

**how to create  
a co-working  
space**

**handbook**

**Politecnico di  
Milano**

**Scuola di Architettura e Societa'**

**Architecture a.y. 2013 / 2014**

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**Milano CO: New type of working facilities; functional and architectural transformation of buildings into co-working spaces**

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**Patterns of movement**

**Organizational forms**



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**Putting it together**

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**handbook**

**PART. I**

**PART.I.**

**Introduction**

**NEW WAYS**

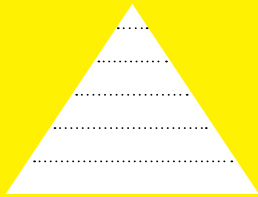
**OF WORK-**

**ING PEOPLE AND**

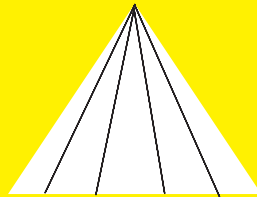
**CHANGE**

# INTRODUCTION

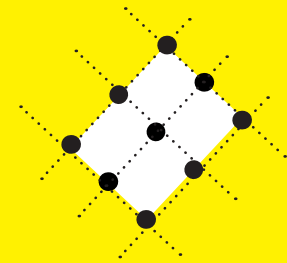
## NEW WAYS OF WORKING / PEOPLE AND CHANGE



**yesterday:  
hierarchy**



**today:  
teams**



**tomorrow:  
networks**



## INTRODUCTION

### NEW WAYS OF WORKING / PEOPLE AND CHANGE

#### ABOUT THIS BOOK:

“Looking at the average office interior objectively, it is a strange place. A great barrack, with bright lights shining down on the head of workers regimented at group of desks and with bits of screen sticking up around the place. At the far end, perhaps, are rooms where people sit in isolation\_ for no very apparent reason except that they are paid more. Windows are distant and sealed tightly shut. The air is mildly stuffy, the lights are on all day, and mid morning coffee is like warm and tasteless, out of those machines.”

What kind of place is this to be in seven hours 240 days a year when back home you have fresh air, daylight comfortable furniture and an ambience that makes you feel good? Not all homes are wonderful but the trend towards home working confirms that offices are not good enough.

New regulations by the barrow land complicate workplace design. Desks and chairs must now fit the works but an idealized worker they do not have to be adjustable to accommodate the wide variations in real human beings.

Work place ailments are public issues, but their prevention is not just physical matter. Management attitudes are as important as clean air and an adjustable chair.

# INTRODUCTION

## NEW WAYS OF WORKING / PEOPLE AND CHANGE

BUSINESS IS CHANGING WORLDWIDE.

Competition to deliver the goods faster and cheaper to market, also face competition to attract and retain talented staff the is gold collar workers. Swift and smartness are combining to revolutionize corporate culture. Departments and processes are no longer kept separate but all talk to each other right from the word go sales to design production to marketing.

Information technology alters what we do and how. People types are changing. The worker no longer obediently does what she is told, but follows her own inclination and asks: "why"

Why do we do it this way, rather than which is much quicker? Why am I imprisoned in my own little Office, rather than being out on the floor exchanging ideas with the others? Why do we travel two hours every morning, to work in places much less good than home? Why when electronics will transport my thoughts to your place, and yours to mine?

Businesses faced with competition to deliver the goods faster and cheaper to market, also face competition to attract and retain talented staff the is gold collar worker. Swift and smartness are combining to revolutionize corporate culture. Departments and processes are no longer kept separate but all talk to each other right from the word go sales to design production to marketing.

# INTRODUCTION

## NEW WAYS OF WORKING / PEOPLE AND CHANGE

“HOW TO DO?”

This book is about office interiors: fitting out new ones and refurbishing the old. It is a simple “how to do” book which would be used as a guide for whom doesn’t understand a lot from decoration and architecture.

It is written for who want to make news office workspaces that are new benchmarks. It is for the users of offices, from the chairman of the board to the newly recruited graduate; for those who create the interiors, from architects to furniture designers. And for the ones who have to wrestle with the managers. It is for creators in large organizations and for those who work with just a handful of like minded people.

**handbook**

**PART. II**

**PART. II DIVISION**

**activities & spaces**



**movement**



**primary**



**services/support**



**secondary spaces**



**ambient**





# PART.II.I.I.

## Activities

**NEEDS**

**ORGANIZATION OF**

**ACTIVITIES**

**GROUP WORK**

**TYPES**

# ACTIVITIES

## physical needs

space, light&view,  
ventilation, tem-  
perature, acoustics,  
furniture&equipment,  
ergonomic comfort

## SOLO ACTIVITIES

writing, drawing, telephoning,  
selling, dealing, thinking, reading,  
filing, computing, researching

## COLLECTIVE ACTIVITIES

selling, dealing, researching, filing

## GROUP ACTIVITIES

mentoring,  
counselling, monitoring, inter-  
viewing, meeting, team working,  
brain storming, informing, brief-  
ing, conferencing,

## CONGENIAL ACTIVITIES

mailing, circulating, paper processing,  
getting supplies, filing, personal care,  
coffee-making, brown-bagging, working  
launches

## SOCIALIZING

eating, entertaining, chatting,  
smoking, exercising




## psychological needs

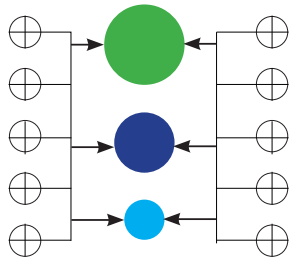
interaction, proximity,  
stimulation, peace,  
privacy, confidential-  
ity, security, territori-  
ality, status& image



