

“LOCAL” COPY/PRINT AREA

Visual Portfolio

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:

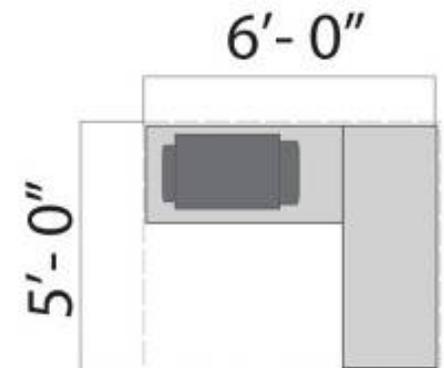
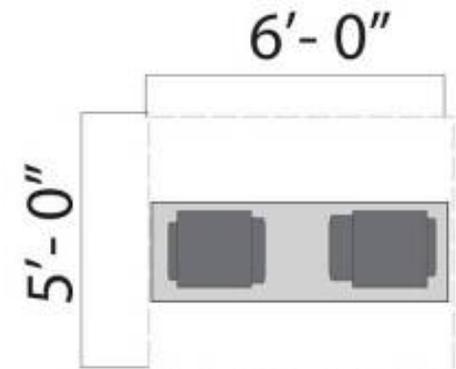
Provide counter height power supply and data connections for equipment. Provide dedicated circuit for large scale equipment.

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.



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US Coast Guard, Oakland



Department of Labor, San Francisco