OFFICE DESIGN
RESOURCES

Empowering business to make better office space decisions

Planning Your Work Space

archidoodles

THE SPACE PLANNING PROCESS

Planning your work place for a functional, flexible and cost-effective environment.

It's a rare occurrence when a business can walk into an office building and find space that perfectly fits their unique requirements.

Too much space, or not enough, crazy office configurations, missing support areas, worn out finishes; or perhaps nothing at all, just a slab of concrete.

For tenants considering relocating offices, expanding or contracting in their existing space, or those who simply want to use their space more efficiently, Space Planning will pave the way for better decisions.
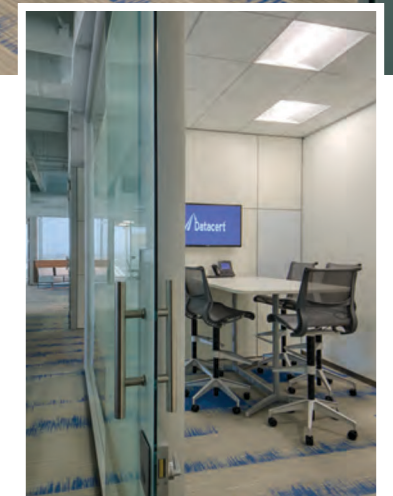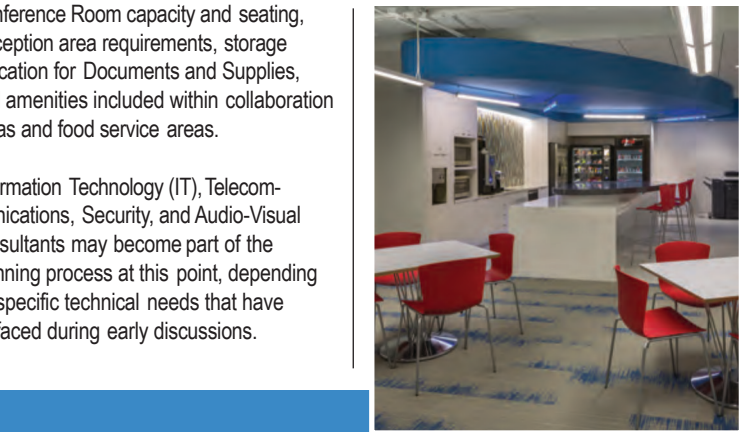
Space Planning is the process of collecting information on the people (internal and external), places, and processes that define a business organization, analyzing how they spatially relate to each other to support the goals and objectives of the business, planning how to optimize those relationships within the context of a physical structure, designing within defined constraints to create an efficient and productive environment, documenting the design concept in precise detail, and ensuring it materializes in execution as expected.

Space Planners are qualified interior architects or designers whose objective is to create an office environment that utilizes the space effectively to advance the goals and objectives of the business in the most efficient manner. While the Tenant typically pays for these services, some buildings consider it a part of their "marketing costs" and will pay for the initial "Test Fit" if their building is being seriously considered as a relocation candidate. In some cases, depending on transaction size and complexity, initial Programming fees are waived as an introduction to an Architect's services, or as part of the brokerage representation package. Fees are scheduled based upon the services provided, typically structured upon a cost per square foot of leased area, or an hourly fee schedule that varies with the service provided, and level of professional involved.

A Space Adjacency Matrix (see chart, page 8) describes how areas should relate to each other by relationship and reason, with emphasis placed on the level of influence each has on the other. A Space Characteristic Matrix (see chart, page 9) outlines what areas have specific requirements that need to be addressed for issues such as Lighting, Acoustic Treatment, Privacy, Safety, or Collaboration.

Blocking Plans (see chart, page 9) begin to form the shapes of space horizontally within the constraints of an actual floor plan, allocating room to departments, functions, and service and supports areas based upon adjacencies and traffic patterns defined earlier. In multi-floor situations, a Stacking Plan (see chart, page 10) illustrates how functions are placed vertically on different levels of a building.

As part of the Programming exercise, new Space Standards (see chart, page 10) may emerge, dictating how to allocate space to personnel, as well as all service areas, based upon hierarchy in the organizational structure, representative role in the business, or use. These include specific Office Sizes, Work Stations modules, Furniture configurations,

Conference Room capacity and seating, Reception area requirements, storage allocation for Documents and Supplies, and amenities included within collaboration areas and food service areas.

Information Technology (IT), Telecom-munications, Security, and Audio-Visual consultants may become part of the planning process at this point, depending on specific technical needs that have surfaced during early discussions.