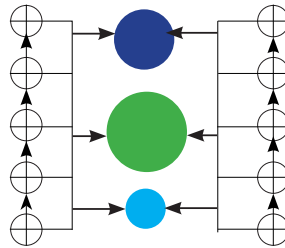


# ACTIVITIES

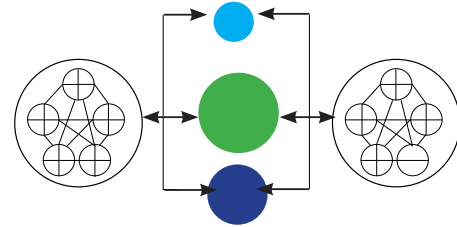
break-out space including coffee point  paper processing fax, printer, copies  group filling 



**co-active group**  
**INDEPENDENT**  
dealers, telemarketers



**co-active group**  
**SEQUENTIAL**  
magazine production



**interactive groups**  
**TEAMS**  
advertising, designing

# ACTIVITIES

2-3 people > 1 dozen > 2 dozen > 4 dozen >

**mentoring, counseling**



**interviewing**



**monitoring**



**team working**



**meetings**



**brainstroming**



**informing, briefing**



**conferencing**



**PART.II.I.II.**

**Spaces**

**DISTRUBITION**

**ORGANIZATION**

**ADD FUNCTION**

## SPACES

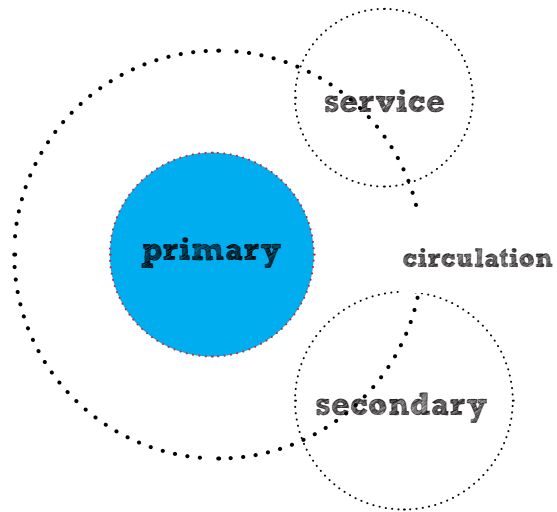
We define a space as an activity area with a boundary. It may contain several different activities, either simultaneous or sequential; and its boundary may be more or less substantial. Ease and speed of response to change is now a central design criterion. Businesses must change in order to survive; processes must change and with them workers' roles and relationships. So too must spaces, in order to accommodate the new ways of working. New patterns reverse the old. Workstations are becoming single purpose, and fitted to the task: booths for solo activities, small rooms for quiet discussions, and tele-conference rooms. Libraries, conference rooms and cafeterias, on the other hand, are now used for wide range of activities. It comes back to economy; workstations must be tailored to support excellent performance; and large spaces cannot sit idle for long parts of the day.

Dividing spaces needed by an organization into:

- Primary: The principal workspaces
- Circulation: Spaces to do with movement around the office.
- Support / Service: Spaces containing functions to do with operation and maintenance of the building or containing functions that support the work of whole organization.
- Social: Spaces containing functions to do with non-work activities of the occupants

# SPACES

main distrubition:



# SPACES

**primary space**

**service space**

**hidden service space**

**open space**

**secondary space**

- commercial activities
- social areas
- sportive areas

**circulation** ■ .....>

co-working areas

- space for solitary work
- space for collective work
- group work

service spaces  
filling centers, print-reception, libraries, training, auditoria, archives...

hidden service spaces  
workshops, staff rooms, stores, plant rooms...

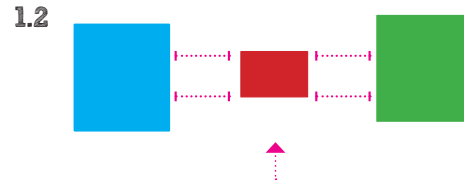
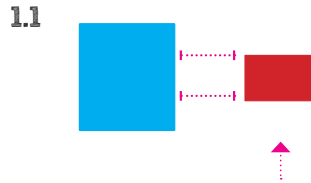
multi-functional space

restaurant, cafe, shops, clubrooms, bars, health centres, retreats, crèches...

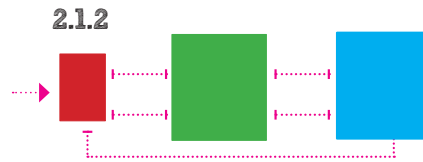
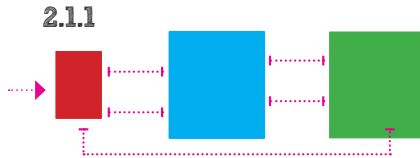
□ .....□

# SPACES

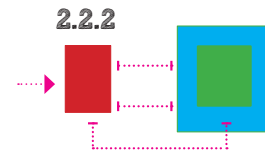
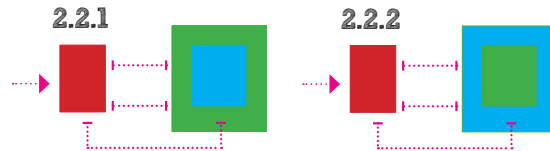
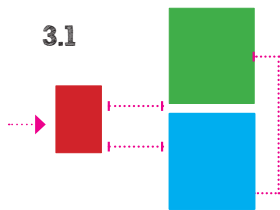
1.



2.

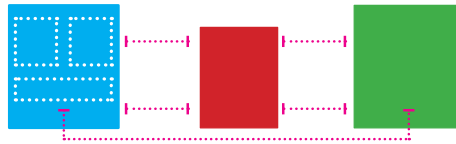


3.

