

# OFFICE FLOOR PLANNER



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## 1. Office Space Planning – Key Objectives

Office space design has seen a gradual but dramatic shift in the last 10 to 15 years, due to changes in work and work processes. Key areas of focus in Modern Office design are as follows:

- **Connectivity**. Employees often need to work collaboratively, so office designs must promote interaction between co-workers.
- **Reduce Costs**. In many offices, especially older established office, there is constant pressure for more space, but this is often because current space is poorly used. Rather than thinking we need more room, there are numerous ways of optimizing the space we have. If you are thinking of relocating, then careful prior planning is essential as you may well find that you don't need as much room as you think. Every square metre you acquire will cost you money so don't get more than you really need.
- **Flexibility**. Changing needs means that the necessity for office spaces to be adapted and used for different functions is now commonplace. Modern Furniture design must be able to minimize costs by providing the flexibility for possible new configurations.
- **Generate Creativity** There is ample evidence to prove the importance of allowing natural light into our offices. Given the demands of modern business, having environments that bring out our best is becoming increasingly important. Getting daylight distribution right is one of the keys to generating creativity, productivity and wellbeing in our workplaces. To provide views and daylight for a majority of occupants, designers should avoid placing closed offices along exterior walls whenever possible. When practicable, exterior corners should be reserved for conference rooms, multi-purpose rooms, or the offices of senior-level administrators
- **Privacy**. During a work day, employees can go from being involved in group discussions and collaboration, to needing a quiet, private space to concentrate without any distractions. We need to consider this carefully when designing an office layout, so that we provide for both scenarios.
- **Enhance Productivity**. Creating an innovative environment with new types of settings and interactions will inspire people to new levels of engagement and productivity.
- **Employee Comfort**. Traditionally we may have considered '*Employee Comfort*' desirable but not absolutely necessary, however it has become increasingly apparent that it plays a critical role in enhancing productivity. Worker comfort directly affects important factors such as productivity, job satisfaction, retention, well-being, and at its most basic level, of course, worker health, so it makes sense to approach comfort as an essential factor in the design of our office, rather than viewing comfort merely a desirable outcome of a new work environment.

## **2. Space Planning – Guiding Principles**

In this section we will discuss five elements that will help guide the design of your office:

### a) Proximity of Related Tasks.

Try to place people in related jobs close to one another on the office floor. For example, an administrative assistant's work space should be located near those of the personnel they support. This increases time efficiency and productivity by reducing the need for foot travel throughout the floor

### b) Proximity of Shared Spaces

Increase the efficiency of your office layout by centralising 'Shared Areas'. These are areas or zones that can be utilized by multiple departments or by all personnel in a building. Examples of spaces that can be shared include conference or breakout rooms, training facilities, photocopying/printing/mail distribution areas, storage space, and kitchens or breakout zones. Not only will this make the best use of expensive "fitted out" space (i.e., space equipped with phone and data jacks, conferencing capability, etc.), but the sharing approach also requires less space per-person.

### c) Use of Modular Furniture & Standardization.

Modular furniture systems deliver flexibility and efficiencies of cost and space. They can be either freestanding or panel-mounted. This type of furniture also establishes a consistent, professional appearance throughout a building. Both individual work areas and shared spaces should include modular furniture wherever possible. (The section "Office Layouts" in this Design Guidance shows floor plans for different job functions and the furniture systems, components, and sizes typically found in each.)

### d) Filing

We cannot emphasise enough, the importance of efficient record-keeping and filing systems. A business can operate efficiently if it has a well-planned filing system in place. Whether records are filed digitally or in paper form, they have to be readily accessible. Keep it simple; the point of having a paperwork system is reduce the stress of searching for an important document so don't over complicate it.

Avoid the temptation to buy budget metal filing systems as you will be disappointed. A quality filing system that will cope with years' worth of filing will pay for itself many times over. Our heavy-duty Steel-Tek and Twilight Series storage units come with a 10-year warranty for your peace of mind.