DEVELOPING THE PROGRAM

In the Programming stage, the architect seeks to gain an understanding of how the business functionally uses space, collecting data by conducting surveys, interviewing staff, and observing workflow.

A tour of the space reveals existing office standards relating to sizes, finish level, fixtures, and furnishings. Existing service and support areas are considered for type and frequency of use. The consultants may take a physical inventory of Furniture, Fixtures, and Equipment to gain insight into the current systems, their condition, and consistency of application.

An organization analysis defines the staffing structure of the business and how it relates to using their facilities. Management is asked to predict how this structure, and business operations, could change over the ensuing 3, 5, 7, or 10 years. While this is often a "best guess" scenario, it is necessary to provide a

perspective on how much space "could" be needed, and whether that might result in taking additional space, or giving some back. Management must consider current industry trends, potential changes in customer behavior, and disrupters; technology or otherwise, that could have an impact on their business model.

Workflow patterns and spatial relation-ships are evaluated using graphic tools such as a Bubble Diagram (see chart, page 8), which seeks to plot workgroups or functional spaces by relative size and required adjacencies for an efficient operation. Simple in form, it can elicit a wealth of knowledge on how the business could interact in an optimized design.

RESOURCE

ZIEGLER COOPER ARCHITECTS

Founded in 1977, Ziegler Cooper Architects designs buildings that are inspirational, highly functional and sustainable, resulting in extremely valuable assets for their owners.

Over the last three decades, Ziegler Cooper Architects has developed a practice of workplace strategy, solutions and design. Our design leaders stay current on best practices, by leveraging knowledge gained from clients focused in the Accounting, Consulting, Energy, Engineering, Finance, Insurance and Law sectors.

Thoughtful workplace design is a powerful tool for supporting employee performance. Today's workplace must bring value to the physical, emotional and financial benefit of our client companies and their employees. By working attentively with our clients, Ziegler Cooper creates custom design solutions that inspire employees, cultivate innovation and promote collaboration.

The more than 100 diversified and creative minds that comprise Ziegler Cooper Architects are passionate about design. Their design knowledge and technical expertise have been carefully nurtured through a focus on education and professional support.

For Information Contact:

Mark Nolen, AIA, LEED AP
Senior Principal: Corporate Interiors Studio

700 Louisiana Street, Suite 350
Houston, Texas 77002

Phone: 713.374.0006
Email: mnolen@zieglercooper.com

ZIEGLER COOPER

www.zieglercooper.com

Photography by Zvonkovic Photography

DESIGN DEVELOPMENT

Work on the final space plans begins once a final building has been selected, or a decision is made to renovate the existing facilities. Preliminary budgets and allowances have been established and the design direction is well defined. Schematic drawings position the interior partitions and furniture is placed within the spaces.

Collaboration and Meeting areas are refined to ensure they meet capacity and service requirements for estimated peak usage. Audio Visual, Video Conferencing, and Serving Areas are integrated into these public areas to accommodate anticipated events based upon known and projected business operations.
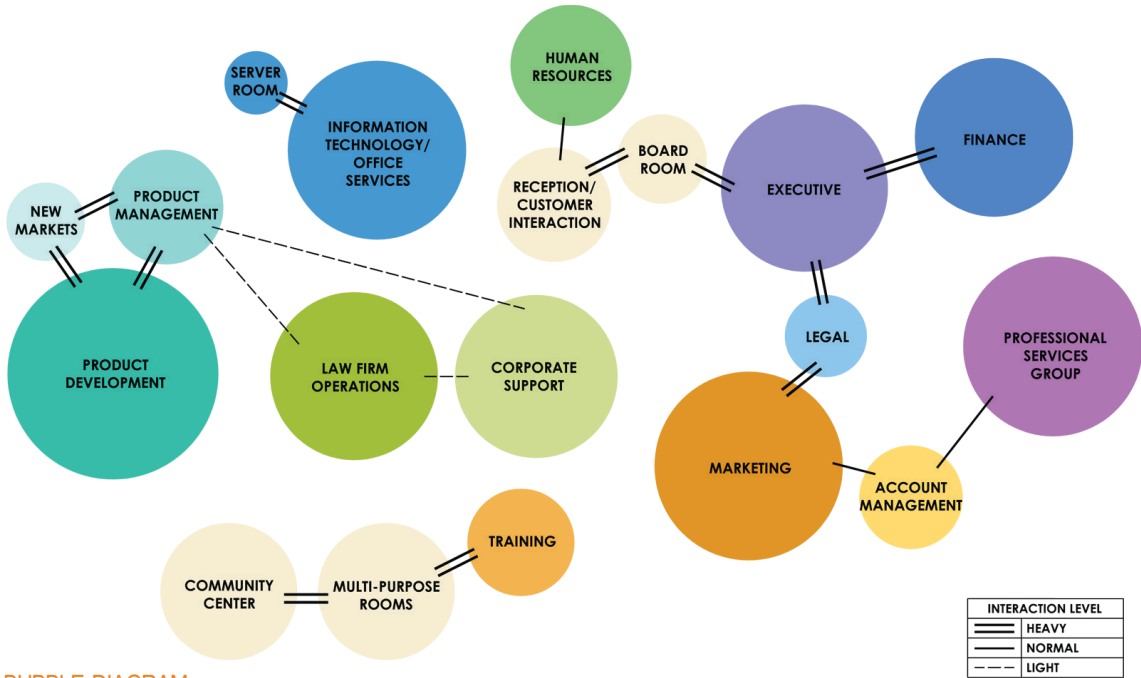
Power is specified, along with Data and Telecommunications drops to coordinate with furniture systems and configurations of individual offices. Lighting, Sound Attenuation, and other environmental factors are scheduled to meet specific needs dictated by job classification or function.

