

# Office Space: 1

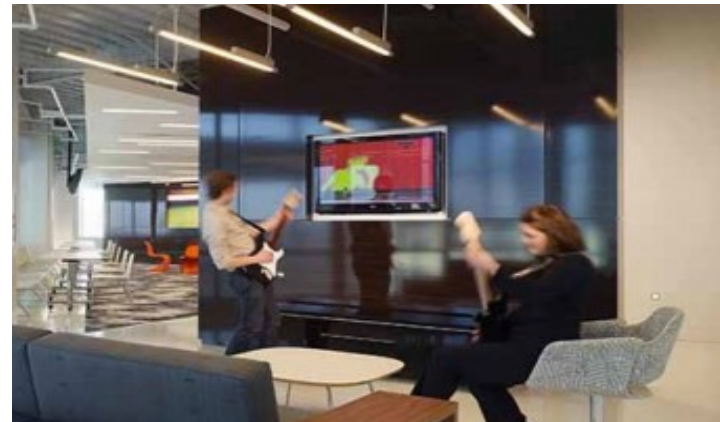
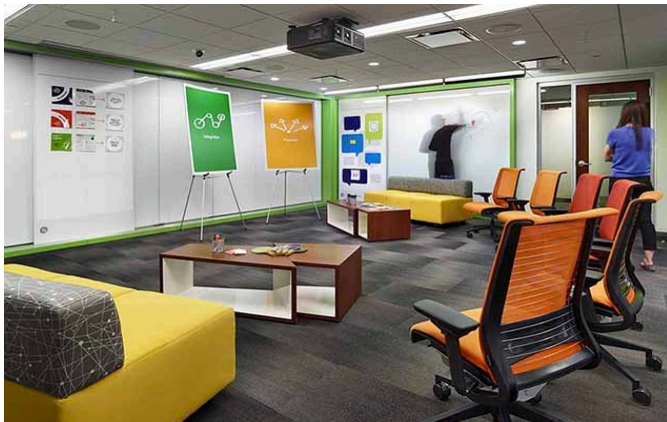
IDSN 3600 Interior Design III: Systems

Fall 2014

Allison Brouillette

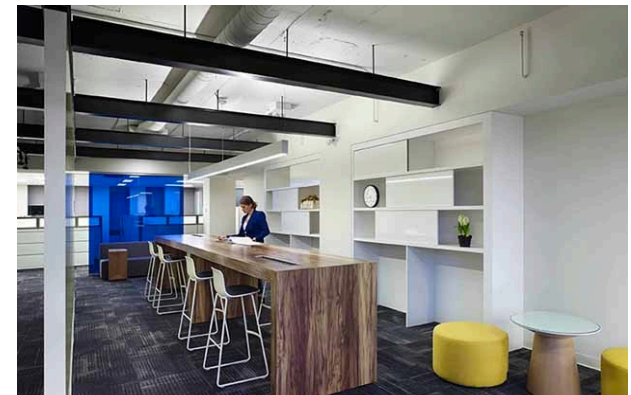
# Trends in Workplace Design

- **Design for Flexibility:** Flexible work boosts engagement
  - Multiple uses of space
  - Controllable and adjustable systems in the area
  - Flexible space for continuously changing electronic offices
- **Support Mobility:** More people are working away from their desks
  - Wireless technology for easy moving
  - Easy moving spaces to make smaller or larger



# Trends in Workplace Design

- **Enable Informal Social Interaction:** Employee engagement is important
  - Multiple spaces for interaction (café's, nooks)
  - Locate centrally for maximum use
  - Support stress reduction and relaxation
- **Design for a Variety of Meeting Sizes and Types:** activity-based work settings are becoming more popular
  - Provide closed/private rooms for multiple group sizes
  - Provide open/informal spaces for multiple group sizes
  - Technologies for visual displays within group rooms
  - Rooms dedicated to a specific project
- **Support Individual Concentration:** Acoustics are needed for privacy
  - Acoustically sound rooms or pods
  - Zone quiet spaces away from group rooms or social areas



# Programing

Executive									
PERSONNEL									
Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
					0				
					0				
					0				
					0				
Director	1	1	200		200	1			Locate near Reception
					0				
					0				
Administrative Assistant	1	1		36	36	1	1		Locate directly outside Mgr office
					0				
					0				
					0				
					0				
<b>Personnel Totals:</b>	<b>2</b>	<b>2</b>			<b>236</b>	<b>2</b>	<b>1</b>	<b>0</b>	

SUPPORT/EQUIPMENT SPACES									
Space	Support/Equipment		Unit Square Feet		Extended Sq. Feet	Location	Notes		
	Current	Future							
					0				
Waiting Area	1	0		200	0	Visible from Admin Asst	Seating for 4 guests		
					0				
Pantry	0	1		80	80	Near Admin Assts			
					0				
Fax/Copy	0	1		30	30	Near Admin Assts			
					0				
Storage	1	1		15	15		Shelving		
					0				
File Drawers	50	20		2	40		3-Hi cabinets		
					0				
Executive Conference Room	1	1		300	300	Adjacent to Waiting Area	Full AV		
					0				
					0				
<b>Support Totals:</b>					<b>465</b>				

Department Summary Information:	
Personnel	236 Square Ft.
Equipment	465 Square Ft.
<b>Sub Total:</b>	<b>701 Square Ft.</b>
Circulation	1.54
<b>Total Carpetable:</b>	<b>1079.5 Square Ft.</b>

