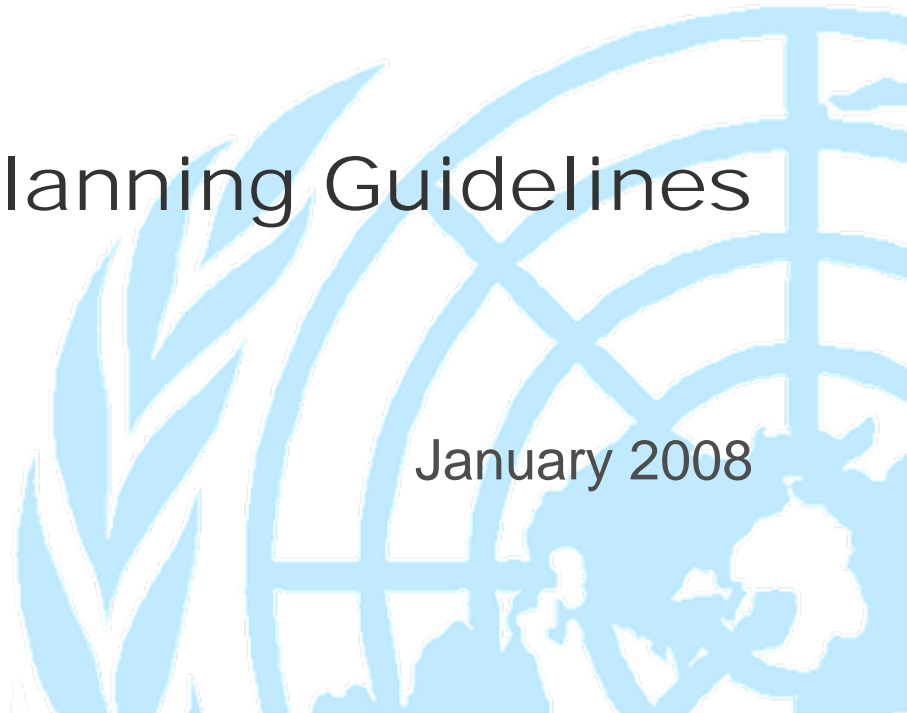


Office Space Planning Guidelines

January 2008



Assessment of Current Space Planning Principles

What are the shortcomings of the current space planning?

- High proportion of space assigned to individual work space, low proportion to shared work space and support space
- Inflexible
- Does not support informal collaboration and teamwork
- Access to daylight and views are limited



What we have done

- Assessed user requirements
- Appraised the planning potential of the Secretariat Building
- Reviewed relevant best practice in public and private offices
- Developed space planning guidelines



