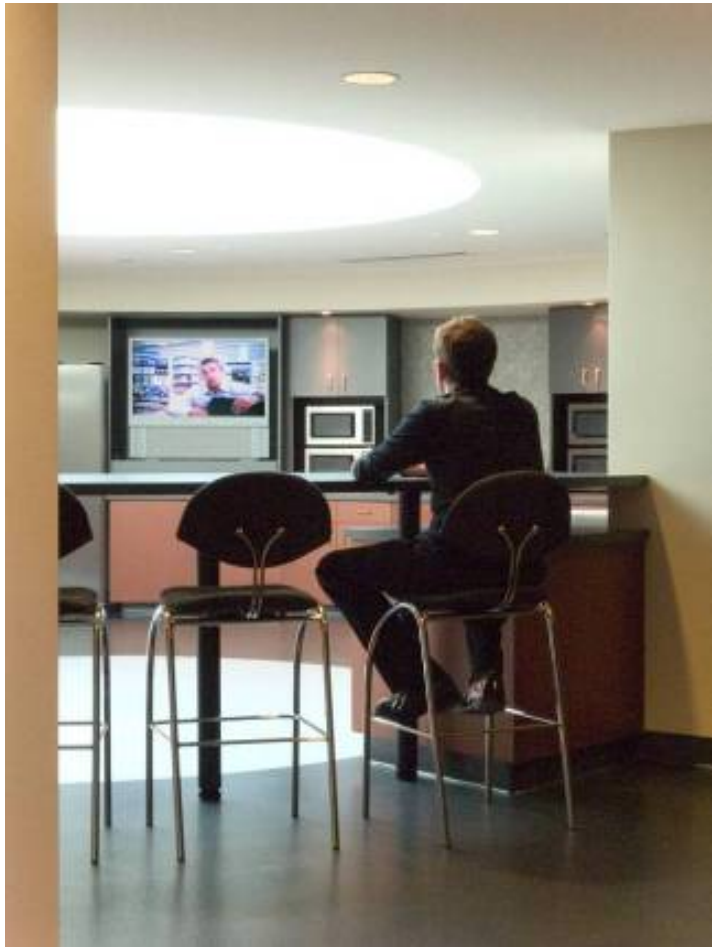
Design Suggestion:
Consider grouping work stations together and eliminating dividing panels.



TOUCHDOWN SPACE (20 SF)

Visual Portfolio

GSA FAS, Kansas City



GSA PBS, Denver

TOUCHDOWN SPACE (20 SF)

Visual Portfolio

GSA PBS, Chicago

GSA OGP, Washington DC

MEETING ROOM (2 PEOPLE)

Function and Concept:
Place for individuals to retreat to in order to focus, pursue solitary activities such as writing or in-depth analysis, or make conference, speaker or confidential phone calls. It can also be used for one-on-one meetings.

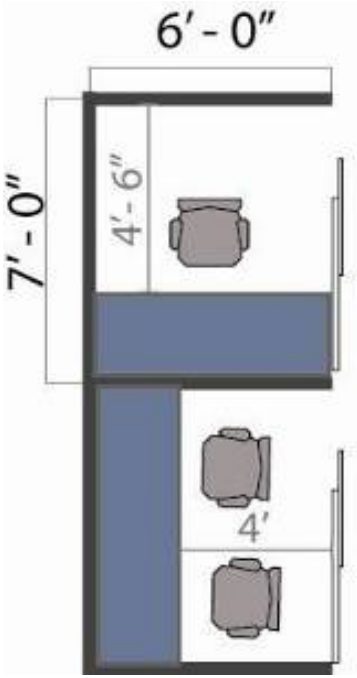
Typical Floor Area:
42 sf / space

Technology and Furnishing:
Work surface, ergonomic task chair(s), voice/data/power outlets located above the work surface to support connectivity for 2 people.

Adjacency and Access:
Evenly distribute across the open work area for easy access. Used on an ad hoc basis- no permanent residents. In-use signage or protocol indicates occupant(s) should not be disturbed.

General:
Partitioned walls should have high acoustic insulation for privacy.
For small meeting rooms (focus booths) to work effectively, employees need to be provided with laptops or spaces need to be equipped with networked computers.

Design Suggestion:
Consider locating multiple small meeting rooms together to help ad hoc location of a vacancy. Placing these rooms close to suite entries or other conference rooms encourages short term use by visitors, as well.



MEETING ROOM (2 PEOPLE)

GSA, Washington DC

MEETING ROOM (4 PEOPLE)

Function and Concept:
Enclosed space for ad hoc meetings of approximately 3-4 people, enabling quick, small group get-togethers.
These spaces should be immediately adjacent to individual workspaces.
These spaces are usually assigned to teams and are not placed on reservation systems to ensure availability when needed.

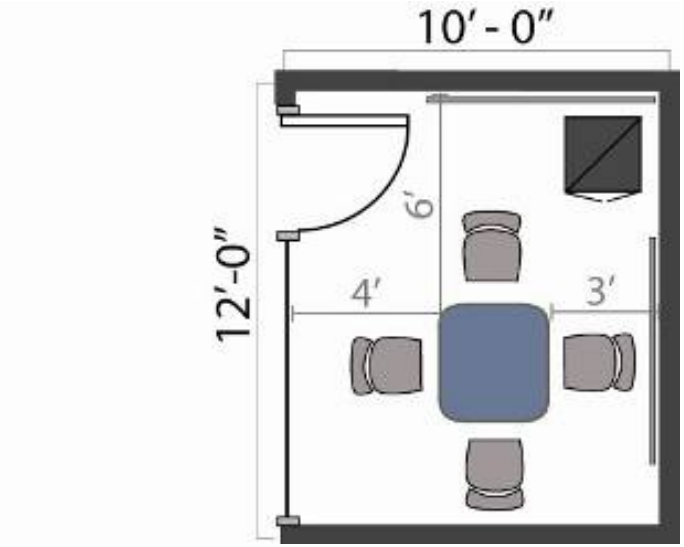
Typical Floor Area:
100-120 sf / space

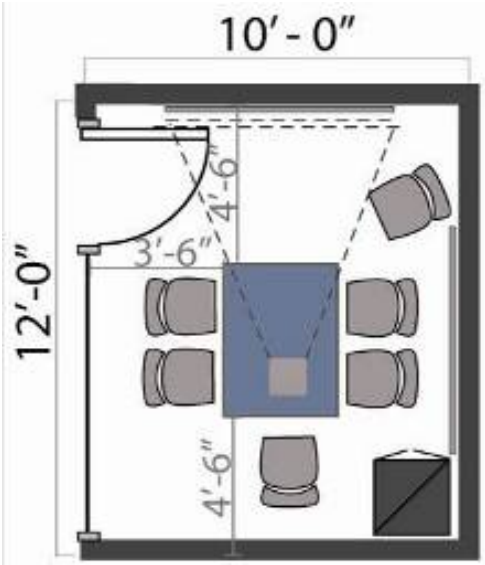
Technology and Furnishing:
Provide task chairs, work surfaces, and power and data access to support 3 to 4 person meetings and collaboration. Provide whiteboards, tack boards, and tele-conferencing and video-conferencing equipment, as appropriate to support small team collaboration.
Provide (1) data connection (minimum).
Provide (1) voice connection (minimum)
Provide (2) duplex electrical outlets (minimum).

Adjacency and Access:
Evenly distribute across the open work area for easy access. Typically used on an ad hoc basis. Ideally locate away from exterior windows. Glass front for access to natural light and visual connections.

General:
Partitioned walls should have high acoustic insulation for privacy. Ceiling tiles should have no less than an NRC rating of 0.25. Consider acoustical batts above the ceiling tiles (if present).
Minimum finish requirements are carpet tile, vinyl base, level 5 painted finish gypsum board walls, tempered glass in aluminum storefront, solid core wood door with mortised locking hardware.

Design Suggestions:
Consider locating several meeting rooms together to improve ad hoc availability. Use the placement to support team neighborhoods and separate heavy circulation from quieter areas. When applicable, orient video conference camera to allow for proper visibility of both parties.





MEETING ROOM (4 PEOPLE)

Department of Labor, San Francisco

GSA PBS, Chicago

MEETING ROOM (8 PEOPLE)

Function and Concept:
Enclosed space for ad hoc and scheduled meetings of approximately 8 people. These spaces are more private and confidential than open meeting spaces. They are sometimes assigned to specific teams, groups or departments to ensure availability when needed. They are also often part of a reservation system.

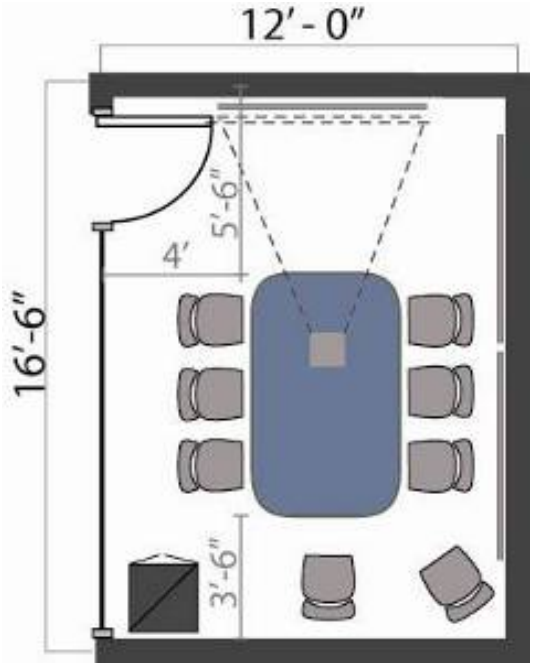
Typical Floor Area:
200 sf / space

Technology and Furnishing:
Provide task chairs with minimal ergonomic adjustment (height and locking tilt minimum), a single large table or multiple work surfaces that can be ganged together to provide 2 linear feet for 8 people, and power/data access at table top. Additional data/power outlets should be located in all 3 opaque walls. Whiteboards, tackable surfaces and chart rails should be located on 2 walls minimum. Tele-conferencing and video-conferencing equipment on mobile units are appropriate to support small team collaboration. Provide a projection screen or flat screen monitor on one wall. A ceiling mounted projector is an option.