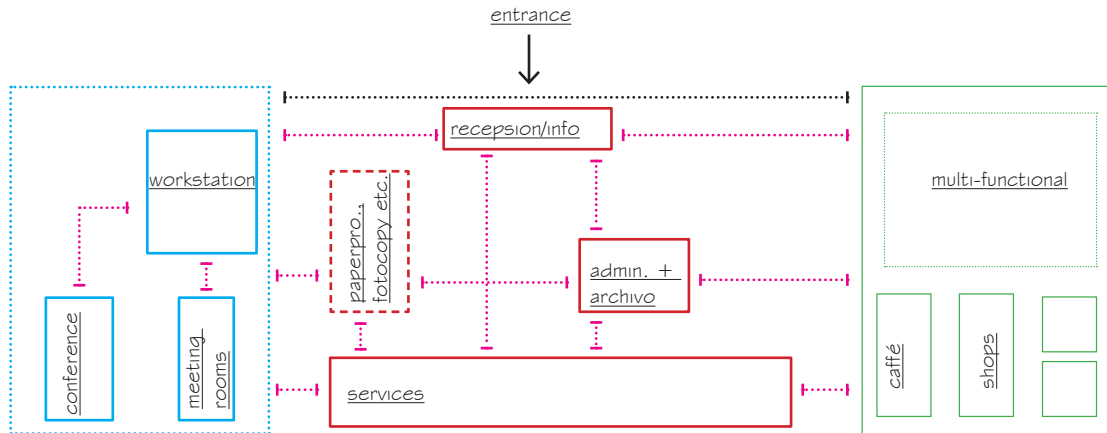


# SPACES

## ADD FUNCTION



## organization





# SPACES

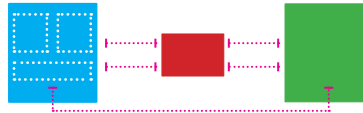
## ADD FUNCTION

to an existing space!

working/**private**  
offices

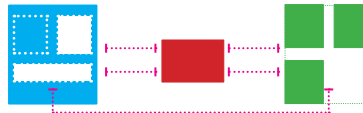


working/**public use +**  
coworking/workstation/offices



socializing/**public use +**  
choosing a concept: bookstore

working/**public use ++**  
coworking/workstation/offices  
creating additional: meeting  
rooms, conference, seminar...



socializing/**public use ++**  
choosing a concept: bookstore  
adding: kitchen, shop, relax,  
programatic events (mfs)

# SPACES

ADD FUNCTION

1\* activity



Primary Spaces

2\* activities plus

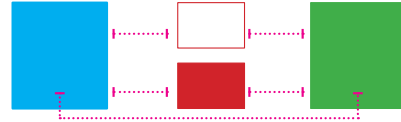


Secondary Spaces

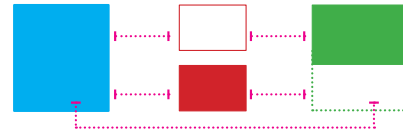
# SPACES

## ADD FUNCTION

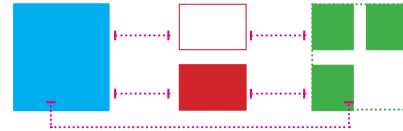
1 activities plus 'fix'



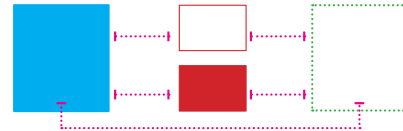
2 activities plus 'half fix'



3 activities plus 'fix mix'



4 activities plus 'superflex'



2\* activities plus



**PART.II.II.**

**Movement**

**ORGANIZATION  
OF THE LINKS**

## MOVEMENT

The Functional and psychological needs of movement are interwoven, and are best looked at together; as are the needs of the individual and of the organization.

Patterns of movement:

The star, the grid and the ring are the principal patterns of physical movement in an office; the first two can be three dimensional, but the last only relates to single floors. Their characteristics are:

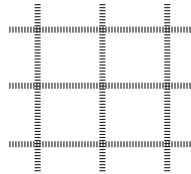
Star: Centralized / Orientation good / access good at the centre, but poor at the periphery / only one choice of route / easy to control and make secure / major meeting point at the center / isolating, the linear building with a spine core is a simplified star.

Grid: Decentralized / Orientation poor / access equality good everywhere / multiplicity of routes / hard to control and secure / variety of meeting points / integrating.

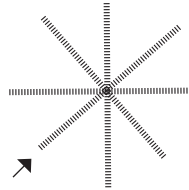
Ring: Peripheral / Orientation reasonable / access moderately good everywhere / choice of two ways round / relatively easy to control and secure / ring itself is a linear meeting zone / semi integrating / if combined with several links between floors, takes on some of the characteristics of the grid pattern

# MOVEMENT

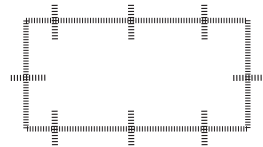
## PATTERNS OF MOVEMENT



GRID



STAR



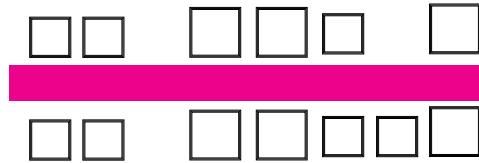
RING



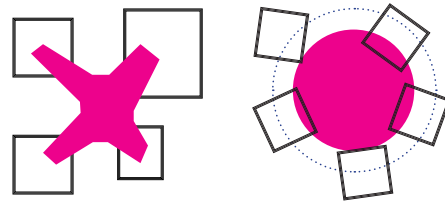
# MOVEMENT

## ADD FUNCTION

linear forms



centralize forms

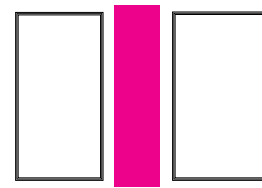
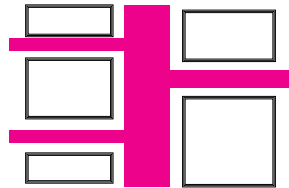