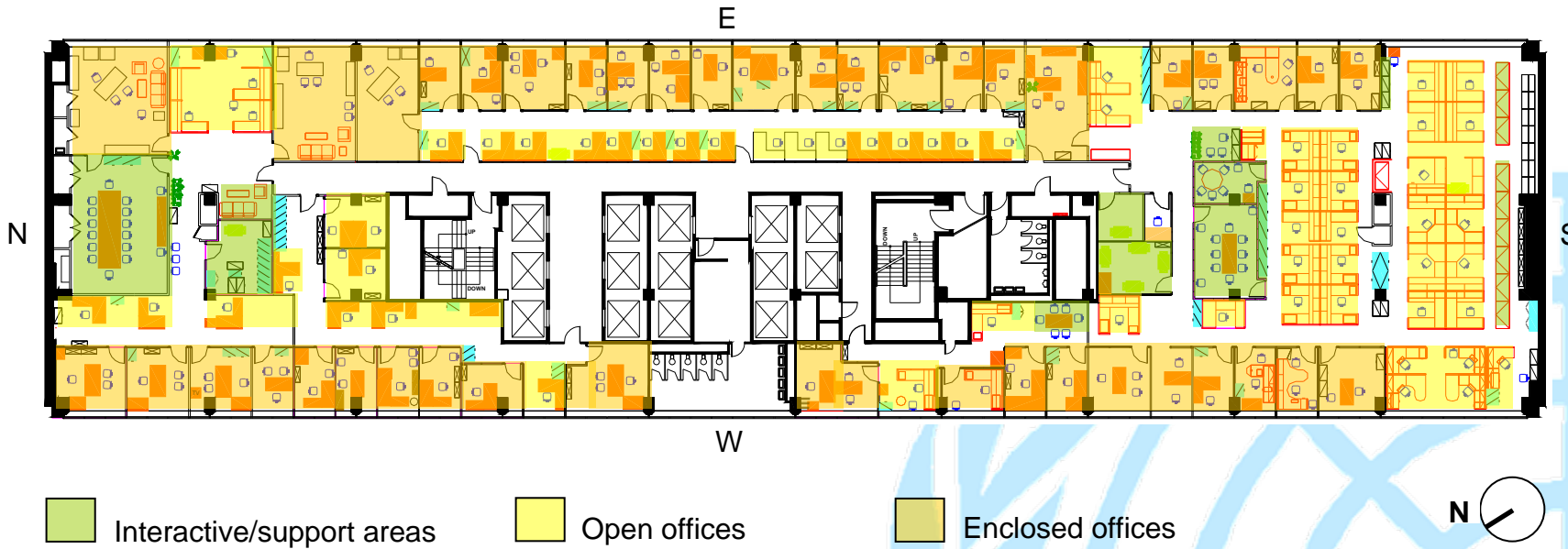
Lessons from user requirements

- Accommodate both interaction and individual concentrated work
 - support the need for privacy
 - deal with noise and distraction
- Support high levels of collaborative work
 - more meeting spaces
 - more varied settings for meetings
- Respond to users' desire for change
 - greater consistency of space allocation
 - collocation is a higher priority than more individual space
 - better paper handling and file storage
 - present a fresh image for the UN – in space and its management
 - improve environmental quality (air and temperature)
 - better ergonomics and more comfort

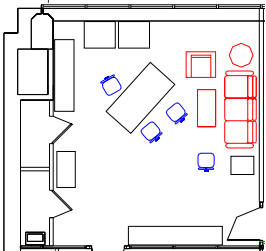
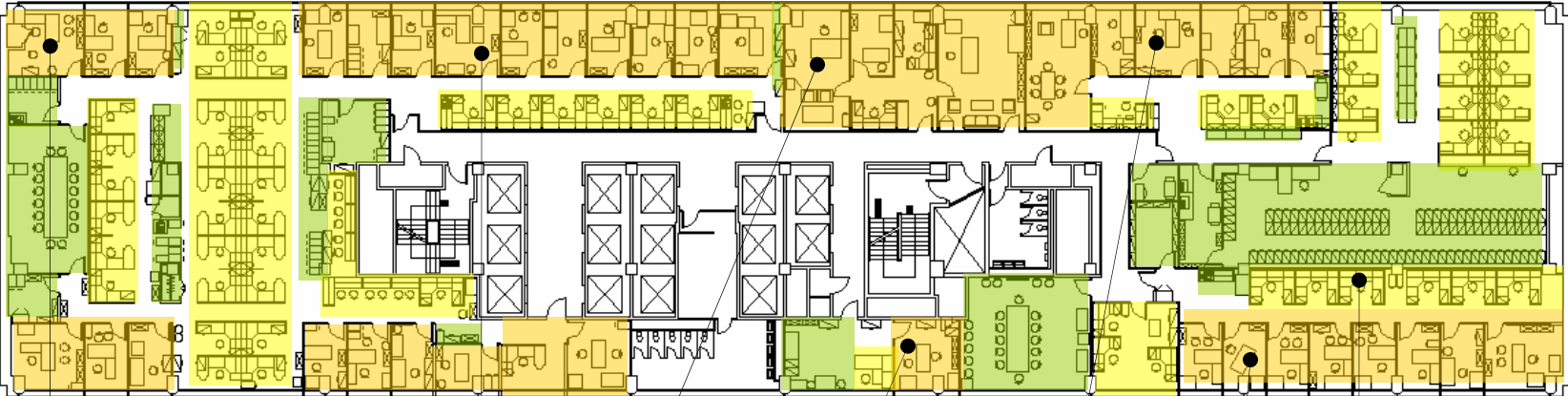


Existing typical floor plan

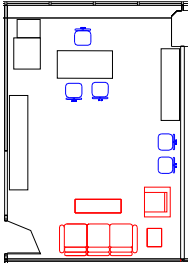
- Almost no perimeter open space
- Low level of shared spaces
- High level of individual space
- Wasted double circulation