Adjacency and Access:
Evenly distribute across the open work area for easy access. No permanent residents.

General:
Partitioned walls should have high acoustic insulation for privacy. Front wall should have a glazed portion for easy identification of current use.

Design Suggestion:
Consider grouping conference rooms for increased ad hoc use. Locate adjacent to primary circulation and promote opportunities for “displayed thinking,” which informs the general population of activities and work that is being produced. Use these spaces to screen resident populations from noise/distraction or to provide a visual separation between neighborhoods or teams.



MEETING ROOM (8 PEOPLE)

GSA PBS, San Antonio

GSA, San Francisco

MEETING ROOM (8 PEOPLE)

GSA, Washington DC

MEETING ROOM (12 PEOPLE)

Function and Concept:
Enclosed space for ad hoc and scheduled meetings of approximately 12 people. These spaces are more private and confidential than open meeting spaces. They are sometimes assigned to groups to ensure availability when needed. They are also often assigned to reservation systems.

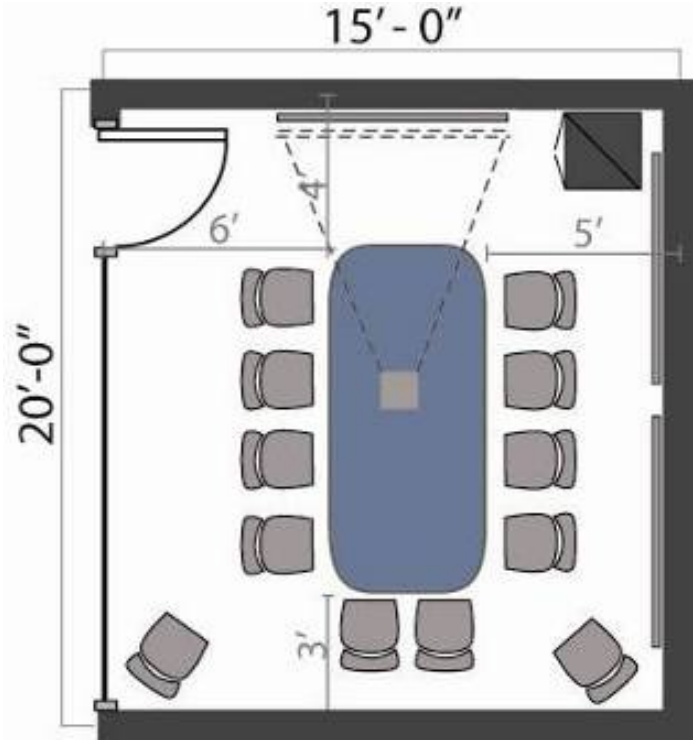
Typical Floor Area:
300 sf / space

Technology and Furnishing:
Provide task chairs with minimal ergonomic adjustment (height and locking tilt minimum), a single large table or multiple work surfaces that can be ganged together to provide 2 linear feet for 12 people, and power/data access at table top. Additional data/power outlets should be located in all 3 opaque walls. Whiteboards, tackable surfaces and chart rails should be located on 2 walls minimum. Tele-conferencing and video-conferencing equipment on mobile units are appropriate to support team collaboration. Provide a projection screen or flat screen monitor on one wall. A ceiling mounted projector is an option.

Adjacency and Access:
Evenly distribute across the open work area for easy access. No permanent residents.

General:
Partitioned walls should have high acoustic insulation for privacy. Front wall should have glazed portion for easy identification of current use.

Design Suggestion:
Consider grouping conference rooms for increased ad hoc use. Locate adjacent to primary circulation and promote opportunities for “displayed thinking,” which informs the general population of activities and work that is being produced. Use these spaces to screen resident populations from noise/distraction or to provide a visual separation between neighborhoods or teams.



MEETING ROOM (12 PEOPLE)

US Air Force, San Francisco

US Coast Guard, Oakland

MEETING ROOM (20 PEOPLE)

Function and Concept:
Enclosed space for ad hoc and scheduled meetings of approximately 20 people. These spaces are more private and confidential than open meeting spaces. They are sometimes assigned to groups to ensure availability when needed. They are also often assigned to reservation systems.

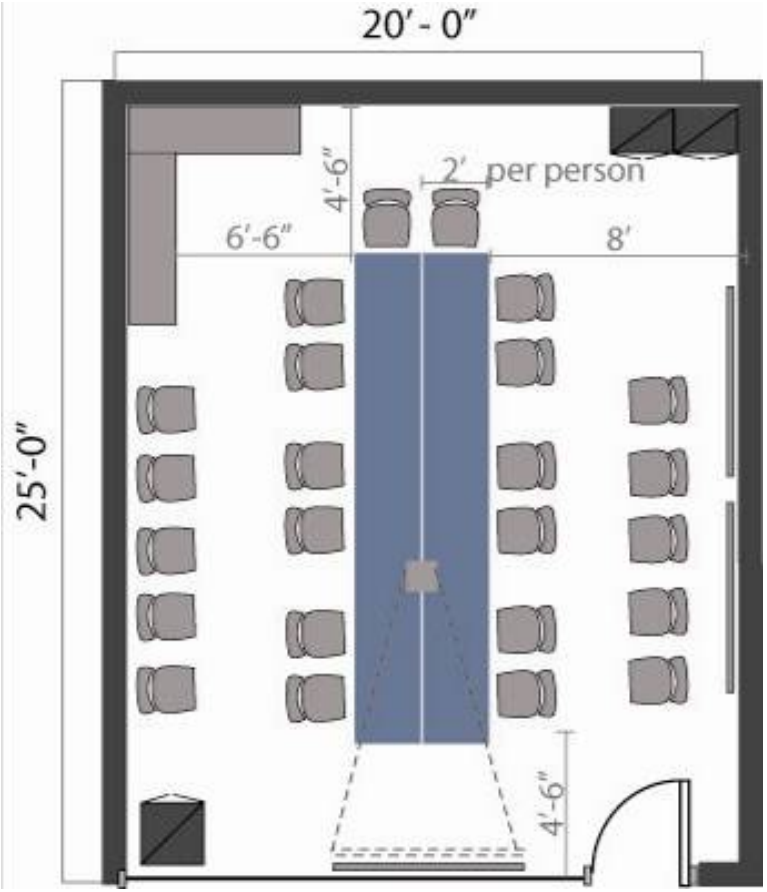
Typical Floor Area:
500 sf / space

Technology and Furnishing:
Provide task chairs with minimal ergonomic adjustment (height and locking tilt minimum), a single large table or multiple work surfaces that can be ganged together to provide 2 linear feet for 20 people, and power/data access at table top. Additional data/power outlets should be located in all 3 opaque walls. Whiteboards, tackable surfaces and chart rails should be located on 2 walls minimum. Tele-conferencing and video-conferencing equipment on mobile units are appropriate to support team collaboration. Provide a projection screen or flat screen monitor on one wall. A ceiling mounted projector is an option.

Adjacency and Access:
Evenly distribute across the open work area for easy access. No permanent residents.

General:
Partitioned walls should have high acoustic insulation for privacy. Front wall should have glazed portion for easy identification of current use.

Design Suggestion:
Consider grouping conference rooms for increased ad hoc use. Locate adjacent to primary circulation and promote opportunities for “displayed thinking,” which informs the general population of activities and work that is being produced. Use these spaces to screen resident populations from noise/distraction or to provide a visual separation between neighborhoods or teams.



MEETING ROOM (20 PEOPLE)

Visual Portfolio

GSA, Washington DC

DHS, San Francisco

OPEN MEETING TABLE (4 PEOPLE)

Visual Portfolio

Function and Concept:
Meeting space for casual interaction of 2-4 people. Space is open to encourage ad hoc interaction and information sharing. These spaces can serve as living rooms or “front porches” for each group or cluster of work stations. They are usually integrated into neighborhood settings to encourage use by staff located in adjacent offices or work stations.

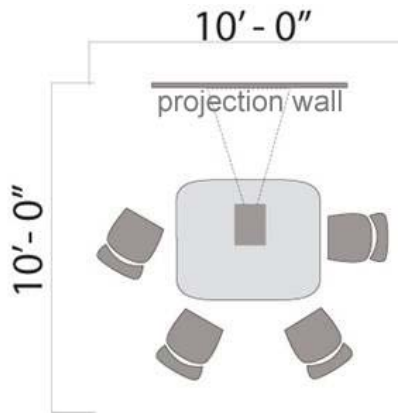
Typical Floor Area:
100 sf / space

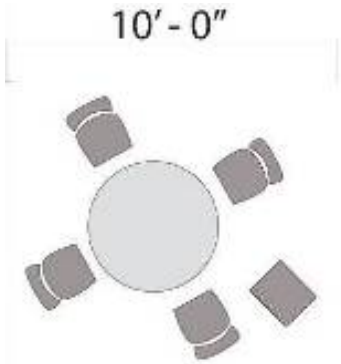
Technology and Furnishing:
Provide tables for sharing and viewing documents, power and data access to accommodate computer use and access to work files. These spaces can be configured as lounge settings to encourage ad hoc collaboration or individual activities.

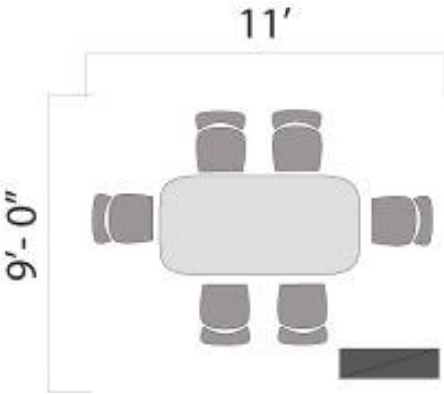
Adjacency and Access:
Evenly distribute across the open work area for easy access. Typically used on an ad hoc basis- no permanent residents. Usually assigned to teams.

General:
Located within neighborhoods of work station staff to provide an alternative to office or work station interaction.

Design Suggestion:
Consider locating open interaction spaces along the window wall to take advantage of irregular building configurations and minimize glare or excessive heat conditions for individual workstations. Open areas can also complement more formal meeting space, providing convenient spaces for pre or post meeting conversations.







