

MEETING ROOM (12 PEOPLE)

Visual Portfolio

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:

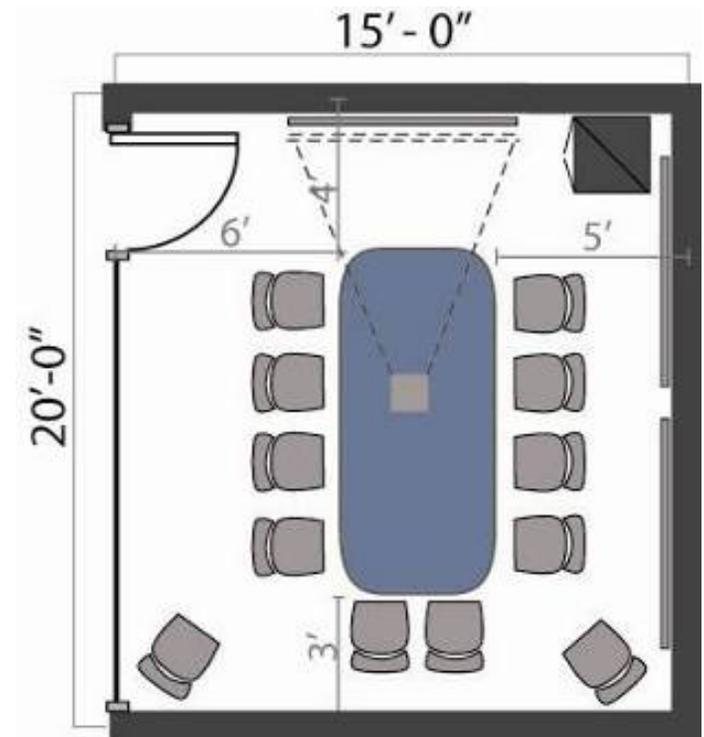
Evenly distribute across the open work area for easy access. No permanent residents.

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.



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US Air Force, San Francisco



US Coast Guard, Oakland