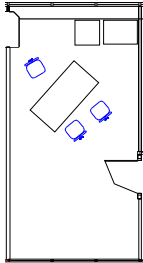
Current individual workspace guidelines



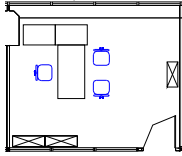
USG/ASG
(420sqft)



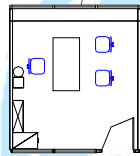
D-2
(336sqft)



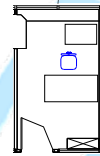
D-1(i)
(258sqft)



D-1(ii)
(192sqft)



P-5
(144sqft)



P1-4
(96sqft)



G-PL
(80sqft)



G-OL
(48sqft)

UNITED NATIONS SPACE STANDARDS AND TYPICAL LAYOUT

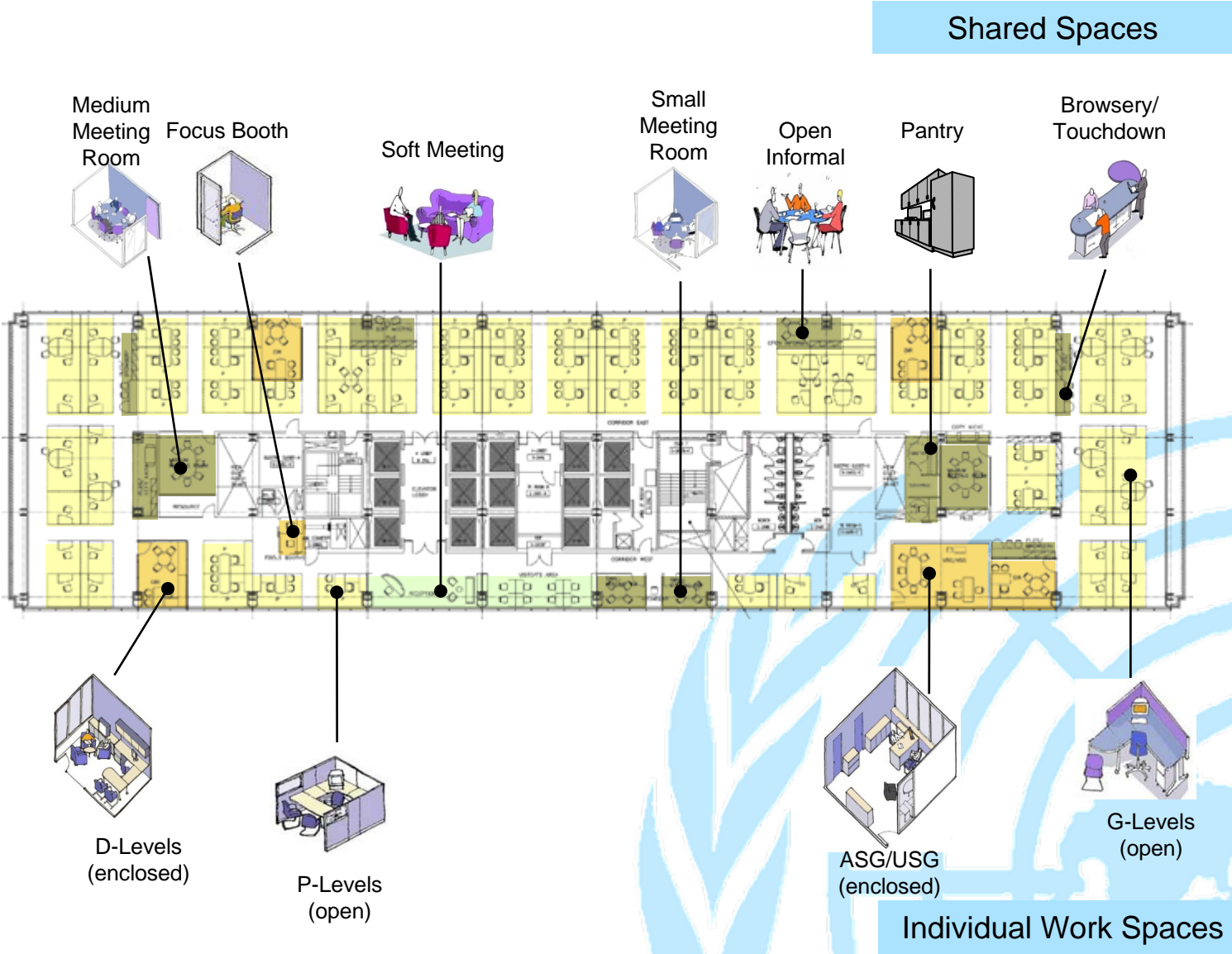
Many variations exist

New space planning design principles

- Provide more opportunity for team work/collegiality
- Improve flexibility in space use
- Allocate office space in a rationalized, simplified and streamlined way
- Realize organizational values of openness
- Use daylight and views
- Reduce wasted double circulation

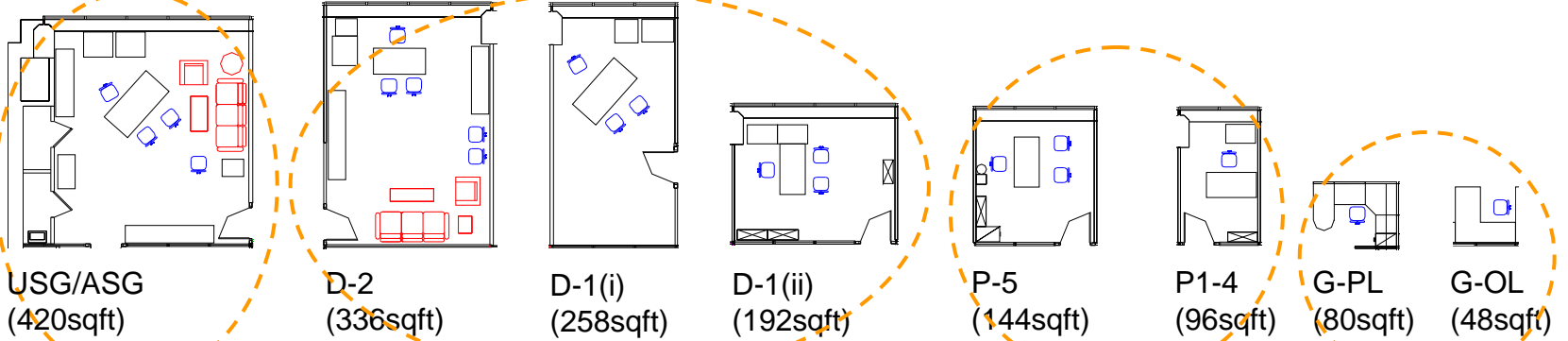


Floor Plan Concept