### e) Zone Capacity

Careful consideration needs to be given to the required capacity of each different zone in the new office layout. Consider things like how much filing space will be needed, are there regular meetings held and how many people would be involved in each meeting, will there be a need for multiple meeting spaces, and so on. The worksheets in the next section will help establish these details for you.

## 3. STEP-BY-STEP GUIDE TO PLANNING YOUR OFFICE

**STEP ONE:** In the following pages there are three worksheets that you can use to help work out what spaces you need to include in your office layout. Print all 3 sheets out and then work through them. Tick off the areas that you think you will require, and then work out how many staff will use each zone. Note this amount in the column at the end of each row.

*Tip: Think about the future – plan ahead at least 12 months from now (and up to 3 years if you can) and keep this in mind as you work through the worksheets.*

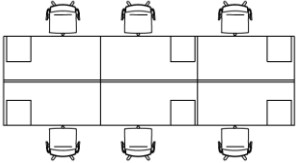
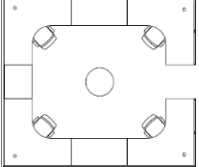
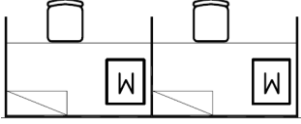
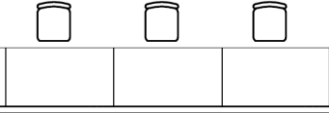
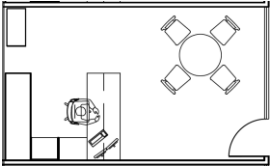
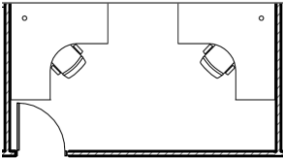
**STEP TWO:** The next thing you need to do is locate or draw up a floor plan of your office. A blank floor plan is ideal, preferably with only the fixed walls showing. Many companies have existing floor plans and Real Estate agents will often have floor plans available that can be readily obtained.

**STEP THREE:** Plan your Layout. On the following pages you will see templates of different size workstations, tables and storage units. You can use these to plot out your office. Begin your office layout plan by starting from your front doors. Everything should flow from this point in, roughly the following order:

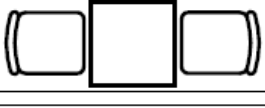
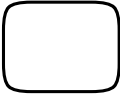
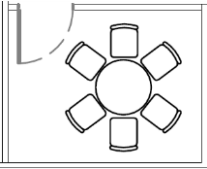
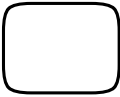
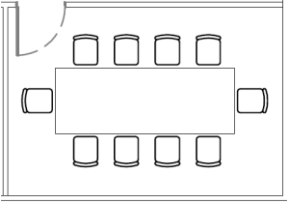

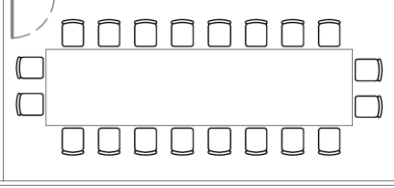

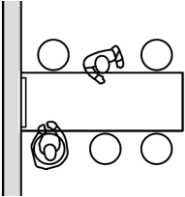

1. Reception / Waiting Area
2. Boardroom
3. Large Meeting Room
4. Small Meeting Room
5. Private Office
6. Shared office
7. Informal Meeting Zone
8. Filing Space
9. Storage Space
10. Breakout Zone
11. Kitchenette / Lunchroom
12. Collaboration Zone
13. Utilities Area
14. Team Space
15. Open Plan Office
16. Hot Desk
17. Cubicle
18. Locker Area

**STEP FOUR:** Review your Layout. Once you have a rough idea of your layout, go back and re-read the earlier sections in this publication on 'Guiding Principles'. Review your layout with these principles in mind. Ask yourself: Does the layout allow natural light to flow through the office? Are there any wasted open spaces? Are there any areas that are cramped? Are the printing and storage areas reasonably central?