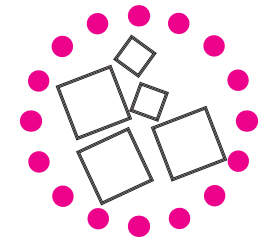
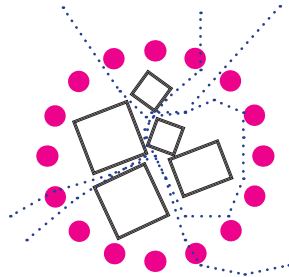
# MOVEMENT

## ADD FUNCTION

linear forms



outline forms





# **PART.II.II. Primary Spaces**

**PLANNING**

**WORKING SPACES**

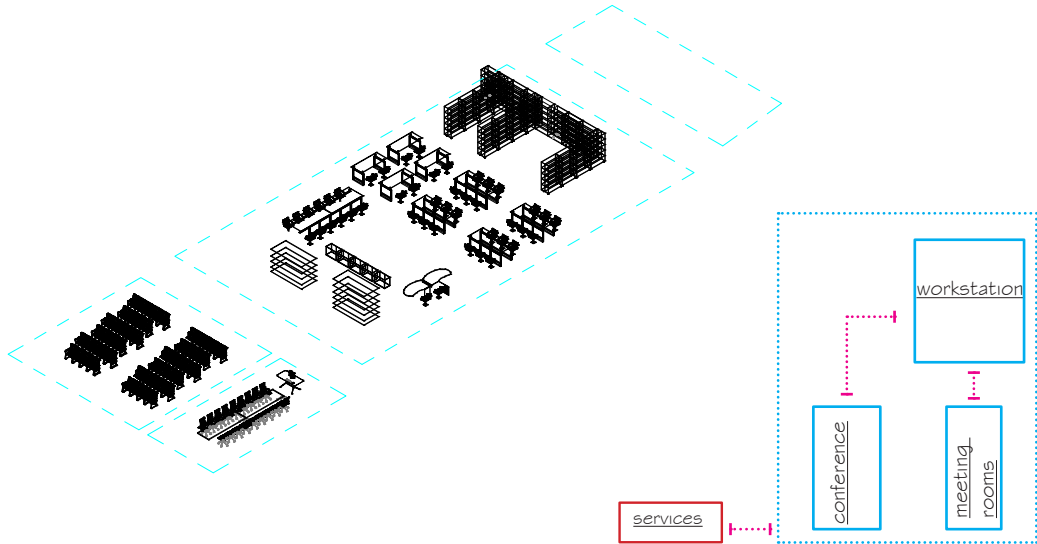
**PUTTING IT TO-**

**GETHER**

**CIRCULATION**

# PRIMARY SPACES

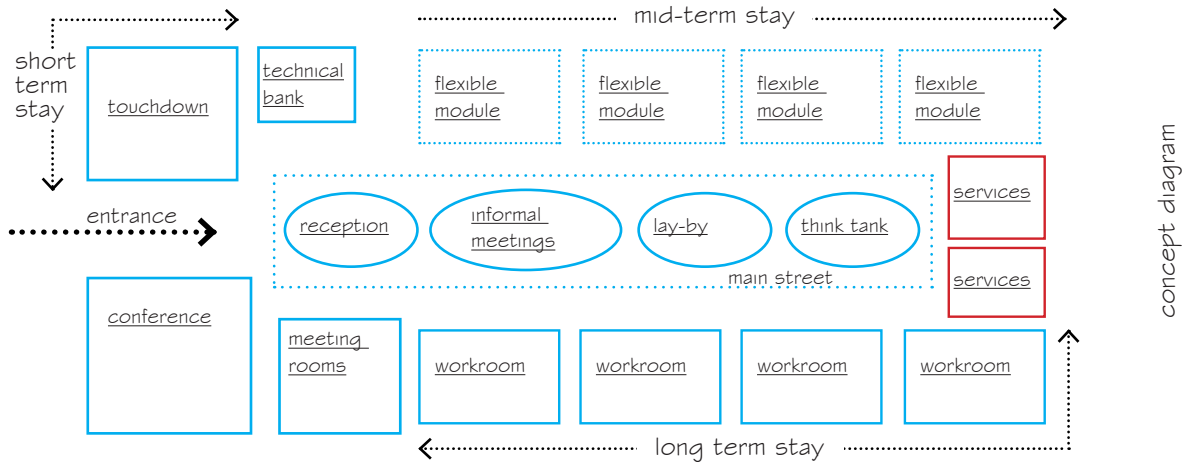
## PLANNING WORKING SPACES



# PRIMARY SPACES

## PLANNING WORKING SPACES & PUTTING IT TOGETHER

Fitting an organization into a building means approaching the problem from two directions simultaneously: how much space do a certain number of people need (additive approach), and how many people can the building hold (subtractive).



# PRIMARY SPACES

## PLANNING WORKING SPACES

### Spaces for Collective Work

Much individual work in offices is done in shared spaces. Many pool areas are private to an organization but others, such as a secretarial area outside a group of executive offices, have a public face.

### Group Spaces

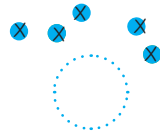
These are the heart of any business. They are where people meet to talk, listen and together create and implement solutions to the job in hand. They can be open or dedicated to an enclosed room.

- Meeting Points
- Team Spaces
- Boxes
- Meeting rooms
- Presentation rooms

### daily activities



0830: group area



1000: personal work



1030: coffeebreak



1315: restaurant



1400: meeting room



1700: study cell

# PRIMARY SPACES

## PLANNING WORKING SPACES

### Spaces for Solitary Work

The places people need when working alone have particular characteristics. Reflective tasks want no distractions: people nearby can be a disadvantage. The solitary worker is more aware of physical comfort. So good environmental conditions, and the right equipment and furniture, are particularly important, especially for repetitive work.