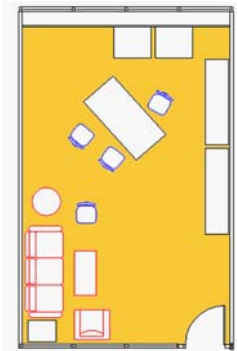


New individual work space standards, compared to existing

Existing



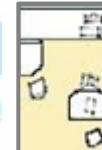
Workstyle A
USG/ASG (384sqft)
(Enclosed)



Workstyle B
Directors
(192sqft)
(Enclosed)



Workstyle C
Professionals
(96sqft)
(Open)



Workstyle D
General Services
(64sqft)
(Open)



New

New plan -- Individual workplace standards

- Maximum open space, lights and views
- Complement individual work space with ancillary work settings, such as focus booths, on floor small and medium meeting rooms, soft meeting areas etc.



New Individual Workplace Standards

Simplification of office size standards

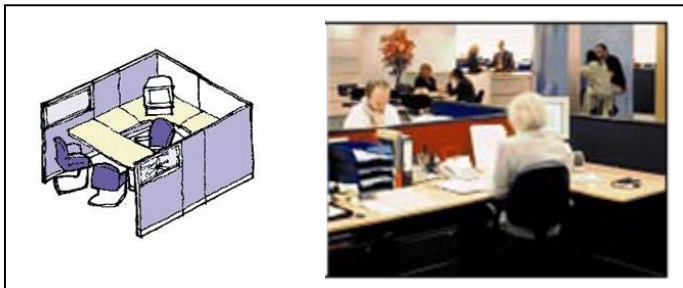
- Implement 4 work space types (compared to currently 8+types)
- Work space sizes are multiples of each other, for easy reconfiguration



