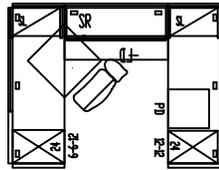


**INTERIOR SPACE PLANNING STANDARDS; FOR USE WITH SYSTEMS (PANEL BASED) OFFICE FURNITURE**

**1) PROFESSIONAL/TYPICAL "KNOWLEDGE WORKER" STATION:**

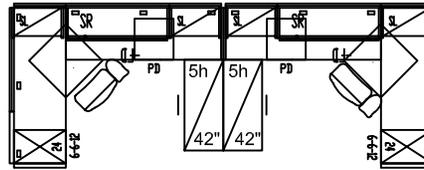
6' X 8' INSIDE DIMENSION, 48 SQUARE FEET

TWO POSSIBLE LAYOUTS SHOWN.



6' X 8'

"U" SHAPE STATION PROVIDES 16 LINEAL FEET OF "COUNTER SPACE".

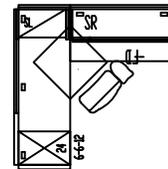


6' X 8' (two shown back to back)

"L" SHAPE STATIONS W/TWO LATERAL FILES PROVIDES 12 LINEAL FEET OF "COUNTER" & UP TO 186" FILE SPACE

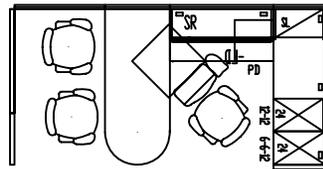
**2) CLERICAL/DATA ENTRY OR PART TIME/SHARED STATION**

6' X 6' INSIDE DIMENSION, 36 SQUARE FEET



**3) EXECUTIVE/MANAGER WORKSTATION:**

6' X 12' INSIDE DIMENSION, 72 SQUARE FEET



**COMPONENT KEY:**

FILE PEDESTAL, BOX/BOX/FILE CONFIGURATION



FILE PEDESTAL, FILE/FILE CONFIGURATION



PENCIL DRAWER



PANEL HUNG SHELF W/FLIPPER DOOR & TASK LIGHT BELOW



PANEL HUNG SHELF



METAL "SLEEVE" CREATING CORNER LOCATION FOR PC WITH FULLY ADJUSTABLE KEYING & MOUSE SUPPORT SURFACE BELOW

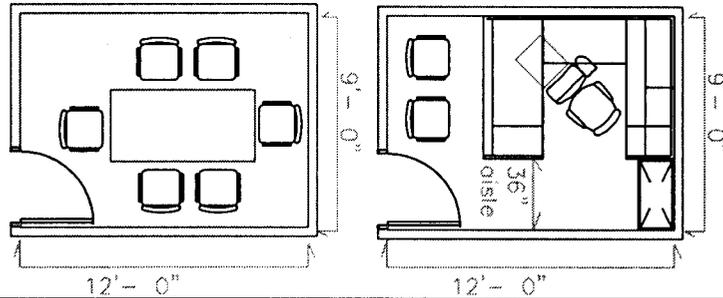


**OVERALL PLANNING GOAL:** UTILIZE INTERIOR SPACE EFFICIENTLY, LIMIT PRIVATE OFFICES & CONF ROOMS TO NO MORE THAN 20% TO 25% OF THE TOTAL SPACE, USE THE REMAINING SPACE EFFICIENTLY WITH "OPEN OFFICE" (PANEL SYSTEMS) WORK STATION NO LARGER THAN THOSE SHOWN. OPTIMALLY THE TOTAL SQUARE FOOTAGE - INCLUDING OFFICES, CONF. ROOMS, REST ROOMS, BREAK AND STORAGE AREAS - SHOULD NOT EXCEED 200 SQUARE FEET PER PERSON.

**INTERIOR SPACE PLANNING STANDARDS; FOR USE IN PLANNING PRIVATE (FLOOR TO CEILING DRYWALL CONSTRUCTION) OFFICES.**

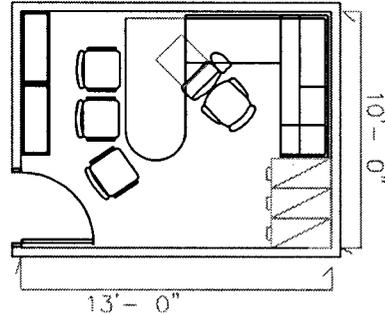
**1) TYPICAL PRIVATE OFFICE OR SMALL CONFERENCE ROOM. OFFICE SUITABLE FOR MANAGERS OR ADMINISTRATORS**

9' X 12' INSIDE DIMENSION, 108 SQUARE FEET  
TYPICAL INTERIOR LAYOUTS SHOWN.