OPEN MEETING TABLE (4 PEOPLE)

DHS, San Francisco

US Coast Guard, Oakland

OPEN MEETING TABLE (8 PEOPLE)

Function and Concept:
Meeting space for casual interaction of 6-8 people. Space is open to encourage ad hoc interaction and information sharing. These spaces can serve as living rooms or “front porches” for each group or cluster of work stations. They are usually integrated into neighborhood settings to encourage use by staff located in adjacent offices or work stations.

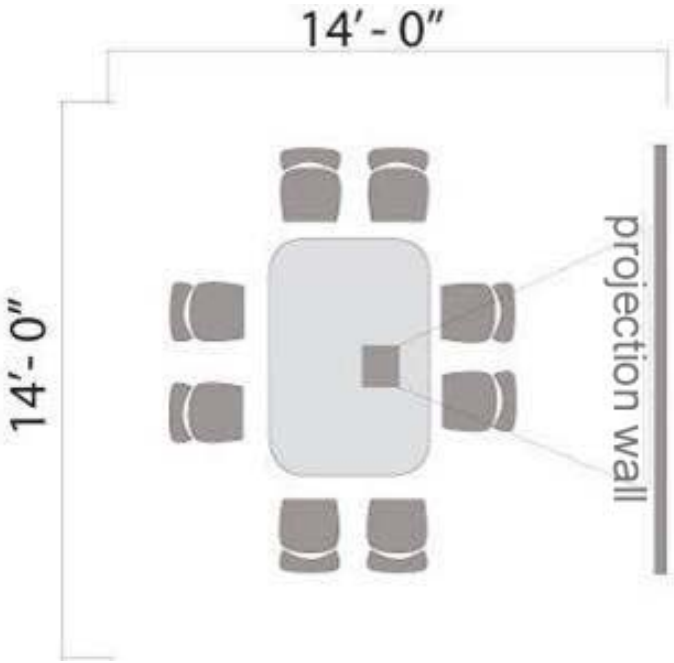
Typical Floor Area:
200 sf / space

Technology and Furnishing:
Provide tables for sharing and viewing documents, power and data access to accommodate computer use and access to work files. Some furnished with hard surfaces and furniture; others with soft furniture.

Adjacency and Access:
Evenly distribute across the open work area for easy access. Typically used on an ad hoc basis- no permanent residents. Usually assigned to teams.

General:
Located within neighborhoods of work station staff to provide an alternative to office or work station interaction.

Design Suggestion:
Consider locating open interaction spaces along the window wall to take advantage of irregular building configurations and minimize glare or excessive heat conditions for individual workstations. Open areas can also complement more formal meeting space, providing convenient spaces for pre or post meeting conversations.



OPEN MEETING TABLE (8 PEOPLE)

US Air Force, San Francisco

PEDESTAL FILE STORAGE AT DESK

Function and Concept:
Individual file storage at desk, mobile and includes a soft top for added seating in workstation. Typically stored under desk and can be pulled out for temporary, short term seating.

Typical Floor Area:
3 sf / space (usually included in office or work station floor area).

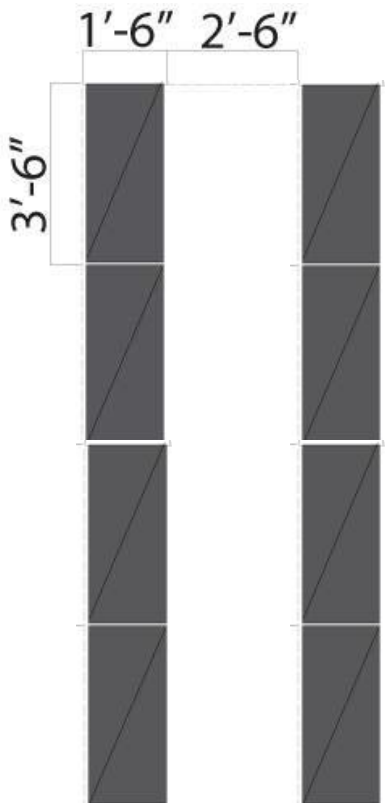
Technology and Furnishing:
Mobile storage units usually need to be lockable.

Adjacency and Access:
Stored and used within individual workstation or office area.

General:
Mobile storage units are usually shorter than 30” in depth.

DOL, San Francisco

LATERAL FILES AWAY FROM DESK



Function and Concept:
Mobile or fixed file storage in a location other then an individual work station or office. These are generally assigned to people who have smaller individual workspaces or are considered mobile workers. Files drawers require a “parking” area, which is a centrally located and easily accessed from adjacent offices and work stations.

Typical Floor Area:
9-15 sf/space

Technology and Furnishing:
Typically 30” - 36” wide lateral file drawer, 3 or 4 drawers high, the space above file storage can be used for a variety of purposes such as counter space for equipment or with an added work surface, collaboration or document lay out.

Adjacency and Access:
For frequent access, location of files should be within close proximity to individual settings.

General:
Usually assigned to a team that requires a large amount of paper storage. File storage should be lockable.

Design Suggestion:
Consider locating group storage between collaborative zones (meeting rooms and open areas) and individual work stations or offices. Another option is to integrate group storage into team environments adjacent to individual work stations to encourage ad hoc primary team communication.

LATERAL FILES AWAY FROM DESK

Visual Portfolio

Department of Labor, San Francisco

Department of Labor, San Francisco

GROUP FILING/STORAGE

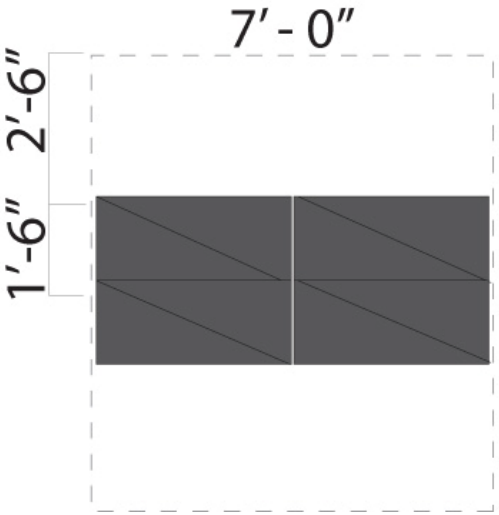
Function and Concept:
Fixed file storage in a central location. These are typically assigned to teams or departments and shared among those team members. Individual drawers may be lockable and assigned to mobile team members.

Typical Floor Area:
Varies depending on volume of storage.

Technology and Furnishing:
Depending on what is being stored, typically 36” lateral file drawers or shelving.

Adjacency and Access:
Located in proximity to assigned group or team. If access is not frequent, may be located somewhere else on floor or in building to save team space.

General:
Usually assigned to an individual or team that requires a large amount of paper storage. Location is determined by frequency of access.



GROUP FILING/STORAGE

Visual Portfolio

US Air Force, San Francisco

US Coast Guard, Oakland

FILE STORAGE WITH WORK SURFACE

Visual Portfolio

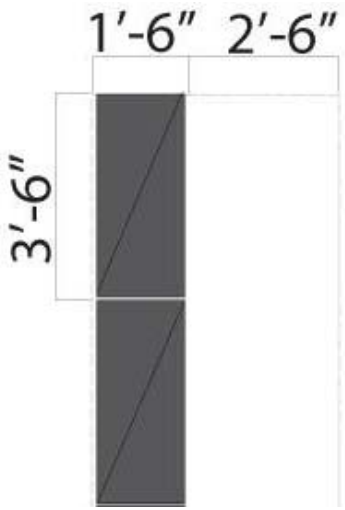
Function and Concept:
Dedicated space to store and lay out reference materials and/or large paper documents, such as maps or other large drawings. Storage spaces underneath work surface for easy access to reference materials and files.
Countertops are also suitable for individual work with large documents or shorter interactions with up to 5 people.

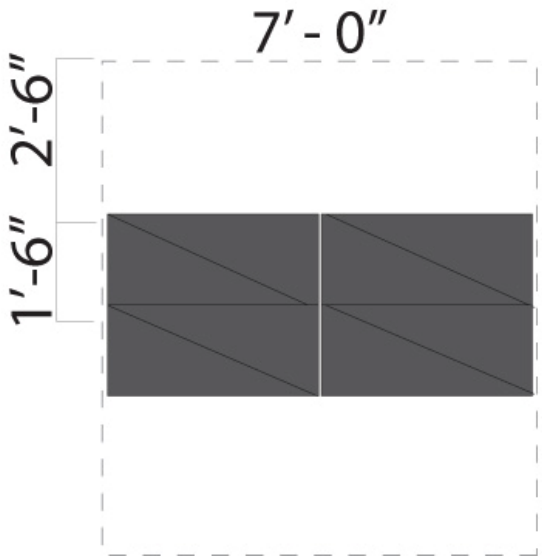
Typical Floor Area:
100 sf / space

Technology and Furnishing:
Provide counter-height, high pressure laminate work surfaces with storage units underneath suitable for regular and oversized materials.
Provide convenient access to electric duplex and data outlets, if possible.

Adjacency and Access:
Located near employees who frequently work with large documents and/or volumes of paper. Adjacent and assigned to teams (project teams, branches, etc.) for easy access and sense of ownership. Used on a first-come, first-serve basis.

General:
Management protocols need to be in place for efficient and effective use.