USG/ASG 24'X16'=384sqft



Directors 12'X16'=192sqft



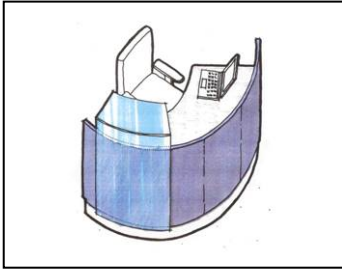
Professionals 12'X8'=96sqft



General Services 8'X8'=64sqft

New shared resources at every floor

Arrival Point Space Standard $8' \times 12' = 96$ sqft



One per floor

Visitors touchdown Space Standard $8' \times 8' = 64$ sqft



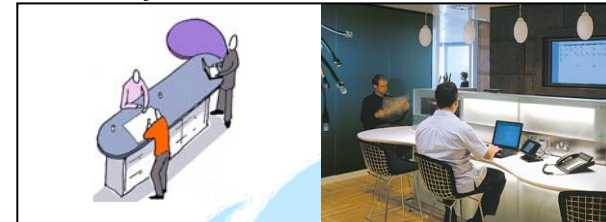
Typical 8 seats per floor

Resource Area Space Standard $12' \times 16' = 192$ sqft



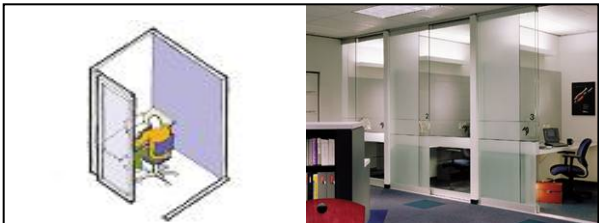
Typical 2 per floor

Browsery Space Standard $6' \times 8' = 48$ sqft



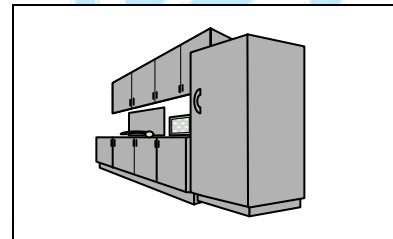
Typical 3 per floor

Focus Booths Space Standard $4' \times 6' = 24$ sqft