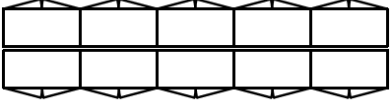
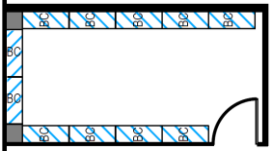
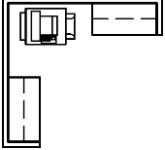
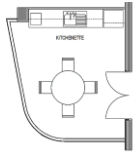
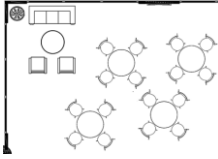

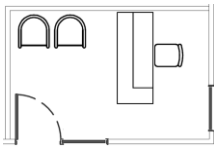
**Worksheet 1 – Identify the Work Spaces you need.** Work spaces in an office are used for office activities such as reading, writing, and computer work. There are seven generic types of work space detailed below, each supporting different activities.

Workspace	Graphic	Description	✓ If Required	No. Of Staff / Workspace	Notes
a) Open Plan Office		Modern and Economical, this space can accommodate large numbers of staff, and is ideal for staff that need to communicate together.	<input type="checkbox"/>	<input type="text"/>	
b) Team Space		A semi-enclosed space for two to eight people, suitable for teamwork that demands frequent internal communication and a medium level of concentration	<input type="checkbox"/>	<input type="text"/>	
c) Cubicle		A semi-enclosed space for one person, suitable for activities that demand medium concentration and medium interaction	<input type="checkbox"/>	<input type="text"/>	
d) Hot Desk		An open space or desk, shared by a number of workers who use it only part of the time. Suitable for short-term activities that require little concentration and low interaction.	<input type="checkbox"/>	<input type="text"/>	
e) Private Office		An enclosed space for one person, suitable for activities that are confidential, demand a lot of concentration, or include many small meetings	<input type="checkbox"/>	<input type="text"/>	
f) Shared office		An enclosed space for two or three people, suitable for semi-concentrated work and collaborative work in small groups	<input type="checkbox"/>	<input type="text"/>	

**Worksheet 2 – Identify the Meeting Spaces you need.** Meeting spaces are also an important facet to consider when improving and building work places. Following are some types of meeting spaces:

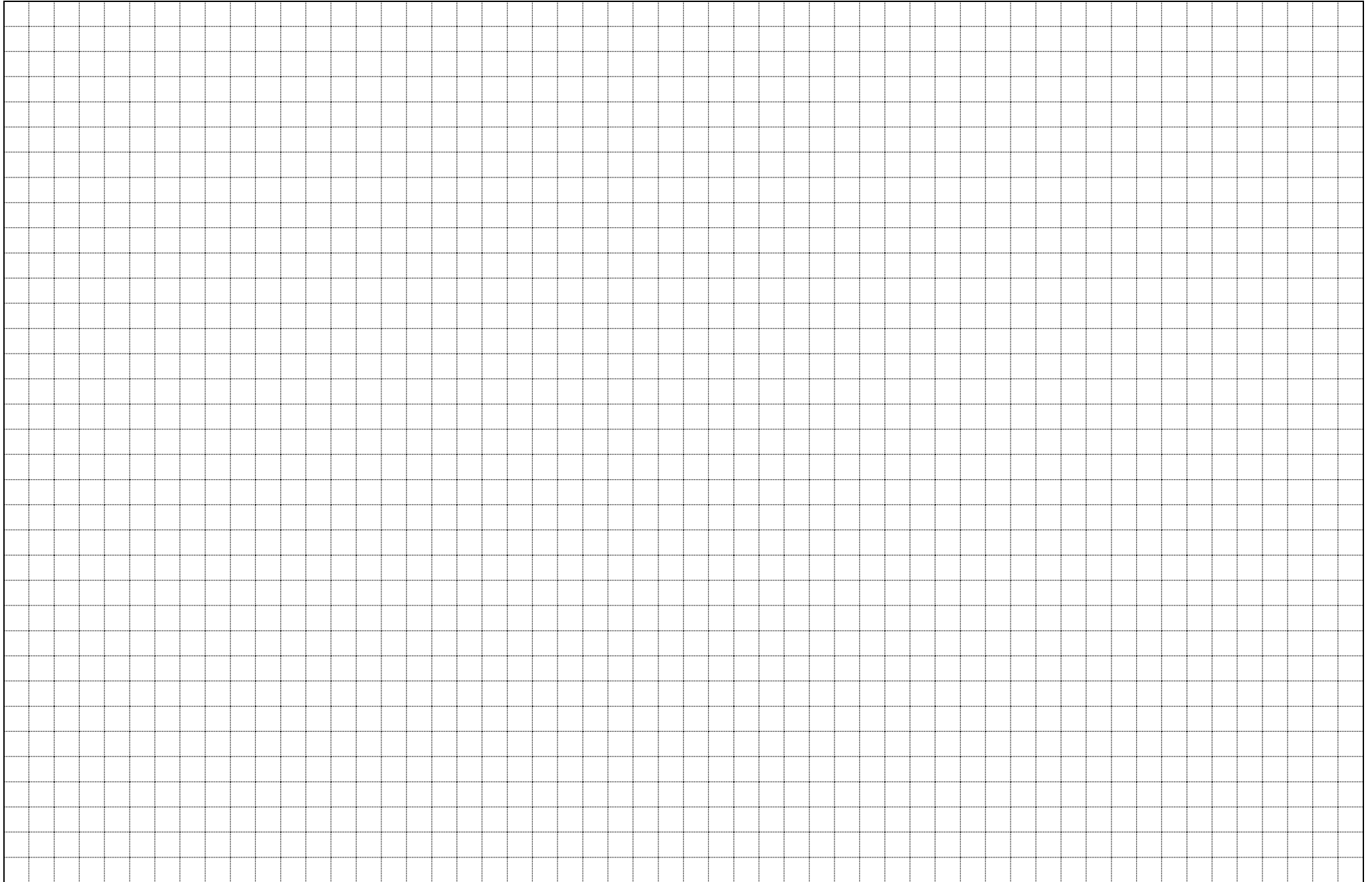
Meeting Space	Graphic	Description	✓ If Required	Maximum Usage (at any given time)	Notes
a) Informal Meeting Zone		An open space for two to three persons, suitable for quick informal interaction where privacy or confidentiality is not required.	<input type="checkbox"/>		
b) Small Meeting Room		An enclosed space for two to six persons, suitable for both formal and informal interaction	<input type="checkbox"/>		
c) Large Meeting Room		An enclosed space for five to twelve people, suitable for formal interaction	<input type="checkbox"/>		
d) Boardroom		An executive room for twenty, thirty, or even more individuals. This space is often used for sales presentations as well as formal Business meetings.	<input type="checkbox"/>		
e) Collaboration Zone		An open area for two to six persons such as a high table or sitting area, suitable for, informal meetings or quick brainstorming sessions	<input type="checkbox"/>		

**Worksheet 3 – Identify the Support Spaces you need.** Support spaces in an office are typically used for secondary activities such as filing documents or taking a break. There are twelve generic types of support space, each supporting different activities. These include:

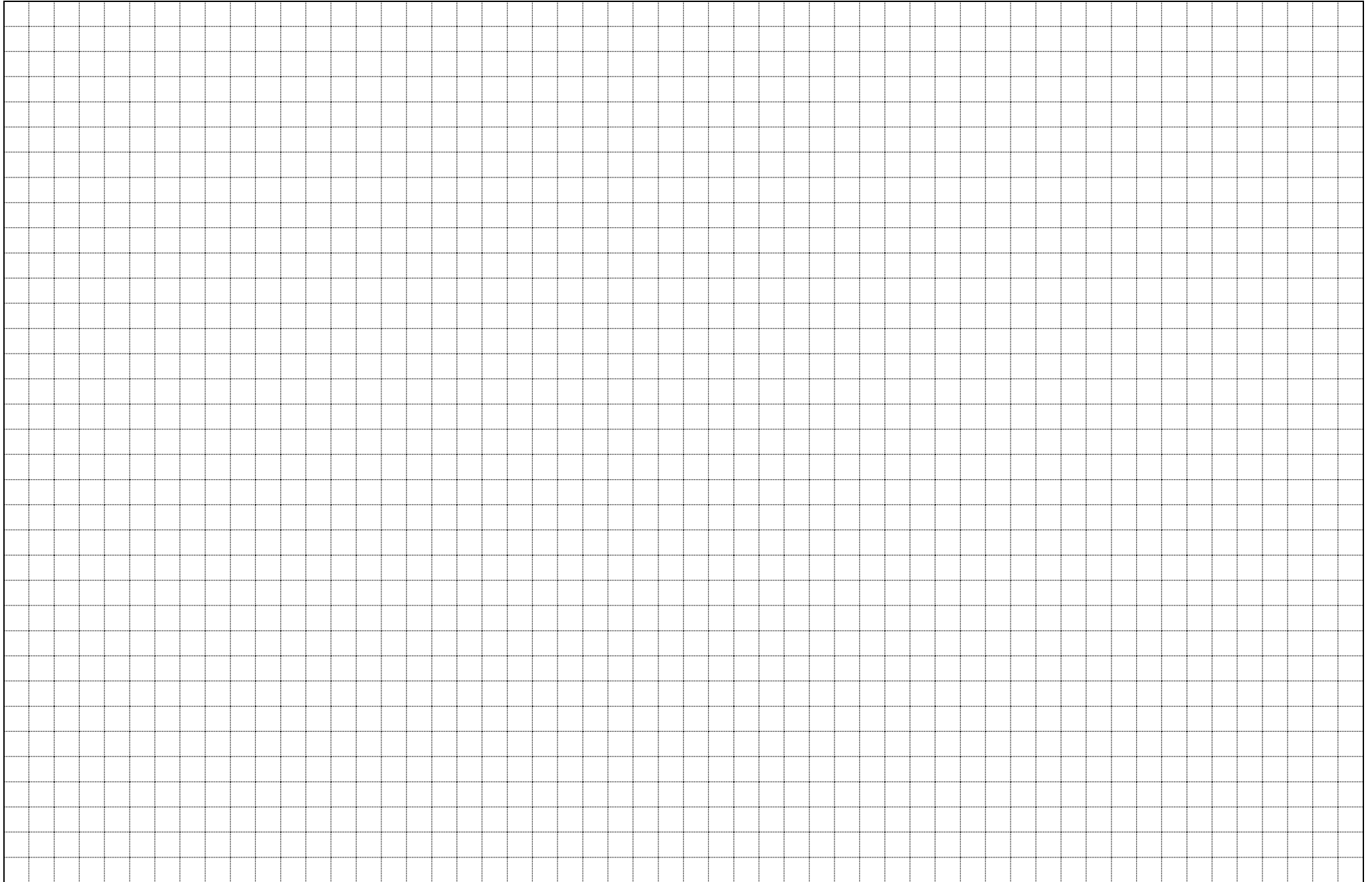
Support Space	Graphic	Description	✓ If Required	No. Of Staff (supported by this space)	Notes
f) Filing Space		Filing space – An open or enclosed space for storing frequently used files and documents	<input type="checkbox"/>	<input type="text"/>	
g) Storage Space		Storage space – An open or enclosed space for storing commonly used office supplies	<input type="checkbox"/>	<input type="text"/>	
h) Utilities Area		– An open or enclosed space with facilities for printing, scanning, and copying	<input type="checkbox"/>	<input type="text"/>	
i) Kitchenette / Lunchroom		An open or enclosed space where people can get coffee and tea as well as soft drinks and snacks	<input type="checkbox"/>	<input type="text"/>	
j) Breakout Zone		A semi-open or enclosed space where employees can take a break from their work. May include leisure activities (for example, video games or Table Tennis)	<input type="checkbox"/>	<input type="text"/>	
k) Locker Area		An open or semi-open space where employees can store their personal belongings	<input type="checkbox"/>	<input type="text"/>	
l) Reception / Waiting Area		An open or semi-open space where visitors can be received and can wait for their appointment	<input type="checkbox"/>	<input type="text"/>	