Interviewee:
Interview Date:
Revision Submitted:
Sign Off:

Department Notes:	
Entire company is progressive	
Space is attractive	

# Programing

## Administration

### PERSONNEL

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
					0				
<b>Finance</b>					0				
Manager	0	2		64	128	1			
Clerical	2	2		36	72	2	1		
					0				
					0				
					0				
					0				
					0				
					0				
					0				
					0				
<b>Personnel Totals:</b>	<b>2</b>	<b>4</b>			<b>200</b>	<b>3</b>	<b>1</b>	<b>0</b>	

Department Summary Information:	
Personnel	200 Square Ft.
Equipment	162 Square Ft.
<b>Sub Total:</b>	<b>362 Square Ft.</b>
Circulation	1.54
<b>Total Carpetable:</b>	<b>557.48 Square Ft.</b>

**Interviewee:**  
 Interview Date:  
 Revision Submitted:  
 Sign Off:

### SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
				0		
<b>Finance</b>				0		
File Drawers	50	30	1.8	54	Lockable room	5-Hi cabinets
Equipment	1	1	108	108	Next to work area	3 Printers, shredder, work counter
				0		
				0		
				0		
				0		
				0		
				0		
				0		
<b>Support Totals:</b>				<b>162</b>		

**Department Notes:**

# Programing

## Account Admin

### PERSONNEL

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Account Executive	4	4		64	256	9			
Account Manager	4	4		64	256	12			
Administrative Assistant	1	3		36	108	3	3	3	Shared by entire Production staff
Account Assistant	3	1		36	36	1			
					0				
					0				
					0				
					0				
					0				
					0				
<b>Personnel Totals:</b>	<b>12</b>	<b>12</b>			<b>656</b>	<b>25</b>	<b>3</b>	<b>3</b>	

Department Summary Information:	
Personnel	656 Square Ft
Equipment	212 Square Ft
<b>Sub Total:</b>	<b>868 Square Ft</b>
Circulation	1.54
<b>Total Carpetable:</b>	<b>1336.7 Square Ft</b>

**Interviewee:**  
 Interview Date:  
 Revision Submitted:  
 Sign Off:

### SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
File Drawers	10	10	2	20	Near Admin Assts	3-Hi cabinets
Equipment	1	1	60	60	Near Admin Assts	Copier, work counter
Digital Storage	0	1	72	72		Shelving, can be spread throughout
Storage	0	1	60	60		Lockable room; shelving
				0		
				0		
				0		
				0		
				0		
<b>Support Totals:</b>				<b>212</b>		

### Department Notes:

# Programing

## Creative Services

### PERSONNEL

Position	Personnel Totals		Unit Square Ft.		Extended Sq. Feet	Equipment			Notes
	Current	Future	Office	Workstation		PC	Printer	Fax	
Team Manager	1	4		36	144	2	1		
Team Assistant	3	48		36	1728	1			
					0				
					0	2			
					0				
					0	2			
					0				
					0				
					0				
					0				
					0				
<b>Personnel Totals:</b>	<b>4</b>	<b>52</b>			<b>1872</b>	<b>7</b>	<b>1</b>	<b>0</b>	

Department Summary	
<b>Information:</b>	
Personnel	1872 Square Ft.
Equipment	696 Square Ft.
<b>Sub Total:</b>	<b>2568 Square Ft.</b>
Circulation	1.54
<b>Total Carpetable:</b>	<b>3954.7 Square Ft.</b>

**Interviewee:**  
 Interview Date:  
 Revision Submitted:  
 Sign Off:

### SUPPORT/EQUIPMENT SPACES

Space	Support/Equipment		Unit Square Feet	Extended Sq. Feet	Location	Notes
	Current	Future				
				0		
				0		
Concept Lounge	0	1	300	300		
Work Area	0	1	300	300	Adjacent to Teams	Work counters
Storage	0	1	96	96	Next to Work Area	Shelving
				0		
				0		
				0		
				0		
<b>Support Totals:</b>				<b>696</b>		

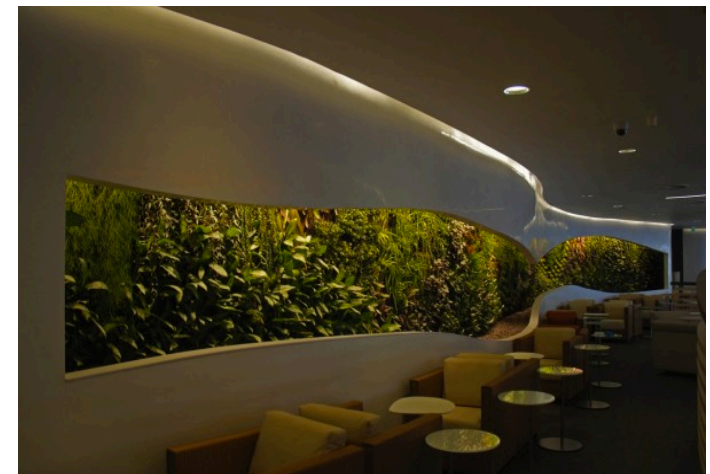
**Department Notes:**





# Concept Statement and Inspiration

- Landscape architecture firm
- Gardening magazine
- Working within their materials
- **Natural work**
  - Comfortable
  - Work where it feels natural
  - Vibe off of environment
- Plants, wood, organic



# Concept Statement and Inspiration