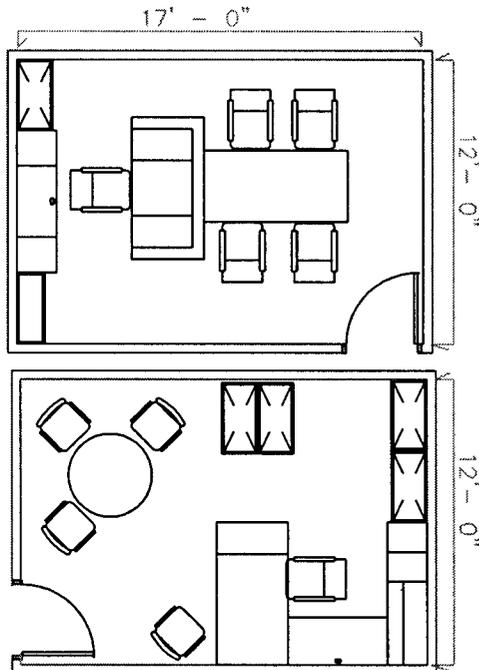
**2) EXPANDED PRIVATE OFFICE, FOR ADMINISTRATOR OR DIRECTOR, PROVIDING BOTH ACOUSTICAL PRIVACY & EXPANDED STORAGE SPACE**

10' x 13' INSIDE DIMENSION, 130 SQUARE FEET. TYPICAL INTERIOR LAYOUT SHOWN.



**3) LARGE PRIVATE OFFICE, SUITABLE FOR EXECUTIVE DIRECTOR, COMMISSIONER OR JUDGE.**

12' x 17' INSIDE DIMENSION, 204 SQUARE FEET. TYPICAL INTERIOR LAYOUTS SHOWN.



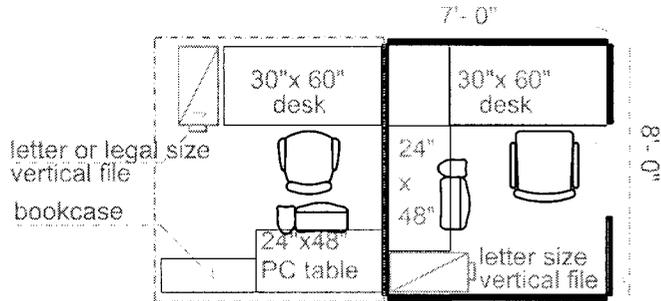
**OVERALL PLANNING NOTE: TO UTILIZE INTERIOR SPACE EFFICIENTLY, PRIVATE OFFICE CONSTRUCTION SHOULD BE LIMITED TO NO MORE THAN 25 % TO 30% OF THE TOTAL SPACE ALLOCATION. THE REMAINDER OF THE SPACE IS MOST EFFICIENTLY UTILIZED WITH "OPEN OFFICE" (PANEL SYSTEMS) FURNITURE. USING THIS PLANNING RATIO, TOTAL INTERIOR SPACE REQUIREMENTS (INCLUDING CONF. ROOMS, REST ROOMS, BREAK ROOMS AND STORAGE AREAS) SHOULD NOT EXCEED 200 SQUARE FEET GROSS PER PERSON.**

**INTERIOR SPACE PLANNING STANDARDS; FOR USE WITH CONVENTIONAL (DESKS) OFFICE FURNITURE, WITH OR WITHOUT SURROUNDING PANELS**

**1) TYPICAL CONVENTIONAL FURNITURE STATION:**

7' X 8' INSIDE DIMENSION, 56 SQUARE FEET

TWO POSSIBLE LAYOUTS SHOWN.



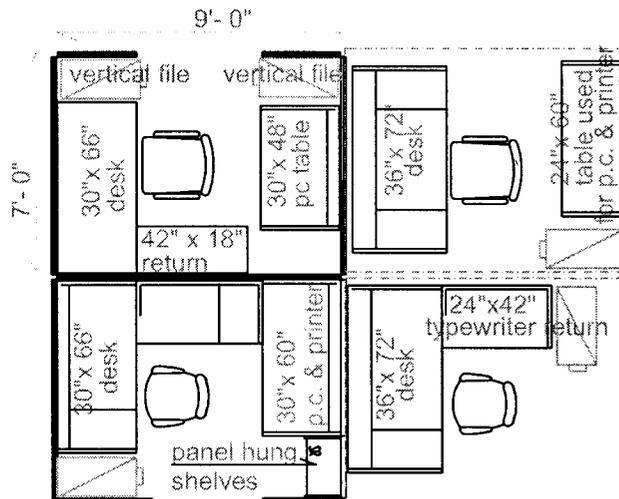
Shown without, and with, surrounding panels. Panels may be beneficially used in conjunction with conventional furniture, providing routing for electrical and telecommunications wire & cable, while also providing acoustical and visual controls.

**2) LARGE CONVENTIONAL FURNITURE STATION:**

7' X 9' INSIDE DIMENSION, 63 SQUARE FEET

FOUR POSSIBLE LAYOUTS SHOWN.

Large-sized "conventional furniture" station accommodating a great variety of "miscellaneous" furniture. The relatively large "footprint" per station does however "eat up" floor space rapidly, therefore use of this size of station is to be discouraged. This size may however be necessary if existing equipment is comprised of various large sized components.



**3) CLERICAL/DATA ENTRY OR PART TIME-SHARED STATION**

5' X 6' INSIDE DIMENSION, 30 SQUARE FEET

Shown without, and with, surrounding panels. Double pedestal Desk shown modified (center drawer removed) to accommodate adjustable keying support platform.

