

# Office Layouts

## General Rules of Planning & Some Suggestions

When planning how to utilize a space for a given purpose (office, training room, break area, etc.) there are some safety regulations to consider. In most metro areas you need pass inspection to get occupancy approval (permit), usually from your communities' building inspector, planning department, or fire department inspectors. Here is a general list of things they expect you to have. For complete guidelines you can consult with a professional architect or contact your local building inspectors.

### Aisle Ways

Aisle ways are considered traffic lanes for people to move through your structure. Emergency exits must be clear and easy to get to.

**Most codes will require any aisle way within a room to be a minimum of 36" wide. Main corridors or hallways will need to be a minimum of 48" wide or greater** depending on usage (*check with local experts*). Your community may also have wider requirements to meet specific ADA (American Disabilities Act) regulations or other special needs.

### Counter Heights

It use to be that a standard counter height was roughly 42" high for walk-up access. Although this is still considered the proper guideline for "walk-up" access, the ADA requirement for wheelchair access is about 36" high and will require a considerable hangover for someone to pull up to it if they're going to sign documents or read paperwork like at a reception counter or teller's station. *Continued...*

Some communities will require all work stations to accommodate the wheelchair access while others will require that at least one is available. Again, check local code first. Adjustable height tables meet these issues.

### Training & Conference Rooms

For more details about laying out these spaces please see our New Furniture/ New Tables section which has illustrations, examples and measurements. One common mistake made is when people leave too small of an area around the table because that's how someone drew it on a layout.

Sufficient space is needed for these issues:

- Doors to open and close in the room.
- Able to walk behind a chair while someone is sitting in it.
- The head of the room allows the speaker to stand and use the presentation board or podium.
- There is room for at least one person to access the table while in a wheelchair.

### Guest Chairs in Private Offices

Allow sufficient room for the guest to easily walk in and get to the furthest guest chair. Often people leave too little room and the guest can not get past the first chair. Usually you need a minimum of 48" from the desk to the wall for guest chairs.