

ENCLOSED OFFICE (180 SF)

Visual Portfolio

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.

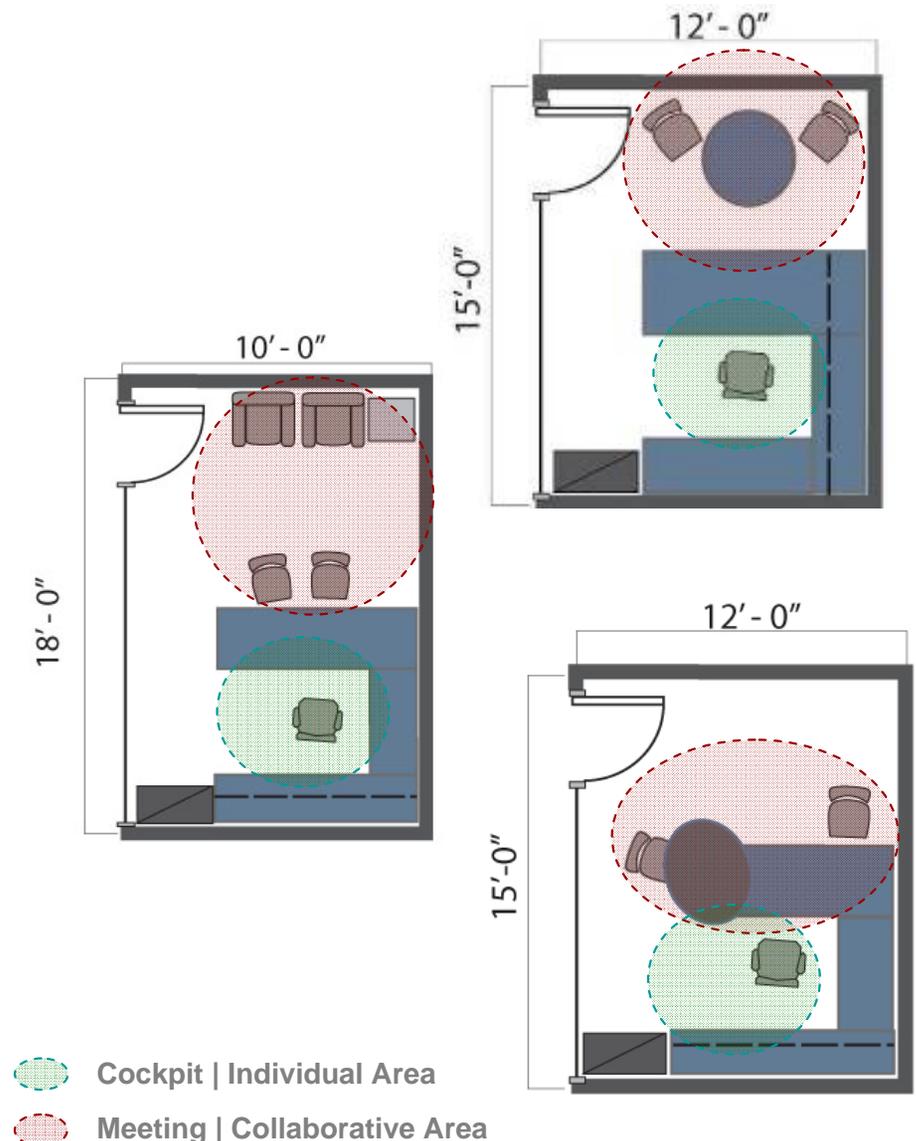
General:

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.



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DHS, San Francisco



US Coast Guard, Oakland

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GSA PBS, San Antonio