Finishes are selected with an Interior Designer for Floors, Ceilings, Wall Coverings, Light Fixtures, Doors, Hardware, and Trim.

With details complete, the Tenant is asked to sign off on the final schematic drawings acknowledging their agreement with the design definition of their space. These drawings are the basis for the Construction Documents that will determine costs and execution by the many trades that together will produce the environment envisioned thru the Space Planning process.


SPACE PLANS

Actual Space Plans (see chart, page 11), or architectural drawings, could make their initial appearance at the "Test Fit" stage, when a business is considering one or more building alternatives and wants a functional comparison between them. Test Fits will analyze efficiencies in space utilization in the following areas:

This may be followed by a preliminary construction pricing exercise, to estimate costs of implementation in the specific buildings. Any pre-existing conditions in the space will affect the pricing, revealing potential benefits, or added costs, that would not surface without this effort.

The amount of space required and the construction estimate will be calculated into the financial analysis prepared by the business' real estate representative to facilitate decision making, as well as creating a basis for future negotiations.

- Usable and rentable space required
- Staff population per square foot of area
- Population per lineal foot of glass area
- Add-on or loss factors
- Circulation patterns
- Column intrusions
- Bay depths
- Adequacy of support facilities in common areas—restrooms, elevators, etc.

PLANNING TOOLS

BUBBLE DIAGRAM

Workflow patterns and spatial relationships are evaluated using graphic tools such as a Bubble Diagram, which seeks to plot workgroups or functional spaces by relative size and required adjacencies for an efficient operation.

INTERACTION LEVEL	
▬▬	HEAVY
——	NORMAL
- - -	LIGHT
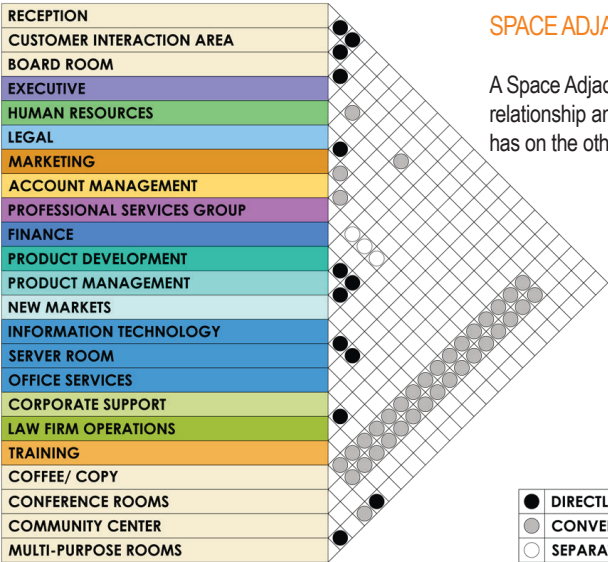
SPACE ADJACENCY MATRIX

A Space Adjacency Matrix describes how areas should relate to each other by relationship and reason, with emphasis placed on the level of influence each has on the other.

●	DIRECTLY ADJACENT TO
◐	CONVENIENT TO
○	SEPARATE FROM

SPACE CHARACTERISTICS MATRIX

A Space Characteristic Matrix outlines what areas have specific requirements that need to be addressed for issues such as Lighting, Acoustic Treatment, Privacy, Safety, or Collaboration.