FILE STORAGE WITH WORK SURFACE

Visual Portfolio

US Coast Guard, Oakland

GSA PBS, San Antonio

HIGH-DENSITY FILE STORAGE

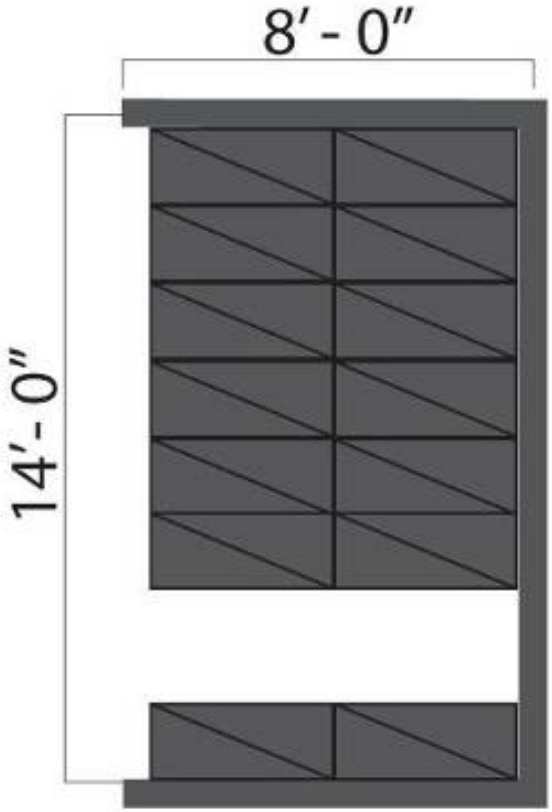
Function and Concept:
For large amounts of file or supply storage, files reduce circulation space and can be used as drawers or shelves for files, equipment or other office supplies.

Typical Floor Area: 200 – 1000 sf / space

Technology and Furnishing:
Provide shelving, cabinets, drawers or racks mounted on wheeled carriage tracks. These spaces typically include a raised floor area (to manage concealed tracks).
Verify structural loading requirements to determine location on the floor or structural upgrades if required.
Consider type and location of ceiling fixtures, including lighting, sprinkler, signage and diffusers because of the mobile component of shelving.

Adjacency and Access:
Typically centralized and not located within team space. Mostly located close to core, laterally braced sections because of weight and height.

General:
Training on equipment and use should be performed for all users.
Best if managed by an individual, team or department.



HIGH-DENSITY FILE STORAGE

Visual Portfolio

US Coast Guard, Oakland

DHS, San Francisco

CENTRALIZED STORAGE ROOM

Function and Concept:
Fixed file storage in a central location. These are typically assigned to teams or departments and shared among those team members. This storage area may be enclosed and lockable for extra security.
With the increasing need for good information flow, centralized filing becomes part of a system for maintaining, tracking and sharing up to date information.

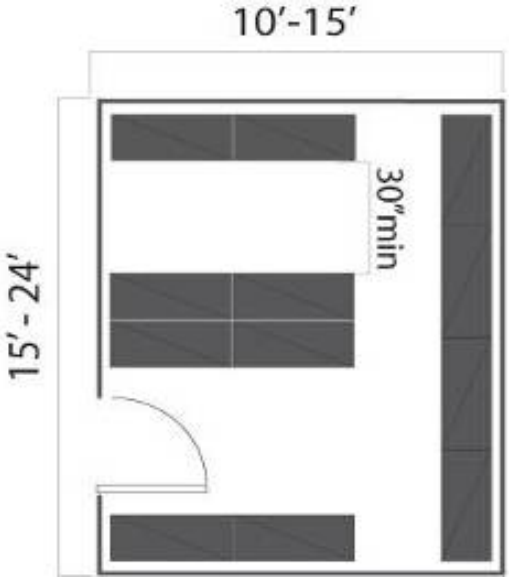
Typical Floor Area:
Varies depending on volume of storage.

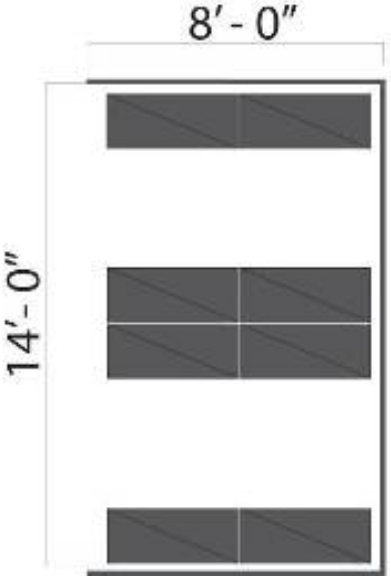
Technology and Furnishing:
Depending on what is being stored, provide lateral file drawers, open shelving or a combination of both. Occasionally, specific storage systems may be used for special requirements such as plans, maps, or equipment. Provide furnishings to support paper management, inventory functions, layout, pin up or review space.

Adjacency and Access:
Located in proximity to assigned group or team. If access is not frequent, may be located somewhere else on floor or in building to save team space.

General:
Records for several people or units are located in one, central location. Generally, access to the files is controlled by one or a limited number of people. The central file system houses records that are of common interest or value and easily accessible to a number of employees or job functions.
A centralized filing room may create special weight problems (floor loading). Careful structural analysis is critical.
If files are enclosed, verify fire rating requirements.

Design Suggestions:
Locate centralized files to reduce time spent searching for files, improve security, control access, improve space utilization, and simplify maintenance.
Consider structural issues, placing central files adjacent to bearing walls or core locations.
Central filing should be central to multiple groups.





CENTRALIZED STORAGE ROOM

Visual Portfolio

Department of Labor, San Francisco

Department of Labor, San Francisco

"PRODUCTION" COPY/PRINT AREA

Function and Concept:
Space for shared office equipment, such as printers, copiers, scanners, shredders, fax machines and/or plotters, as well as counter surface for collating and working with paper. Supply storage should also be located within this space.

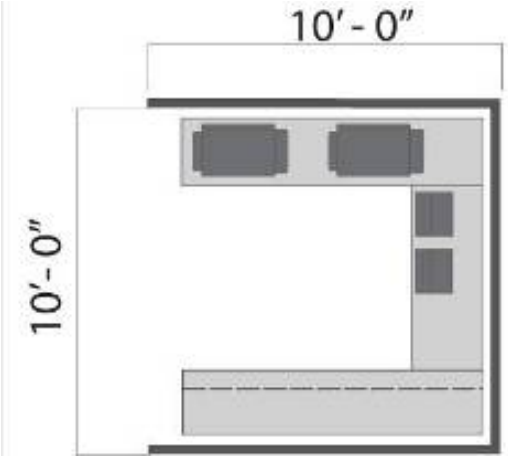
Typical Floor Area:
100-200 sf / space

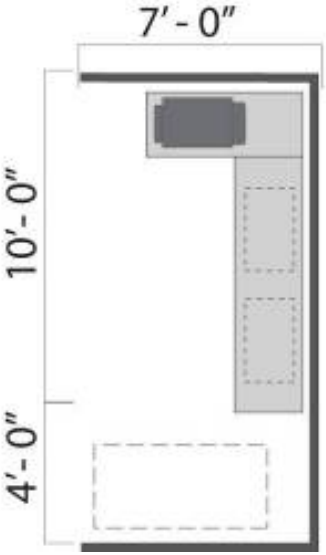
Capacity
2-4 people, temporarily

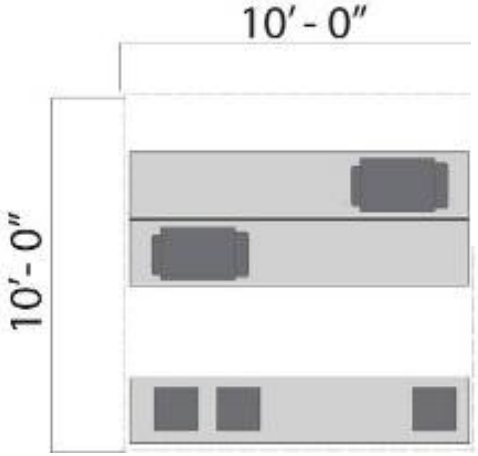
Technology and Furnishing:
Provide power supply for office equipment and dedicated circuit for floor-standing or larger format equipment (printers and copiers). Provide above-counter duplexes for standard office equipment.
Provide supply storage area and counter work surface. May also serve as mail room area.

Adjacency and Access:
Centrally located for easy access. Owned by teams or neighborhoods depending on frequency of use, security and type of equipment.
May be adjacent to administrative employees or other job functions with large quantities of printed/scanned documents.
Typically located internally without direct access to daylight.

General:
May be enclosed for acoustical separation and security. Could include a closet for coats. Could be combined with other types of storage. May also need special HVAC if enclosed area with large amounts of equipment.







"PRODUCTION" COPY/PRINT AREA

Visual Portfolio

GSA PBS, Philadelphia

US Coast Guard, Oakland

"LOCAL" COPY/PRINT AREA

Function and Concept:
Space for shared local office equipment, such as printers, copiers, scanners, shredders, fax machines etc. Usually counter top height with storage below.

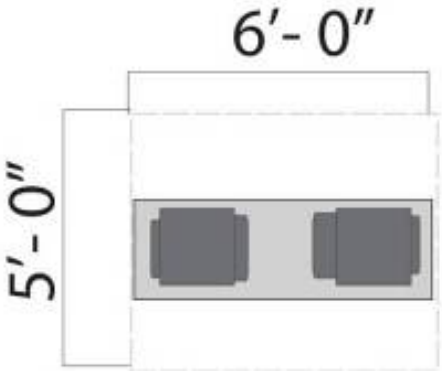
Typical Floor Area:
30 sf / space

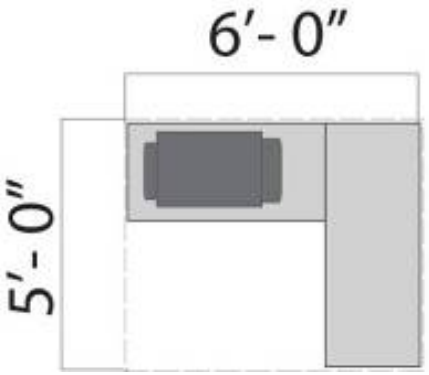
Capacity
0 people, drop by and pick up functions only.

Technology and Furnishing:
Provide counter height power supply and data connections for equipment. Provide dedicated circuit for large scale equipment.

Adjacency and Access:
Locate for easy access. Usually owned by 8-12 team members who have a large printing/scanning demand or have high confidentiality issues.
May be adjacent to administrative employees or other job functions with large quantities of printed/scanned documents.

General:
Locate centrally and along circulation routes. Provide screening if documents are normally confidential and other teams or the general public have access.