4. Precept Sketch Pad (Scale: 1:100 @ A4 – Print out so that each square is 5mm x 5mm)



Precept Sketch Pad (Scale: 1:100 @ A4 – Print out so that each square is 5mm x 5mm)



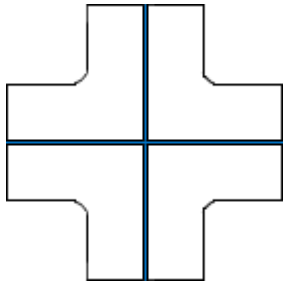
## 5. Shape Templates

Straight Workstation Clusters					
 Single - 1500w x 750d	 Single - 1500w x 750d	 Single - 1500w x 750d	 Single - 1500w x 750d	 Single - 1500w x 750d	 Single - 1500w x 750d
 Single - 1800w x 750d	 Single - 1800w x 750d	 Single - 1800w x 750d	 Single - 1800w x 750d	 Single - 1800w x 750d	 Single - 1800w x 750d
 Two-Person Back-To-Back 1500w x 750d Tops	 Two-Person Back-To-Back 1500w x 750d Tops	 Two-Person Back-To-Back 1500w x 750d Tops	 Two-Person Back-To-Back 1500w x 750d Tops	 Two-Person Back-To-Back 1500w x 750d Tops	 Two-Person Back-To-Back 1500w x 750d Tops
 Two-Person Back-To-Back 1800w x 750d	 Two-Person Back-To-Back 1800w x 750d	 Two-Person Back-To-Back 1800w x 750d	 Two-Person Back-To-Back 1800w x 750d	 Two-Person Back-To-Back 1800w x 750d	 Two-Person Back-To-Back 1800w x 750d
 Two-Person Single-Sided 1500w x 750d Tops	 Two-Person Single-Sided 1500w x 750d Tops	 Two-Person Single-Sided 1500w x 750d Tops	 Two-Person Single-Sided 1500w x 750d Tops	 Two-Person Single-Sided 1500w x 750d Tops	 Two-Person Single-Sided 1500w x 750d Tops
 Two-Person Single-Sided 1800w x 750d Tops	 Two-Person Single-Sided 1800w x 750d Tops	 Two-Person Single-Sided 1800w x 750d Tops	 Two-Person Single-Sided 1800w x 750d Tops	 Two-Person Single-Sided 1800w x 750d Tops	 Two-Person Single-Sided 1800w x 750d Tops

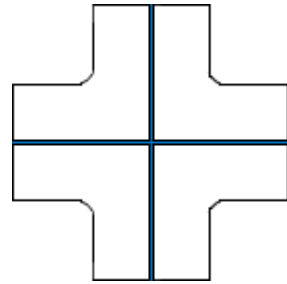




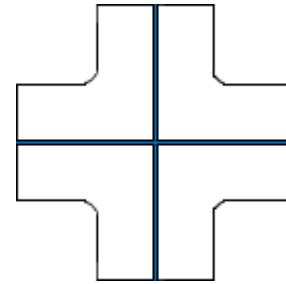
**Corner Workstation Clusters cont.**



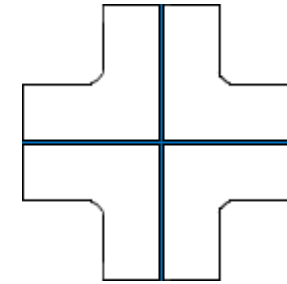
Four-Person Corner Cluster – 4 Screens  
1800L x 1800w x 750d Tops



