

# MEETING ROOM (4 PEOPLE)

## Visual Portfolio

### 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.

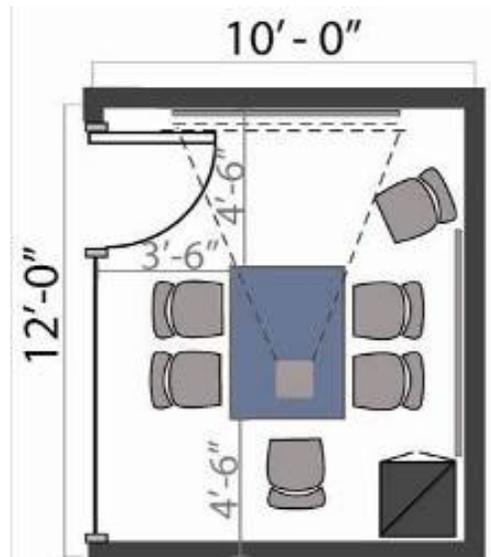
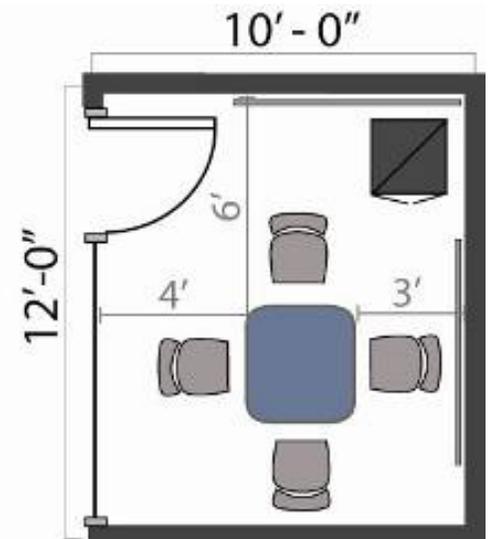
### General:

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.



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*Department of Labor, San Francisco*



*GSA PBS, Chicago*