- Workstations: The setting of desk and chair had remained remarkably unchanged for last 150 years. Workstations need space for the worker; furniture and equipment. Space means room to carry out tasks, convenient access to storage and freedom to move without bumping into things.

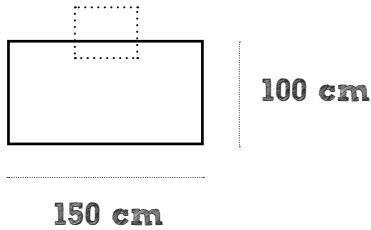
- Transient Space: "Hoteling" and "Touch-down desk" have created a new form of workstation. These shared desks are used by shift workers those dropping by the office for a short while and free-range workers who are probably part of a team.

- Booths: As it is for general and transient use, it can be minimal in size and without permanent storage. It may not even contain a PC or telephone. It may not even contain a PC or telephone. It is either fully enclosed.

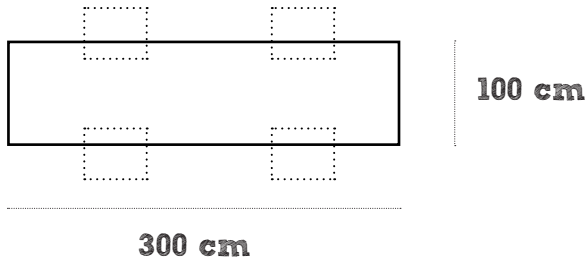
- Private Offices: At one level the office is a workstation with walls round it; at another it is the imposing throne room of the chief executive.

# PRIMARY SPACES

## PLANNING WORKING SPACES / table



single table  
ref:avanzi

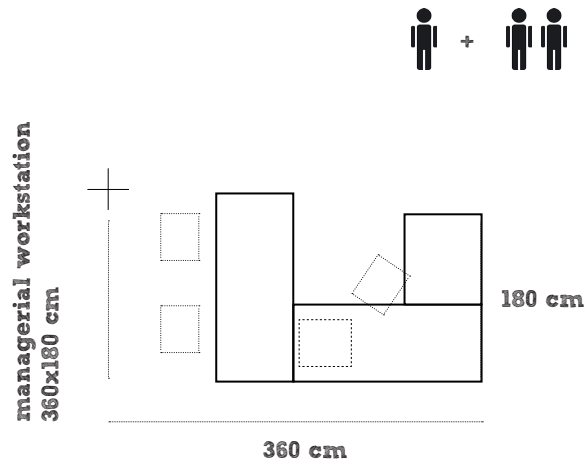
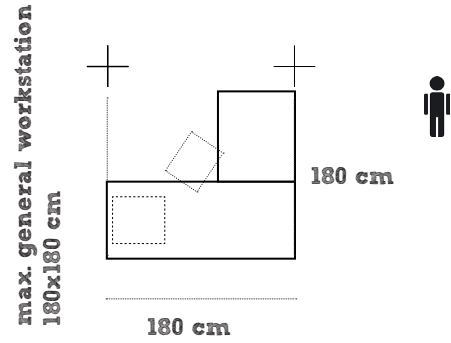
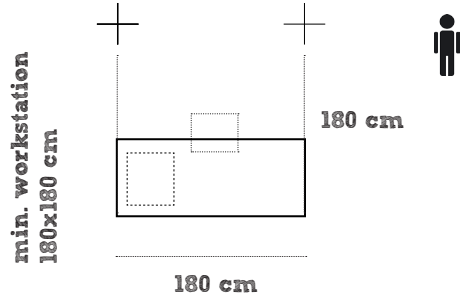


shared table  
ref:avanzi



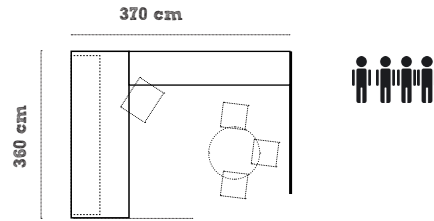
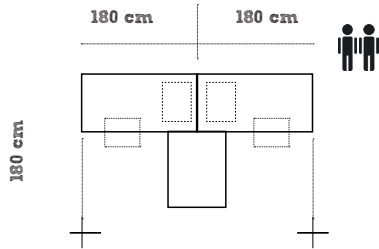
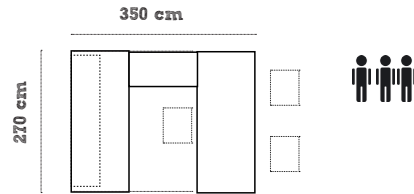
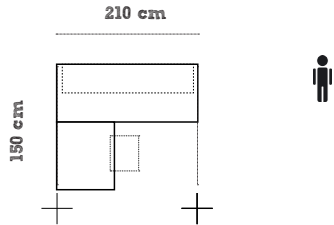
# PRIMARY SPACES

## PLANNING WORKING SPACES / workstation



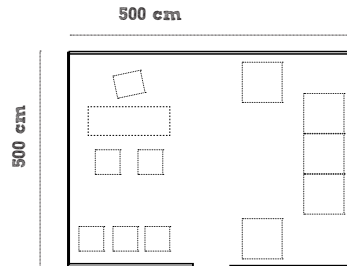
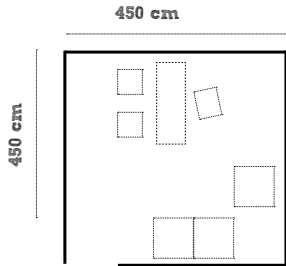
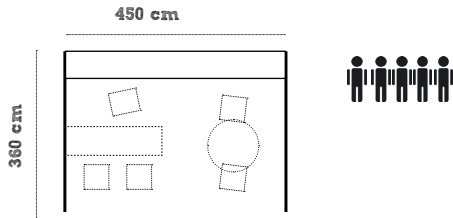
# PRIMARY SPACES

