

# 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:

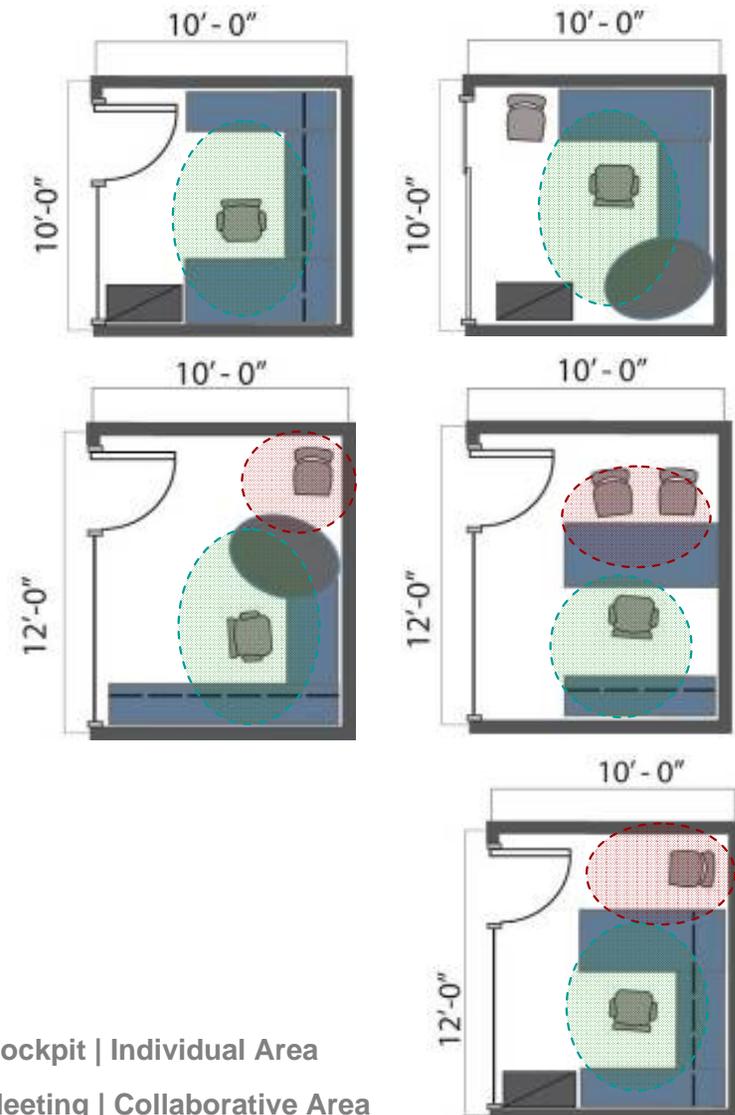
Provide an adequate amount of work surfaces and storage and include ergonomic furniture. Configure space to support 2-3 person meetings, including 1-2 guest chairs. Provide power and data outlets at desk return or credenza. Additional power/data should be provided in the collaborative zone. Provide whiteboard,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



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*Department of Labor, San Francisco*



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