Typical 3 per floor

Pantry Space Standard $2' \times 10' = 20$ sqft



One per floor

New shared meeting spaces on every floor

Small Meeting Room

Space Standard 8'x12' = 96 sqft



Typical 2 per floor

Open Informal

Space Standard 8'x8' = 64 sqft



Typical 1 per floor

Medium Meeting Room

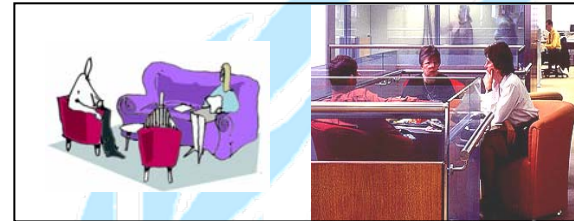
Space Standard 12 x 16' = 192 sqft



Typical 2 per floor

Soft Meeting

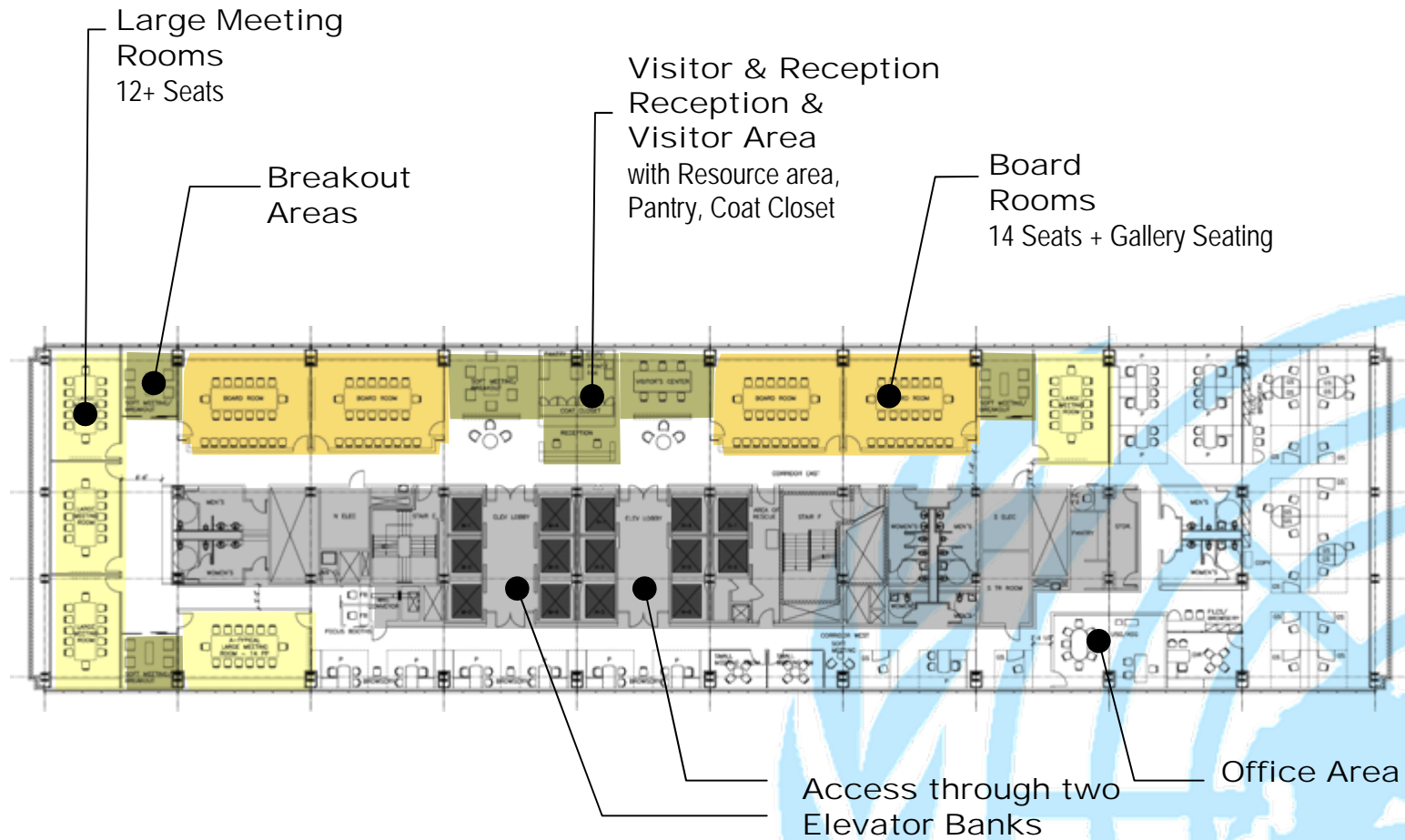
Space Standard 8' x 8' = 64 sqft



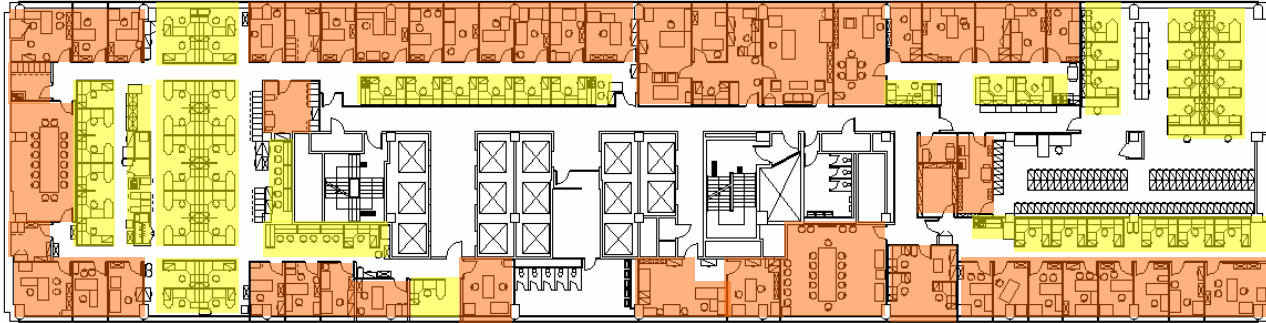
Typical 1 per floor

Large meeting rooms will be consolidated on the 15th & 27th elevator crossover floors