## PLANNING WORKING SPACES



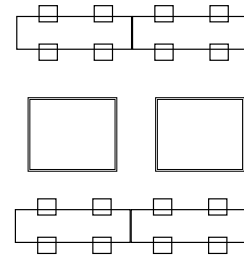
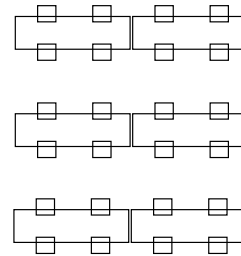
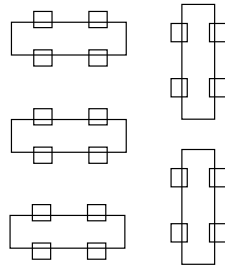
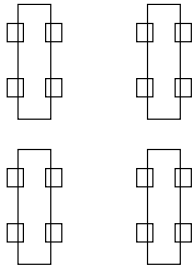
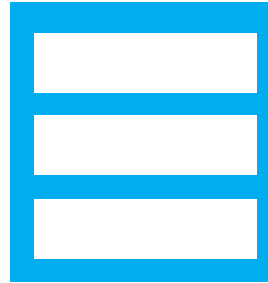
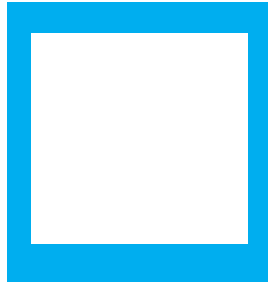
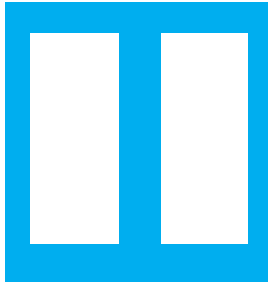
# PRIMARY SPACES

## PLANNING WORKING SPACES



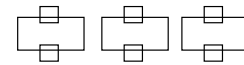
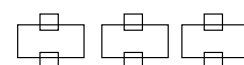
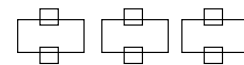
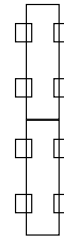
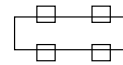
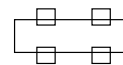
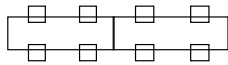
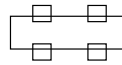
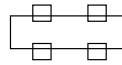
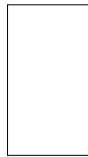
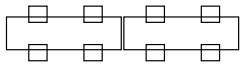
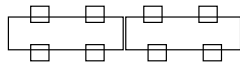
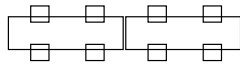
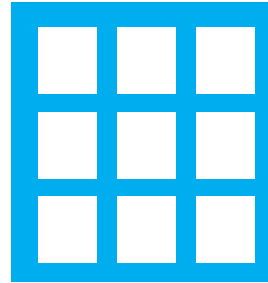
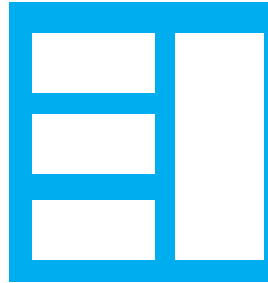
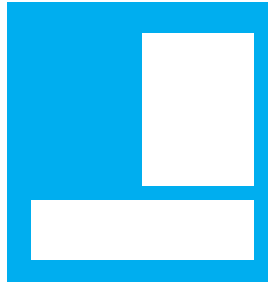
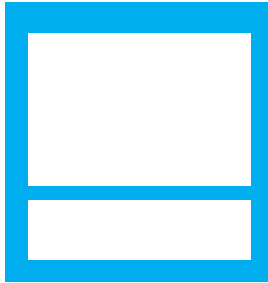
# PRIMARY SPACES

## PLANNING WORKING SPACES / 50 m2 experience



# PRIMARY SPACES

## PLANNING WORKING SPACES / 50 m2 experience



## PRIMARY SPACES

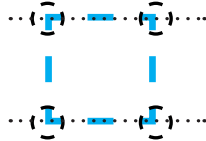
### PLANNING WORKING SPACES & PUTTING IT TOGETHER

Planning is likely to be simpler and more economic where grids are multiples of each other and relate to the dimensions of building components. For space planning common modules are 90cm, 120cm and 150cm, but there can be many other variations.



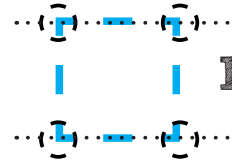
**90cm**

This form is based on the width of a door frame, and gives a high degree of flexibility, but has many joints and elongated panel proportions.



**120cm**

Most sheet materials come in 120 cm widths, which makes this module economical to build. It may well suit small installations, or those which are purpose made.

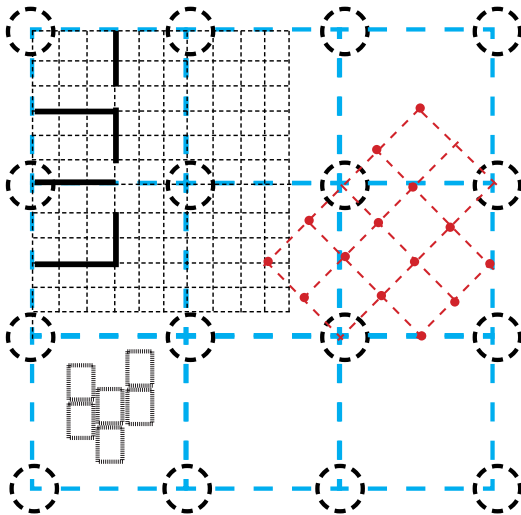


**150cm**

The 150cm grid is the most common, and leads to economical planning of space. Partitioning and furniture systems are generally designed to work with one the common grid size.