"LOCAL" COPY/PRINT AREA

US Coast Guard, Oakland

Department of Labor, San Francisco

PANTRY

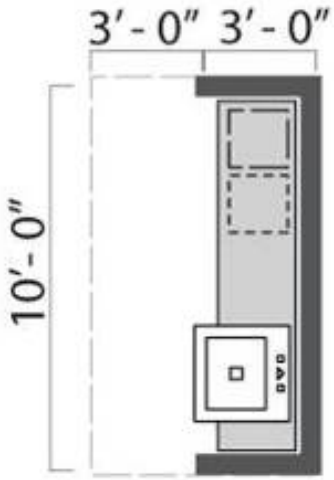
Function and Concept:
Social area of a floor or neighborhood used for quick access to food and drinks. Combined with break rooms, depending on size of floor, and shared by all employees.

Typical Floor Area:
90-120 sf / space

Technology and Furnishing:
Provide sink, microwave, coffee maker, and possibly vending machines, mini fridge, and dish washer, as appropriate. Power and data outlet necessary to support appliances.
Provide GFRC convenience outlets at counter height.
Storage furnishings or high pressure plastic laminate cabinetry provide storage and preparation space.

Adjacency and Access:
Pantry should be on opposite side of work area and away from break area to allow for easy access to beverages from anywhere on the floor. Ideally, close to perimeter windows for access to natural light and outside views.

General:
Noise from this space needs to be contained from the open work area. Located on each floor plate up to 20,000 sf of usable floor area. Supplemental coffee/beverage service is often desirable when the floor's size exceeds 20,000 sf.



PANTRY

Visual Portfolio

GSA PBS, Philadelphia

GSA PBS, San Antonio

BREAK ROOM

Function and Concept:
Social center and space for eating and informal interaction. Should be centrally located and shared for employees on a floor. Combined “family room” and café look and feel.

Placed on a floor in combination with and in relation to the number and location of pantries.

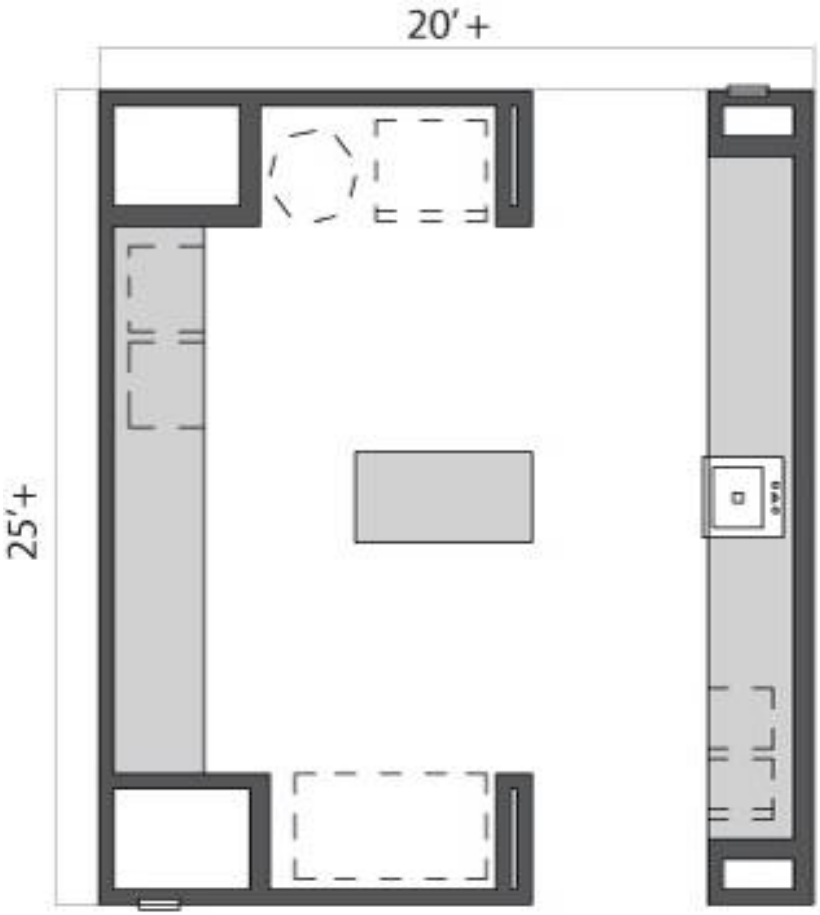
Typical Floor Area:
200-400 sf / space

Capacity:
8-18 people

Technology and Furnishing:
See Pantry for equipment/cabinetry requirements. Include varied seating, including standing tables, lounge seating, and café tables. Provide convenient electrical duplex and data outlets to complement wireless internet, which supports informal meetings with computers. Potentially include whiteboards and projection capabilities.

Adjacency and Access:
Centrally located for easy access. Ideally close to perimeter windows for access to natural light and outside views.

General:
Noise from this space needs to be contained from the open work area.



BREAK ROOM

GSA, Washington DC

GSA, San Francisco

BREAK ROOM

GSA PBS, Chicago

GSA, Washington DC

BRANDING WALL

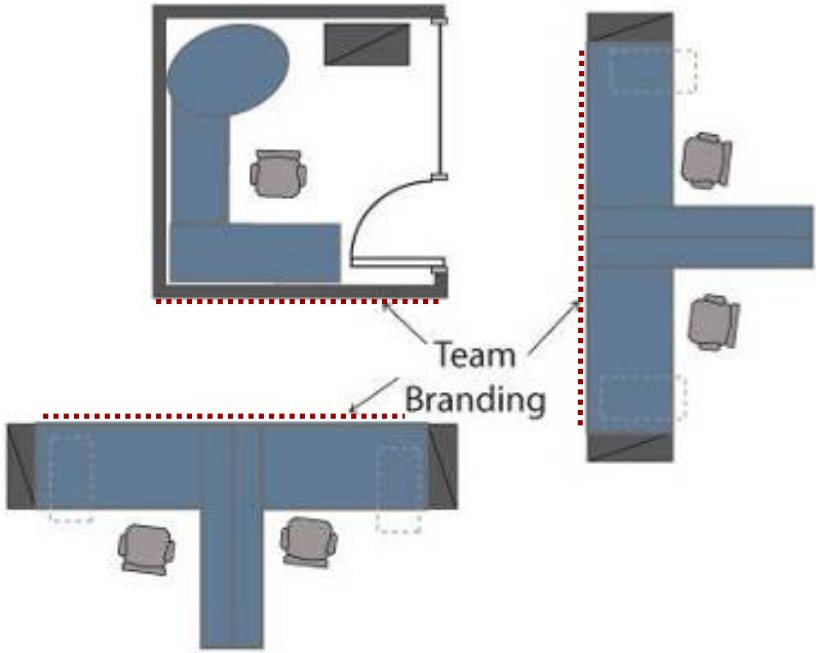
Function and Concept:
Displays team accomplishments. Reflects and showcases office identity, mission and work product.

Typical Floor Area:
Typical use of wall, no additional floor area needed.
Additional floor area needed for display shelving, if desired

Technology and Furnishing:
Provide wall surface- may be flexible or permanent. Use of technology varies, such as the use flat screen monitors for scrolling display.

Adjacency and Access:
Located close to entrance and/or main hallways for high visibility. Preferably centrally located with the group it represents. May also be located close to cafeteria, reception, entrance and/or main hallways for high visibility. Shared by department, floor or agency. Proximity to collaborative areas or rooms is preferred.

General:
Could be used as a divider between team spaces. May include general organization or department specific branding/identity. Maintenance (update of material) is very important and should be clearly assigned to a team or individual.



BRANDING WALL

Visual Portfolio

US Coast Guard, Oakland

GSA PBS, Denver

WAR ROOM

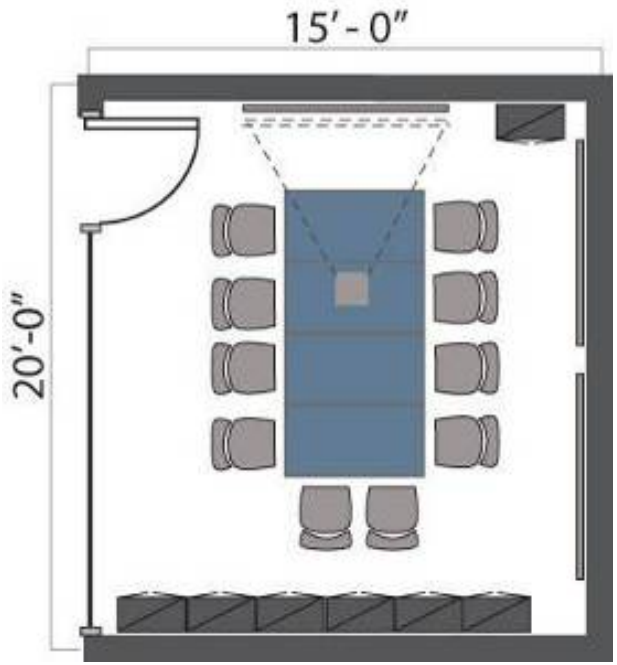
Function and Concept:
Space for 8-10 people to brainstorm and collaborate. Has a mix of resources and views, making it possible to focus for an extended period on a particular problem or issue.

Typical Floor Area: 200 – 500 sf / space
Size of the war room should suit typical team size (average number of individuals over time).

Technology and Furnishing:
Provide reconfigurable furniture, mix of work surfaces, mobile screens and whiteboards, task chairs and soft furniture. Provide distributed network of electric duplex and data outlets, writeable wall surface, and presentation equipment. Provide enclosed, acoustically separated environment with fully glazed wall (and drapery or other screening device). Verify security requirements for entry/exit.

Adjacency and Access:
Adjacent to larger team for easy access. Supported by copy centers, floor services, mail boxes, team workstations. Reservable.

General:
War rooms are used by different teams for different periods of time, throughout the year. Duration is dependent on project work cycle time. Protocols for reservations and requirements for use and evacuation are critical to successful implementation.



