

“PRODUCTION” COPY/PRINT AREA

Visual Portfolio

Function and Concept:

Space for shared office equipment, such as printers, copiers, scanners, shredders, fax machines and/or plotters, as well as counter surface for collating and working with paper. Supply storage should also be located within this space.

Typical Floor Area:

100-200 sf / space

Capacity

2-4 people, temporarily

Technology and Furnishing:

Provide power supply for office equipment and dedicated circuit for floor-standing or larger format equipment (printers and copiers). Provide above-counter duplexes for standard office equipment.

Provide supply storage area and counter work surface. May also serve as mail room area.

Adjacency and Access:

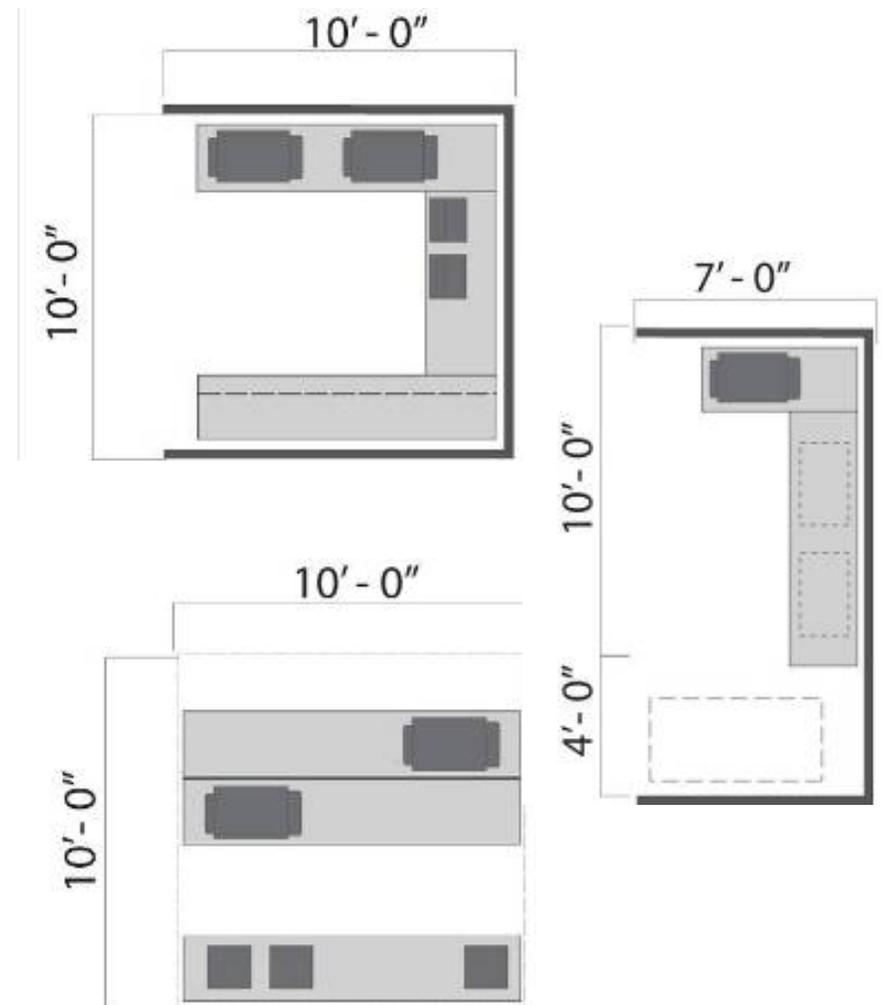
Centrally located for easy access. Owned by teams or neighborhoods depending on frequency of use, security and type of equipment.

May be adjacent to administrative employees or other job functions with large quantities of printed/scanned documents.

Typically located internally without direct access to daylight.

General:

May be enclosed for acoustical separation and security. Could include a closet for coats. Could be combined with other types of storage. May also need special HVAC if enclosed area with large amounts of equipment.



“PRODUCTION” COPY/PRINT AREA

Visual Portfolio



GSA PBS, Philadelphia



US Coast Guard, Oakland