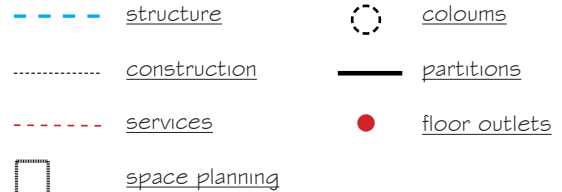
# PRIMARY SPACES

## PLANNING WORKING SPACES & PUTTING IT TOGETHER



Office spaces are likely to contain several kinds of grids as it shown:

- structure: beams and columns.
- shell: window spacings
- services: electrical outlets, lighting
- settings:
- planning: workstations, room layouts



# PRIMARY SPACES

## PLANNING WORKING SPACES & CIRCULATION

Primary circulation: circulation area around the building core used to access and interconnect the core spaces and the general office areas. This circulation path is required by fire safety and local codes for access to and egress from the space.

Secondary circulation: The main circulation through general office areas.

Tertiary circulation: The additional circulation in general office areas required to access

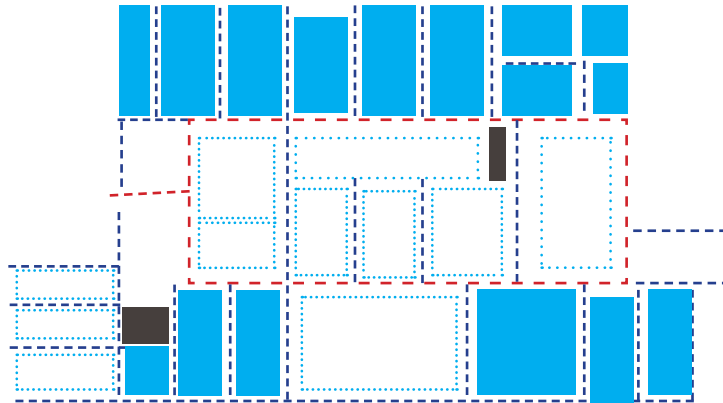
primary



secondary



tertiary



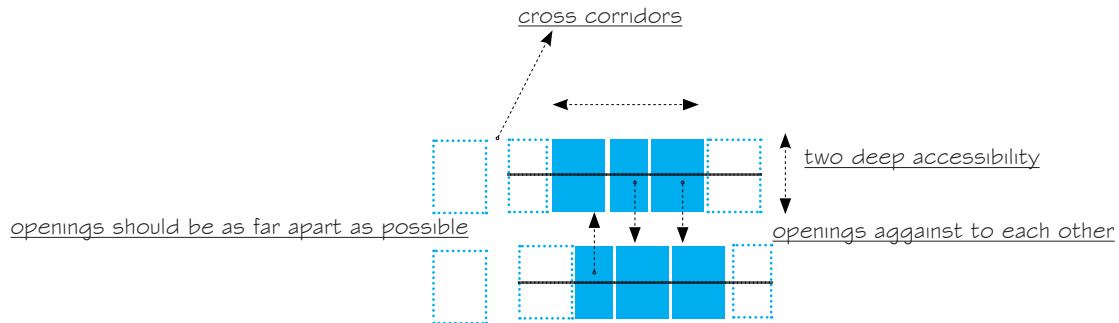
circulation pattern in open plan configuration



## PRIMARY SPACES

### PLANNING WORKING SPACES & CIRCULATION

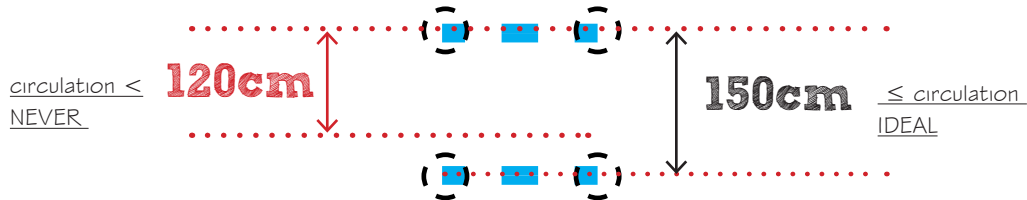
Long, straight circulation paths provide maximum efficiency and optimum organization; however, they can also appear tunnel-like. This is particularly true if the paths are narrow. To provide maximum efficiency and at the same time create an interesting and aesthetically appealing space, the path should be modified to create irregularities.



## PRIMARY SPACES

### PLANNING WORKING SPACES & CIRCULATION

Circulation is the area required to connect functional spaces in the office. In closed plan, circulation comprises the corridors through the space; in open plan, it is the paths through the workstations. The tree basic types of circulation are primary, secondary and tertiary.

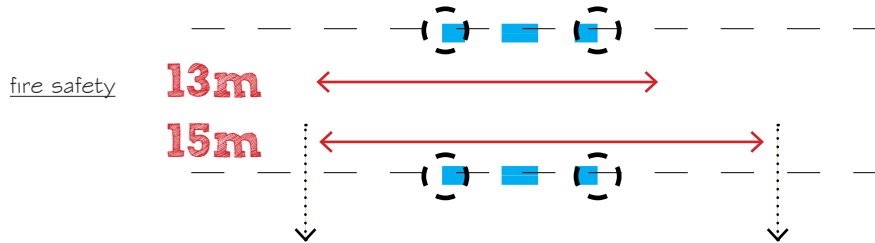


Circulation path widths should be considered carefully to create totally clear and unobstructed space. Generally, the wider the circulation path, the more spacious and comfortable the plan will appear and feel. Conversely, overly wide circulation paths unnecessarily consume space and decrease planning efficiency. Ideally, the main circulation paths should be at least 150cm and should never be narrower than 120cm.