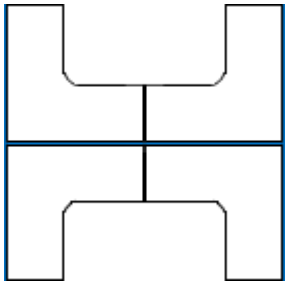
Four-Person Corner Cluster – 4 Screens  
1800L x 1800w x 750d Tops



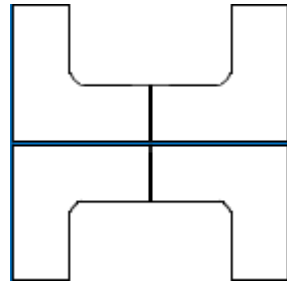
Four-Person Corner Cluster – 4 Screens  
1800L x 1800w x 750d Tops



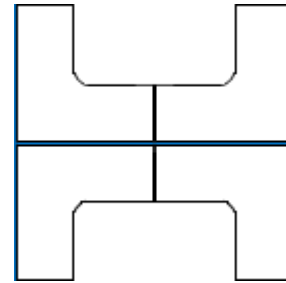
Four-Person Corner Cluster – 4 Screens  
1800L x 1800w x 750d Tops



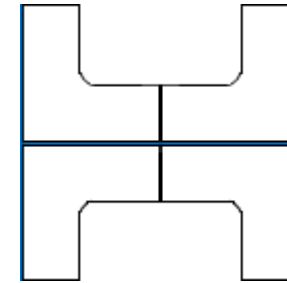
Four-Person Corner Cluster – 6 Screens  
1800L x 1800w x 750d Tops



Four-Person Corner Cluster – 6 Screens  
1800L x 1800w x 750d Tops



Four-Person Corner Cluster – 6 Screens  
1800L x 1800w x 750d Tops



Four-Person Corner Cluster – 6 Screens  
1800L x 1800w x 750d Tops

**Tables**



Round Meeting Table  
900mm DIA



Round Meeting Table  
900mm DIA



Round Meeting Table  
900mm DIA



Round Meeting Table  
900mm DIA



Round Meeting Table  
900mm DIA



Round Meeting Table  
900mm DIA



Round Meeting Table  
1200mm DIA



Round Meeting Table  
1200mm DIA



Round Meeting Table  
1200mm DIA



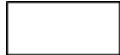
Round Meeting Table  
1200mm DIA



Round Meeting Table  
1200mm DIA



Round Meeting Table  
1200mm DIA



Rectangle Meeting Table  
1500w x 750d



Rectangle Meeting Table  
1500w x 750d



Rectangle Meeting Table  
1500w x 750d



Rectangle Meeting Table  
1500w x 750d



Rectangle Meeting Table  
1500w x 750d



Rectangle Meeting Table  
1500w x 750d



Rectangle Meeting Table  
1800w x 750d



Rectangle Meeting Table  
1800w x 750d



Rectangle Meeting Table  
1800w x 750d



Rectangle Meeting Table  
1800w x 750d



Rectangle Meeting Table  
1800w x 750d



Rectangle Meeting Table  
1800w x 750d



Rectangle Meeting Table  
2100w x 1200d



Rectangle Meeting Table  
2100w x 1200d



Rectangle Meeting Table  
2100w x 1200d



Rectangle Meeting Table  
2100w x 1200d



Rectangle Meeting Table  
2100w x 1200d



Rectangle Meeting Table  
2100w x 1200d



Rectangle Meeting Table  
2400w x 1200d



Rectangle Meeting Table  
2400w x 1200d



Rectangle Meeting Table  
2400w x 1200d



Rectangle Meeting Table  
2400w x 1200d



Rectangle Meeting Table  
2400w x 1200d



Rectangle Meeting Table  
2400w x 1200d

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