New meeting room plans, floors 15 and 27



Open vs. Closed Spaces

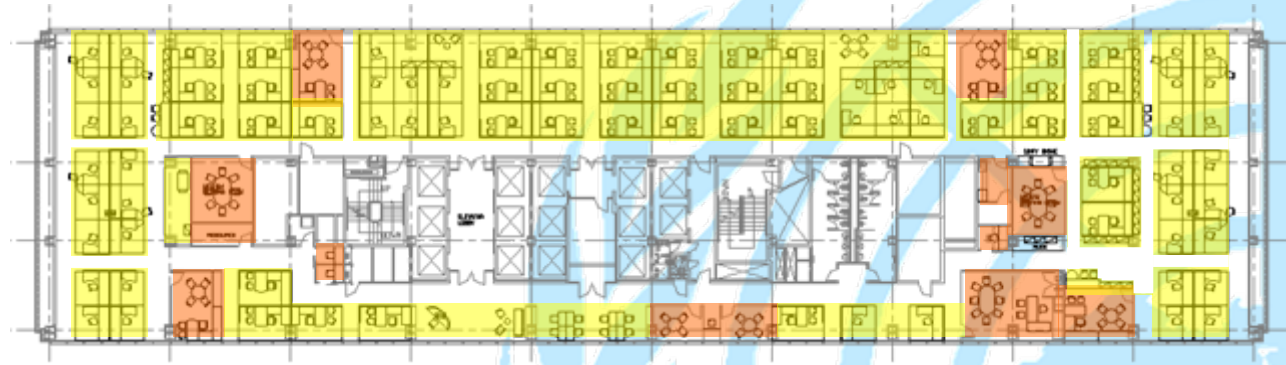


Current

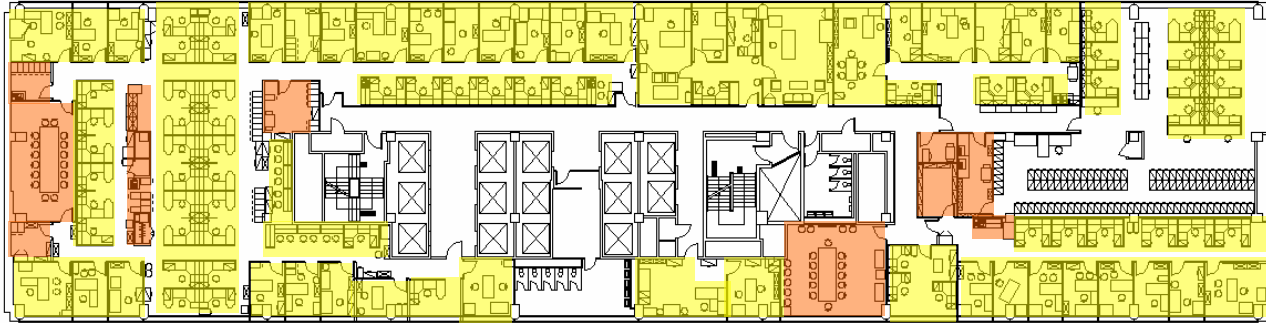
- Open: 34%
- Enclosed: 66%

Proposed

- Open: 80%
- Enclosed: 20%



Individual vs. Shared Spaces

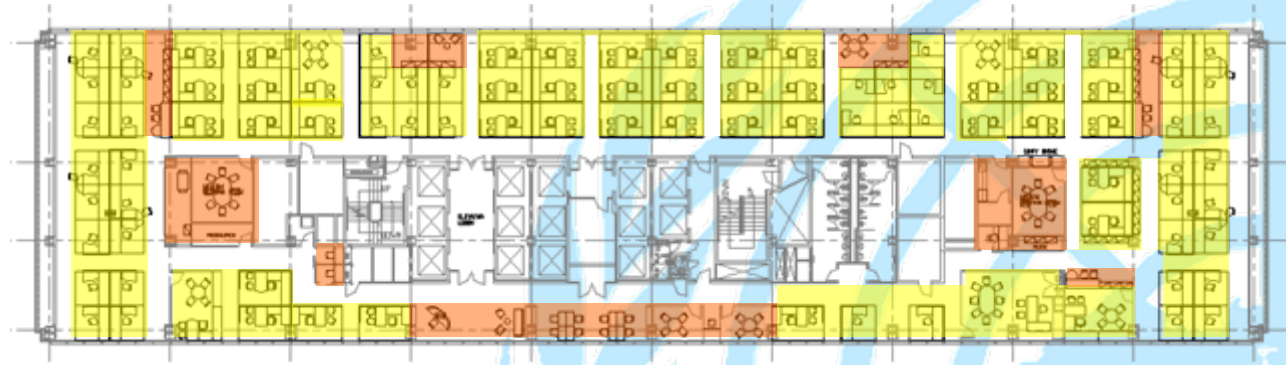


Current

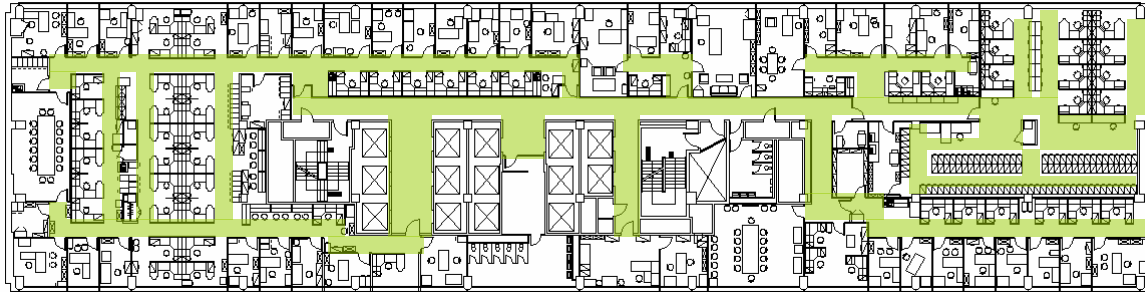
- Individual: 84%
- Shared: 16%

Proposed

- Individual: 79%
- Shared: 21%, plus portion of shared meeting room floors



Circulation

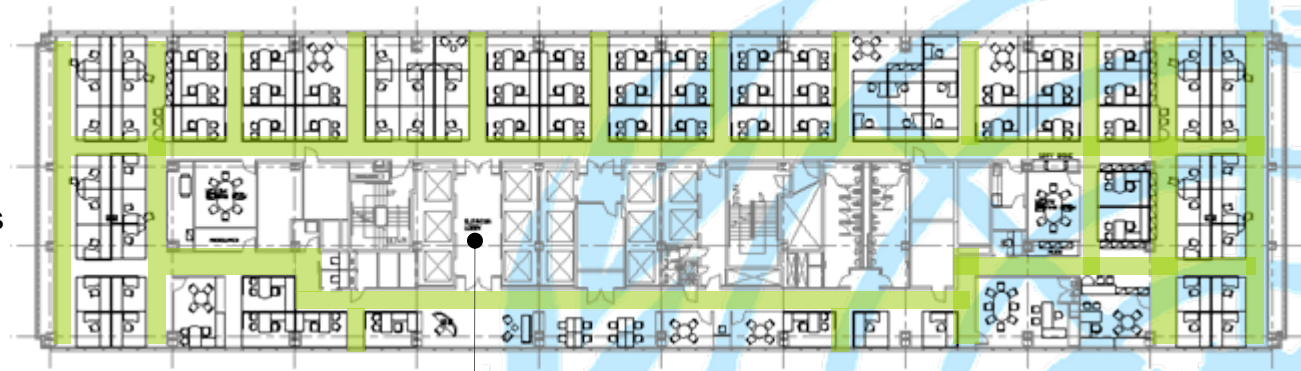


Current

- No controlled security access
- Broken circulation pattern
- Primary and secondary closed floor circulation
- Circulation: 25.0%

Proposed

- Controlled security access
- No division between departments
- Full loop around core
- Open floor circulation
- Circulation: 12.5%



Point of Access: Secured

Prototypical Designs at Other UN Duty Stations

Before



After



UNDP Kenya, Office of the Resident Coordinator



Prototypical Designs at Other UN Duty Stations

Soft meeting area
UNDP



Open informal meeting area
UNDP



GS open workstations
UNON



P open workstations
UN HABITAT