WAR ROOM

Visual Portfolio

DHS, San Francisco

GSA, San Francisco

PROJECT ROOM

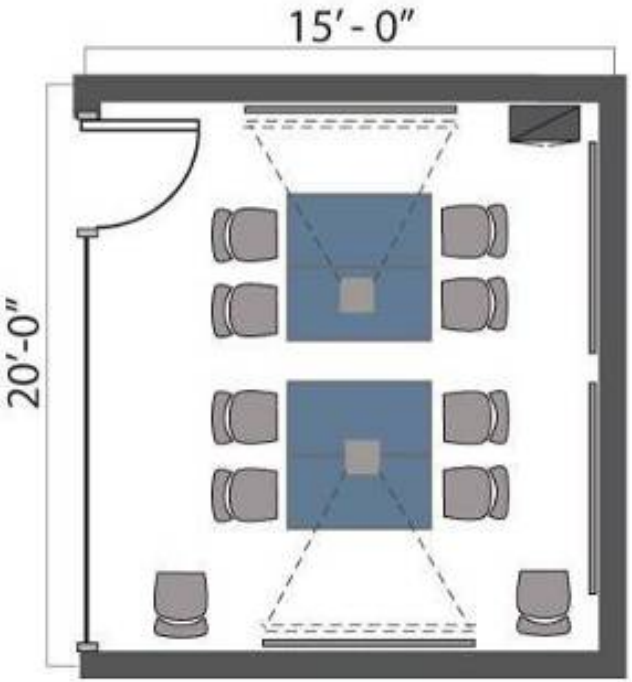
Function and Concept:
Space for 8-10 people to brainstorm and collaborate. Has a mix of resources and views, making it possible to focus for an extended period on a particular problem or issue.

Typical Floor Area:
240-300 sf / space for 8-10 people.

Technology and Furnishing:
Provide reconfigurable furniture, mix of work surfaces and soft furniture. Include network of electric duplex and data outlets, writeable wall surface, and presentation equipment. Provide adequate storage for project materials and enclosed and acoustically separate environment. Opportune space for branding wall.
Provide wireless access, projection and presentation capabilities for knowledge sharing and other collaborative tools available, as needed. Provide flexible technological environment for a wide range of activities.

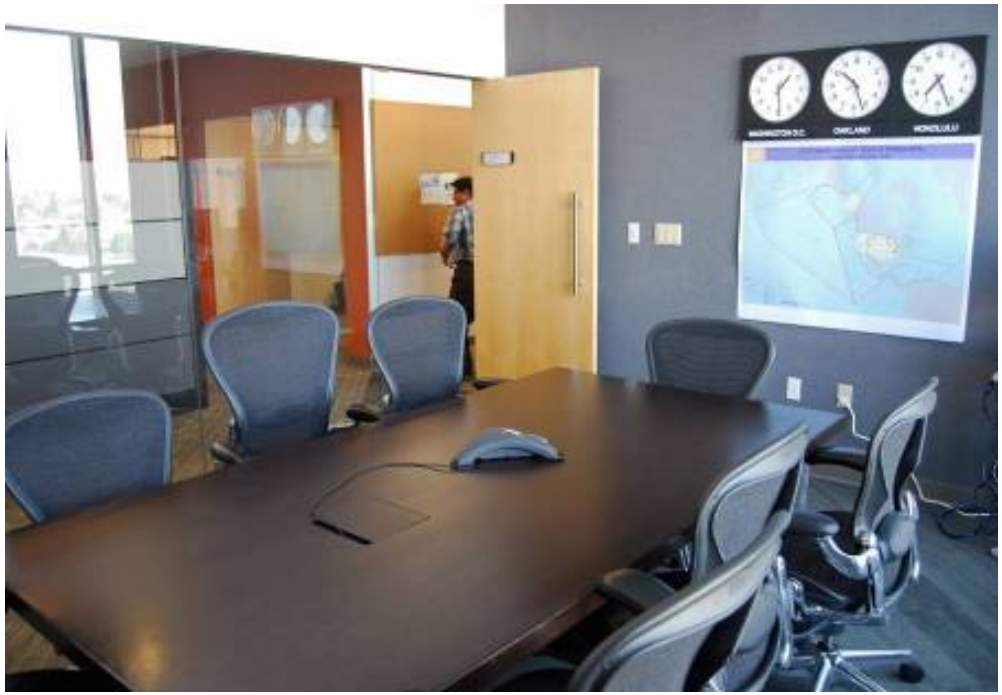
Adjacency and Access:
Locate near project teams for easy access. These spaces are usually shared by project teams.

General:
Project rooms and medium conference rooms are meant to be interchangeable when not reserved by a team. Likewise, if more project rooms are needed, medium meeting rooms can be used and booked by a team for an extended period of time.



PROJECT ROOM

Visual Portfolio



US Coast Guard, Oakland

GSA, Washington DC

PROJECT ROOM

GSA PBS, Chicago

LARGE MULTI-PURPOSE SPACE

Visual Portfolio

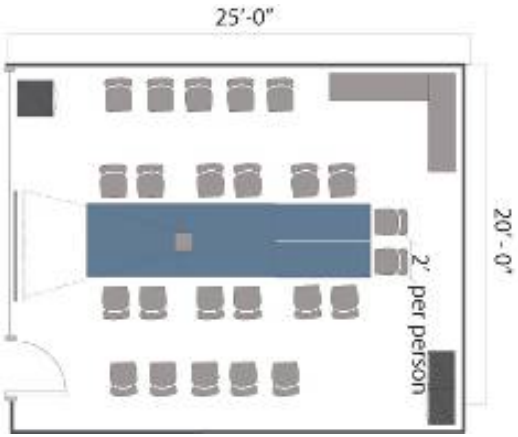
Function and Concept:
Open, flexible space for holding large meetings, events, training, breakout sessions, and social gatherings.
Ease of reconfiguration is essential to altering space based on size, type, duration and other requirements of meeting or event.

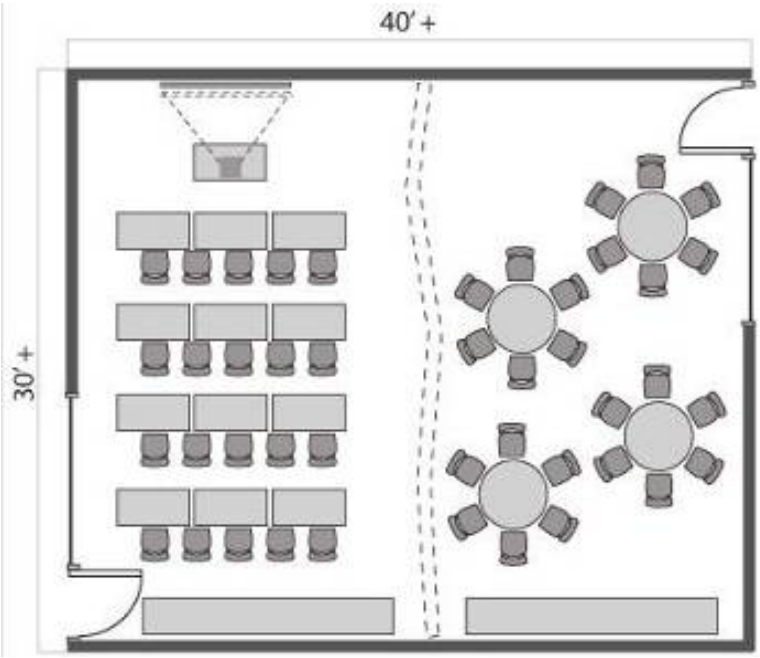
Typical Floor Area: 650 – 1500 sf / space.
17-20 sf/seat.
40+ total capacity.

Technology and Furnishing:
Provide wireless internet, power, and data access. Also include mobile furniture/tables with power and data access and wire management.
Provide flexible and foldable furniture to easily reorganize space. Flexible lighting is also useful. Provide presentation technology, such as projection equipment, electronic screens and writeable surfaces.
Mobile lectern, credenza and storage will increase effectiveness.
Moveable walls or partitions to change the size of space are essential.

Adjacency and Access:
Ideally close to first floor to allow easy access by visitors and employees. Also, located adjacent to or in close proximity to reception/security area and dining facility in building.

General:
Noise from this space needs to be contained from work areas.





LARGE MULTI-PURPOSE SPACE

Visual Portfolio

US Air Force, San Francisco

US Air Force, San Francisco

LOBBY/RECEPTION AREA

Function and Concept:
A welcoming and conventional space. Minimize number of access points to secure work areas and offices. Standard building reception should have relaxed seating for 6-8 people with low tables for reading materials. Primary reception areas may be larger to accommodate increased visitor traffic. Equip reception area with security systems to manage visitors efficiently.

Security requirements vary but usually include checkpoint, magnetometer, x-ray, sign in, badging, and visitor greeting.

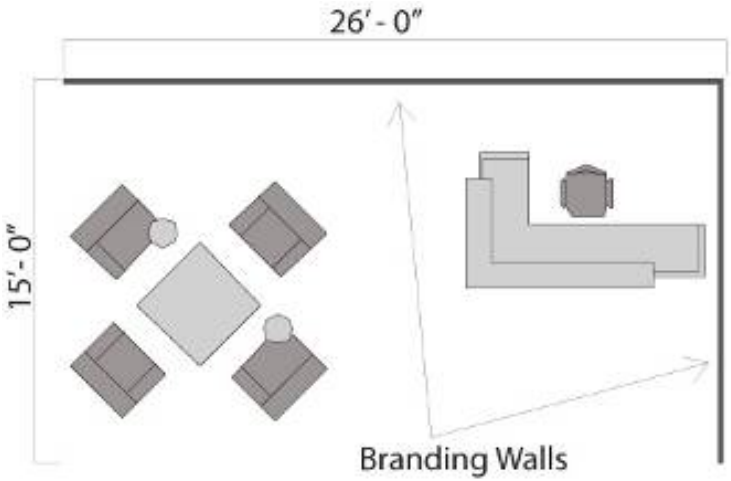
Capacity
4-6 people (departmental), 8-10 people (building - multi tenant).

