

ENCLOSED OFFICE (225 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 3 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:

225 sf / space (+/- 20 sf depending on function and need of user).

Technology and Furnishing:

An adequate amount of work surface and storage should be provided. Include ergonomic furniture for occupants and guest (up to 3 guest chairs). Include power and data outlets at desk return and at collaborative zone (minimum). Provide whiteboard, tackable wall or chart rail in collaborative zone.

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.

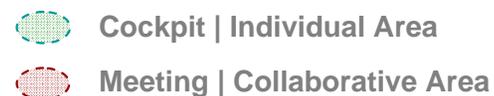
General:

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 Suggestion:

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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US Department of Labor, San Francisco



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GSA OGP, Washington DC



GSA PBS, Chicago