SPACE / DEPARTMENT	PUBLIC ACCESS	DAYLIGHT/ VIEWS	LIGHTING CONTROL	ACOUSTIC TREATMENT	PRIVACY	COLLABORATION	PLUMBING	SPECIAL EQUIPMENT	SPECIAL CONSIDERATIONS
RECEPTION	H			H					
CUSTOMER INTERACTION AREA	H			H	H	Y		Y	EMPHASIS ON BRANDING/ SOFTWARE PRODUCTS
BOARD ROOM	M		H	H	H			Y	
EXECUTIVE		H		H	H	M			NOT SECURED BUT MONITORED ACCESS
HUMAN RESOURCES		H		H	H	L			
LEGAL		H			L				
MARKETING		H			H				
ACCOUNT MANAGEMENT		H			M				
PROFESSIONAL SERVICES GROUP		H			H				
FINANCE		H			L				
PRODUCT DEVELOPMENT	H	H			H				
PRODUCT MANAGEMENT	H	H			H				
NEW MARKETS	H	H			H				
INFORMATION TECHNOLOGY	H	H			M				
SERVER ROOM								Y	TO HAVE VISUAL ACCESS FOR TOURING VISITORS
OFFICE SERVICES	H				M				
CORPORATE SUPPORT	H		M		H				
LAW FIRM OPERATIONS	H		M		L				
TRAINING	H		H		L				
COFFEE/ COPY					H	Y		Y	OPEN TO WORK AREAS WHERE POSSIBLE
CONFERENCE ROOMS			H	H		Y			
COMMUNITY CENTER						Y		Y	OPEN TO M.P. ROOMS FOR LARGE MEETINGS
MULTI-PURPOSE ROOMS			H	H		Y			OPEN TO COMMUNITY CENTER FOR LARGE MEETINGS

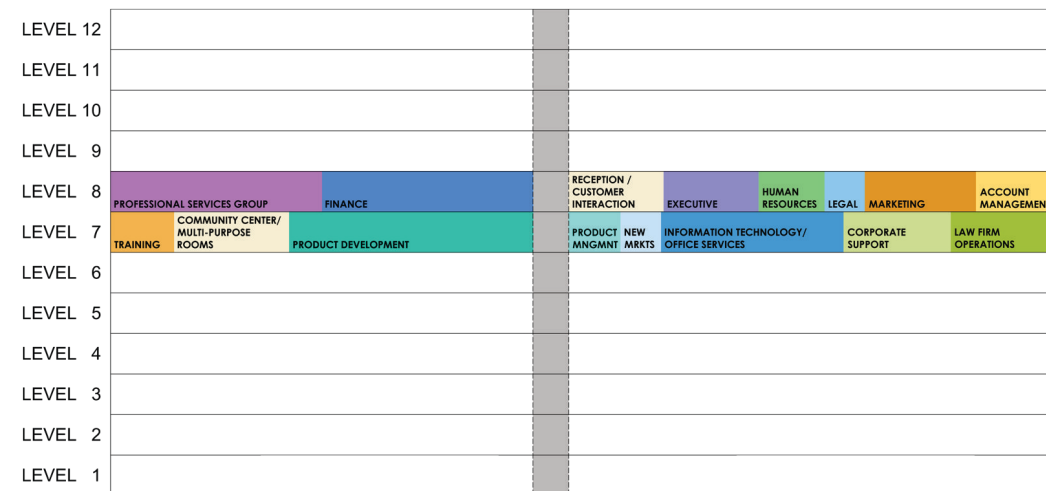|	
H	HIGH NEED
M	MEDIUM NEED
L	LOW NEED
Y	YES (REFER TO PROGRAM)

BLOCKING PLANS

Blocking Plans begin to form the shapes of space horizontally within the constraints of an actual floor plan, allocating room to departments, functions, and service and supports areas based upon adjacencies and traffic patterns defined earlier.
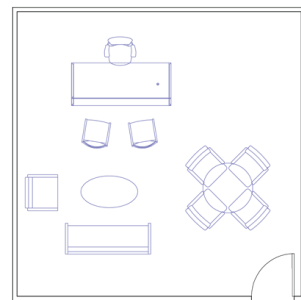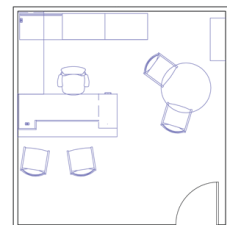
PLANNING TOOLS

STACKING PLAN

In multi-floor situations, a Stacking Plan illustrates how functions are placed vertically on different levels of a building.
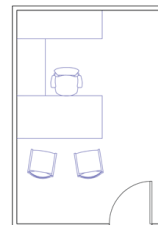

SPACE PLANS

Schematic drawings position the interior partitions and furniture is placed within the spaces.