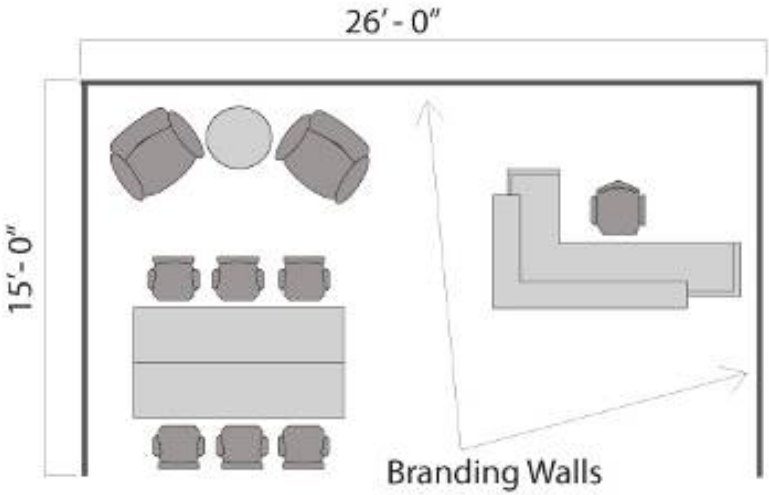
Typical Floor Area: 380 – 600 sf / space.

Technology and Furnishing:
Provide wireless internet, data and power access. Provide reception/security desk or station depending on need. Include lounge seating, comfortable waiting area. May include touchdown areas for people to work while they wait.

Adjacency and Access:
Near visitor parking area, easy to find with effective way-finding for new users. Easily accessible to cafeteria and conference center.

General:
Area should be well lit and presents ideal opportunity for displaying mission, services and projects. Opportune area to display branding wall.





LOBBY/RECEPTION AREA

US Coast Guard, Oakland

GSA PBS, Chicago

LOBBY/RECEPTION AREA

GSA, Washington DC

CAFETERIA

Function and Concept:
Open, building wide social center for eating and informal interaction.
May be used for large events after lunch service.
May be open for breakfast or dinner, in addition to lunch.

Typical Floor Area:
17-20 sf/seat
Excludes area for kitchen.

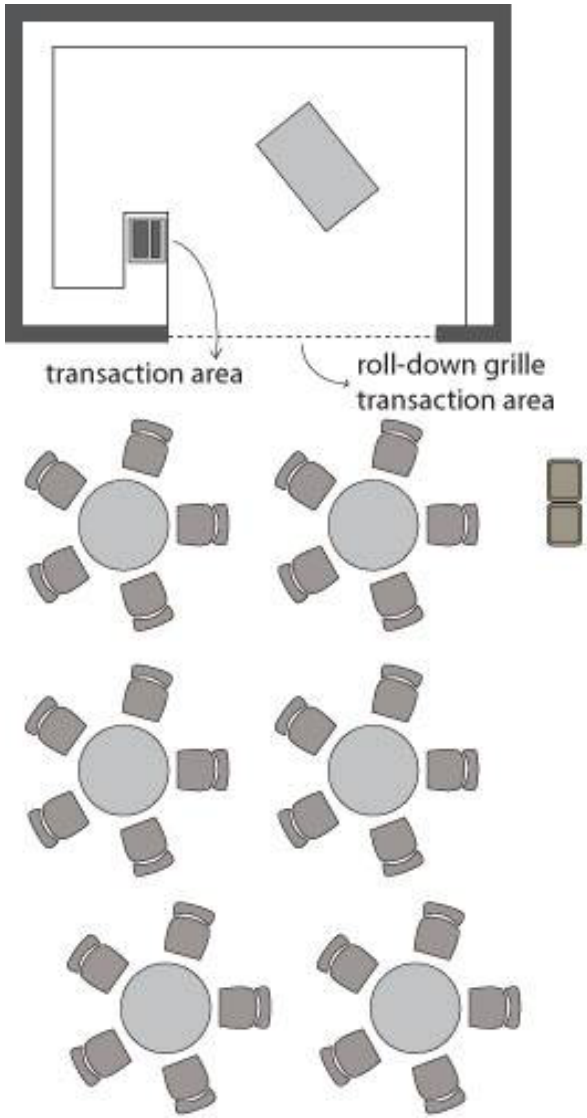
Capacity:
100+

Technology and Furnishing:
Provide flexible and foldable furniture to easily reorganize space. Flexible lighting is also useful. Wireless internet, power, and data access available. Provide electric outlet access at column and wall locations. Mobile units to provide collaborative or presentation equipment, such as projectors or video conference units.

Adjacency and Access:
Ideally close to perimeter windows for access to natural light and outside views. Located near exterior on first floor to allow adjacency to outdoor seating and easy access by visitors and employees. Also, determine requirements for adjacency to freight elevators and loading dock.

General:
Noise from this space needs to be contained from the open work area.
Flexible seating to accommodate larger events when not in service.

Design Suggestion:
Consider food service as the “heart” of the organization. Look to encourage interaction between disparate organizations or divisions. The space may support programming that considers outside speakers or presentations. Evaluate possibilities to combine with other functions such as reception or conference centers.



CAFETERIA

Visual Portfolio

GSA, San Francisco

Federal Building, San Francisco

CONCESSION

Function and Concept:
Space that is dedicated to an outside vendor or partner to provide services required by office personnel throughout the day such as convenience food, news or personal purchases.

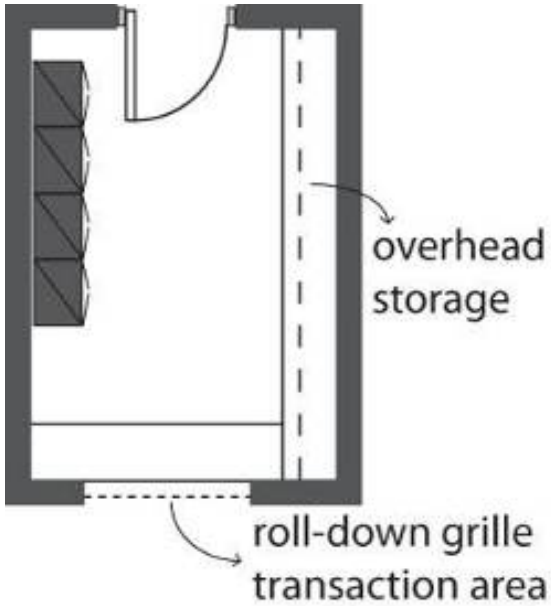
Typical Floor Area:
Varies greatly by type of service provided.

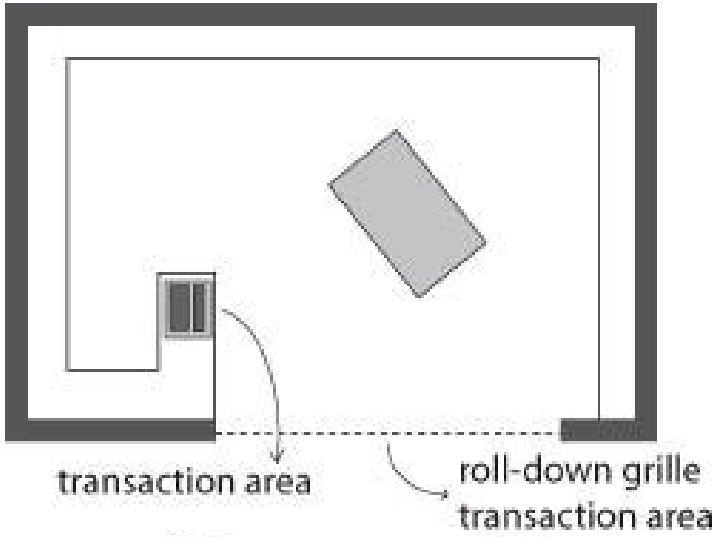
Technology and Furnishing:
Provide clearly assigned square footage based on contractual leasing agreements. Usually separated by doors or grilles to maintain security after hours of operation. Staffing is dependent on vendor agreement.

Adjacency and Access:
Usually located at a centralized location, often close to public or employee entrance.

General:
Concession areas should provide opportunities for interaction among diverse building populations. Encourage expansion of the vendor space to create ad hoc collaboration in public spaces not assigned to individual departments or teams.

Design Suggestion:
Consider location of concession areas as an opportunity to build community on the floor or building.





CONCESSION

Visual Portfolio

GSA, Washington DC

CONCENTRATIVE WORK ZONE

Function and Concept:
Unlike previously described work settings, the concentrative work zone is a blend of rooms and areas that supports a mobile (internally and externally) population producing primarily individual work.

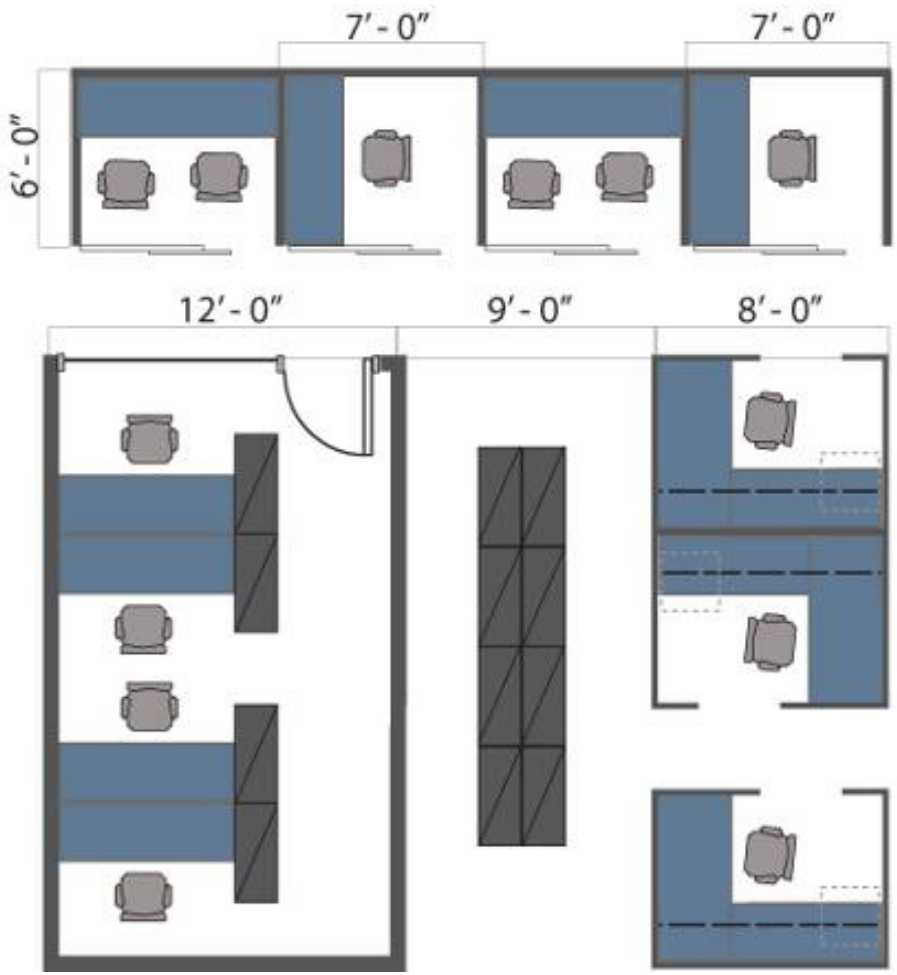
Typical Floor Area:
Varies depending on population it serves.

Technology and Furnishing:
Most of the technology and furnishing requirements are listed in the individual settings introduced earlier. Some areas are combinations of other settings used in particular ratios and adjacencies. The “quiet zone” is a series of open work stations and touch downs in a separate floor area far from disruption. It can be enclosed in a combination of full height and partially glazed walls. In general, data and power connections should be above desk height. Wireless access is a good idea.

Adjacency and Access:
Shared by multiple teams, departments or populations, the concentrative work zone should be centrally located. It should, however, also be separated from major circulation, lobbies or other noisy, disruptive areas. Some concentrative work zones may be used as “members only” enclaves, limiting use to particular individuals, teams, departments perhaps during particular hours. Because many of the settings are full height walls, concentrative zones are best located where they can take full advantage of core to window “leasing depths.”

General:
Be particularly attentive to clear exit patterns and fire code requirements. Use glazed partitions as much as possible.

Design Suggestions:
Locate concentrative zones between more open work areas to divide a larger floor plate into “neighborhoods”. Locating a concentrative zone close to a lobby or main circulation hub is possible if the full height architecture (focus rooms, enclosed quiet zones) are used to buffer visual and verbal disruption.



CONCENTRATIVE WORK ZONE

Visual Portfolio

GSA PBS, Chicago

COLLABORATIVE WORK ZONE

Function and Concept:
Like the concentrative work zone, the collaborative work zone is a blend of rooms and areas. It supports a mobile population (both internally and externally) producing primarily team work.

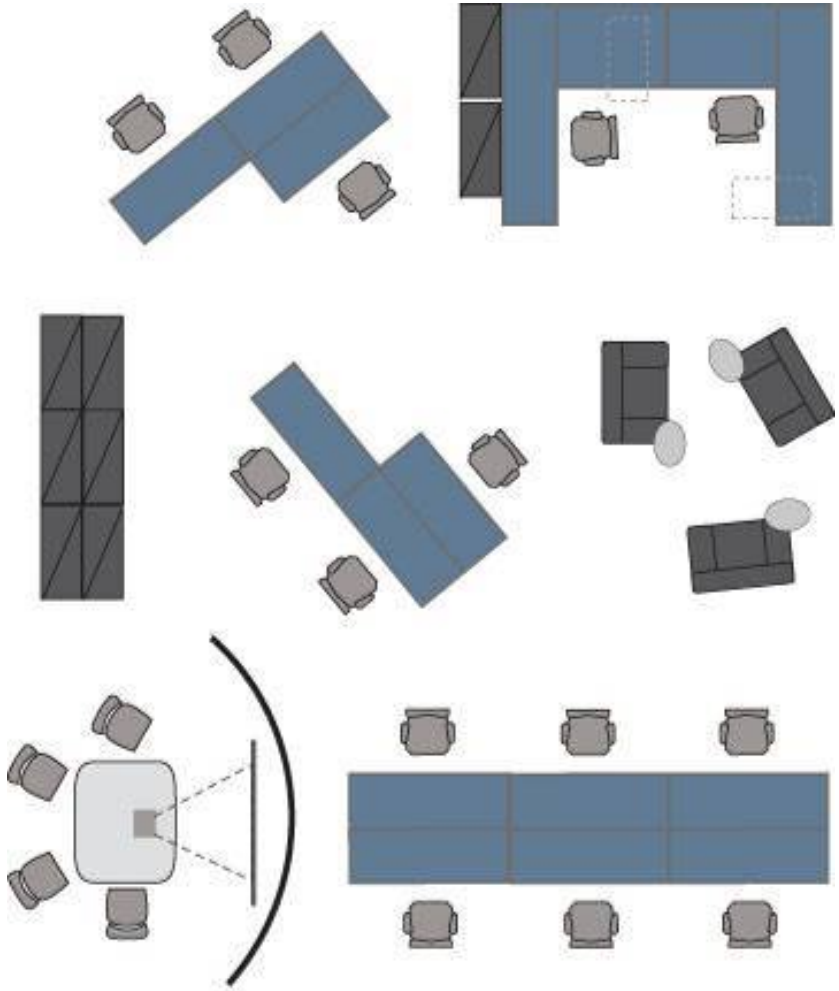
Typical Floor Area:
Varies depending on population it serves.

Technology and Furnishing:
Most of the technology and furnishing requirements are listed in the individual settings introduced earlier. Some areas are combinations of other settings used in particular ratios and adjacencies. Layout and “pin up” areas are particularly important. Mobile and wall mounted whiteboards are essential. Technology to encourage distributed work and collaboration is usually prevalent and includes videoconferencing, large flat screen monitors and multiple projectors. In general, data and power connections should be above desk height. Wireless access is a good idea.

Adjacency and Access:
Shared by multiple teams, departments or populations, the collaborative work zone should be centrally located and easily viewed from major circulation, lobbies or other highly trafficked areas. These areas are highly energetic, creating a “buzz” that is attractive to visitors. Many of the settings may require full height walls to contain activities and disruption from neighboring groups. These spaces are often combined with group spaces such as printer areas, group filing or conference centers.

General:
Be particularly attentive to clear exit patterns and fire code requirements. Use glazed partitions (which can serve as white boards) as much as possible.

Design Suggestions:
Collaborative zones provide opportunities to incorporate branding for teams or departments. These areas may use accent lighting, more colorful carpets, hard flooring, or wall paints or textures.



COLLABORATIVE WORK ZONE

Visual Portfolio

GSA PBS, Philadelphia

GSA PBS, Chicago

MOBILE WORK ZONE

Function and Concept:
Similar to the concentrative and collaborative settings, the mobile work zone is a blend of rooms and areas that supports a primarily externally mobile population producing both collaborative and individual work.

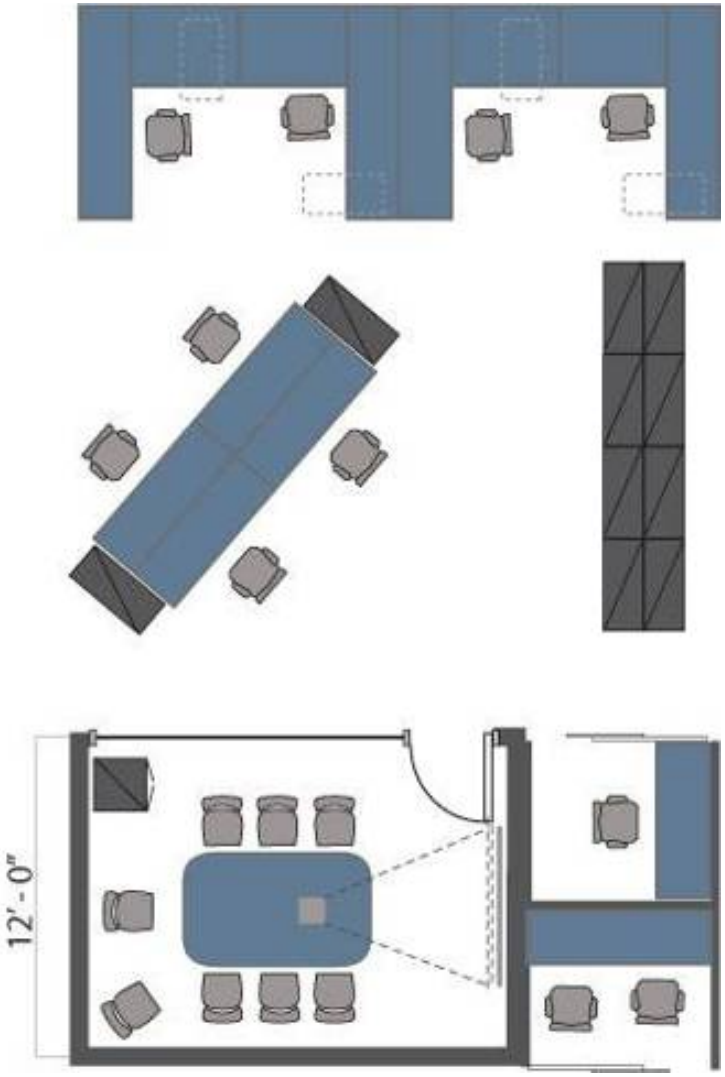
Typical Floor Area:
Varies depending on population it serves.

Technology and Furnishing:
Most of the technology and furnishing requirements are listed in the individual settings. Some areas are combinations of other settings used in particular combinations. The “quiet zone” mentioned in the concentrative work zone reappears here, as well as a number of collaborative settings. In general, data and power connections should be above desk height. Wireless access is a good idea. Group storage is almost always located here including either mobile filing units that can be “parked” when not in use, or multiple file drawers that are individually accessed and secured.

Adjacency and Access:
If shared by multiple teams, departments or populations, the mobile work zone should be located adjacent to as many “resident” neighborhoods as possible. Maximize visibility so that mobile populations can maximize their opportunities to collaborate.

General:
Be particularly attentive to clear exit patterns and fire code requirements. Use glazed partitions as much as possible.

Design Suggestions:
Mobile work zones are often located close to entries or café areas to maximize connectivity. They often are used as temporary space for short term or visiting team members. Use in combination with lounge/waiting or meeting/break room spaces.



MOBILE WORK ZONE

Visual Portfolio

GSA OGP, Washington DC

GSA OGP, Washington DC