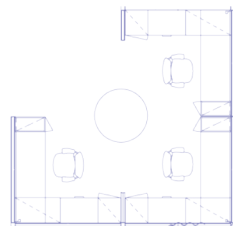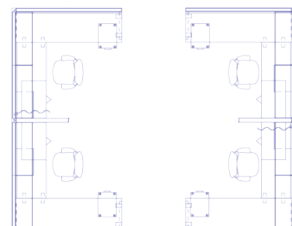
CLOSED OFFICE PLAN

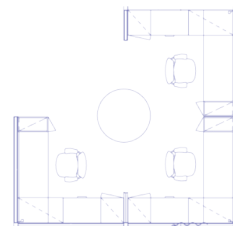EXECUTIVE OFFICE (400 SF)　　MANAGER OFFICE (225 SF)　　STAFF OFFICE (150 SF)

OPEN OFFICE PLAN

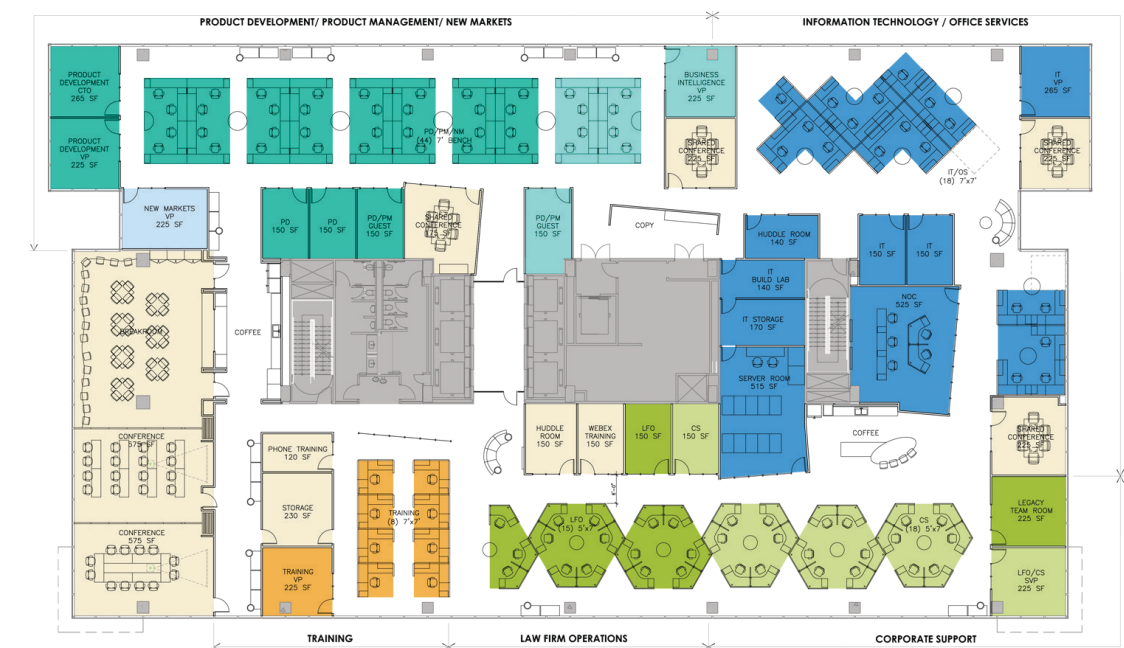MARKETING WORKSTATIONS (8X8)　　ACCOUNT MANAGEMENT WORKSTATIONS (8X8)　　PROFESSIONAL SERVICES GROUP WORKSTATIONS (8X8)

SPACE STANDARDS

As part of the Programming exercise, new Space Standards may emerge, dictating how to allocate space to personnel, as well as all service areas, based upon hierarchy in the organizational structure, representative role in the business, or use.

A Note From the Author

Smart office design can have major impact on your business in almost every area that deals with perception, people, and productivity. What does the personality of your office space say to the outside world of customers and recruits? How well do your employees work together to advance the goals of the business? How happy are they? How much is the business spending on space and how efficiently is it used?

This issue of OFFICE DESIGN RESOURCES focuses on how the process of SPACE PLANNING works. It is an investment that can vastly improve the working environment, create cost efficiencies, and transform the image of the business internally and externally.

Thank you to the team at Ziegler Cooper for providing their insight, direction, photos, and illustrations for this issue. They are consummate professionals who excel across multiple studio specialties, creating beautiful buildings that are inspirational, highly functional, and sustainable, resulting in extremely valuable assets for their owners.

.Jay Holland

OFFICE DESIGN RESOURCES

archidoodles