## PRIMARY SPACES

### PLANNING WORKING SPACES & CIRCULATION

The minimum width required for public corridors by fire safety code is 1.3 meters. This code applies to traditional partitioned corridors and all circulation spaces in open plan and the circulation space must be free and clear of any obstructions.



The circulation pattern must be laid out in such a way that the max. travel distance from the most remote office to the point of decision, that is does not exceed 15 meters. The exception to this is referred to as a dead-end corridor. A dead-end corridor cannot exceed 6 meters in length from the dead end to the point of decision.



# **PART.II.IV. Support Spaces**

## **ORGANIZATION OF SUPPORT SPACES**

## SUPPORT SPACES

### PLANNING SUPPORT SPACES

Support areas are spaces that are used by a group within the organization or the entire organization to accommodate shared needs. Common support areas include:

- Reception
- Conference Rooms
- Meeting Areas
- Copy Rooms

<b>support space</b>	<b>m<sup>2</sup></b> 27000m <sup>2</sup> office or less	<b>m<sup>2</sup></b> 27000m <sup>2</sup> - 90000 office
- Reception	23m <sup>2</sup>	23m <sup>2</sup> / 27m <sup>2</sup>
- Libraries	18m <sup>2</sup>	27m <sup>2</sup> / 35m <sup>2</sup>
- Training suites	x	70m <sup>2</sup>
- Archives	10m <sup>2</sup>	23m <sup>2</sup> / 27m <sup>2</sup>
- Conference Room	23m <sup>2</sup> / 27m <sup>2</sup>	27m <sup>2</sup> / 45 m <sup>2</sup>

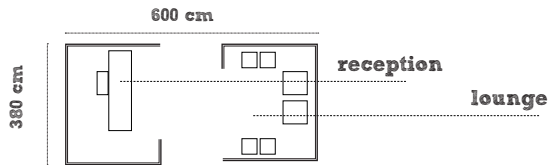
## SUPPORT SPACES

### PLANNING SUPPORT SPACES

For ease of access, they should be located within close proximity to those groups. A support space that functions for the entire organization or even the public, such as conference centers, auditoriums, or cafeterias, should be centrally located. The level of design in these support areas is often based on whether the support area is used as an interface with the public and, therefore a space is important in conveying the organization's desired image.

### Reception

Reception is where the company greets the world. It is the first part of the company that most people see. So its design can set the tone for what may be a long business relationships.



# SUPPORT SPACES

## Reception

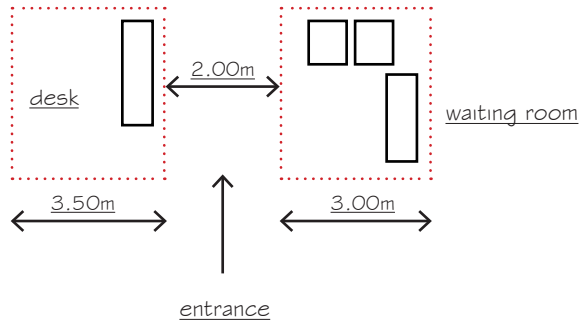
Tidiness. How to conceal incoming and outgoing packages, and the shaggy back of the wordprocessor.

Eye contact. Whether to raise the seated receptionist to be nearer the standing visitor's eye level.

Disabled. How to make part of the desk low enough for wheelchair users to have eye contact and to sign in.

**23 m<sup>2</sup>** <  
minimum square  
meters area

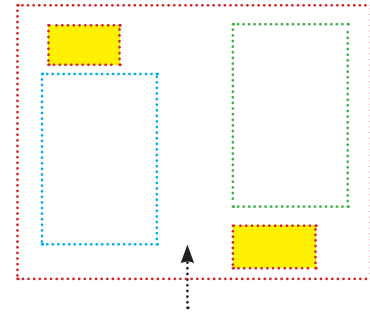
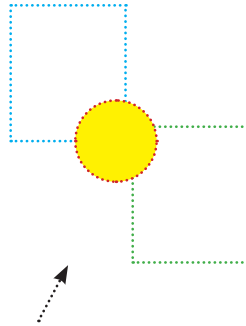
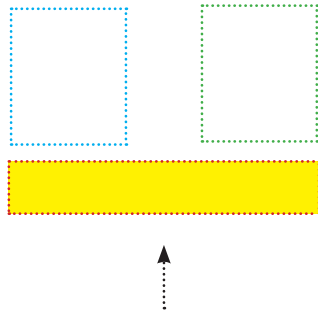
reception





# SUPPORT SPACES

## Reception



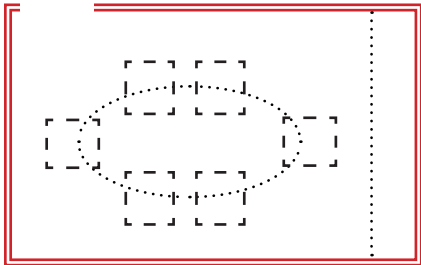
## SUPPORT SPACES

### Conference Rooms

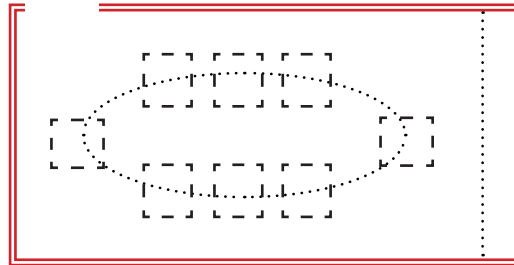
Tidiness. How to conceal incoming and outgoing packages, and the shaggy back of the wordprocessor.

Eye contact. Whether to raise the seated receptionist to be nearer the standing visitor's eye level.

Disabled. How to make part of the desk low enough for wheelchair users to have eye contact and to sign in.



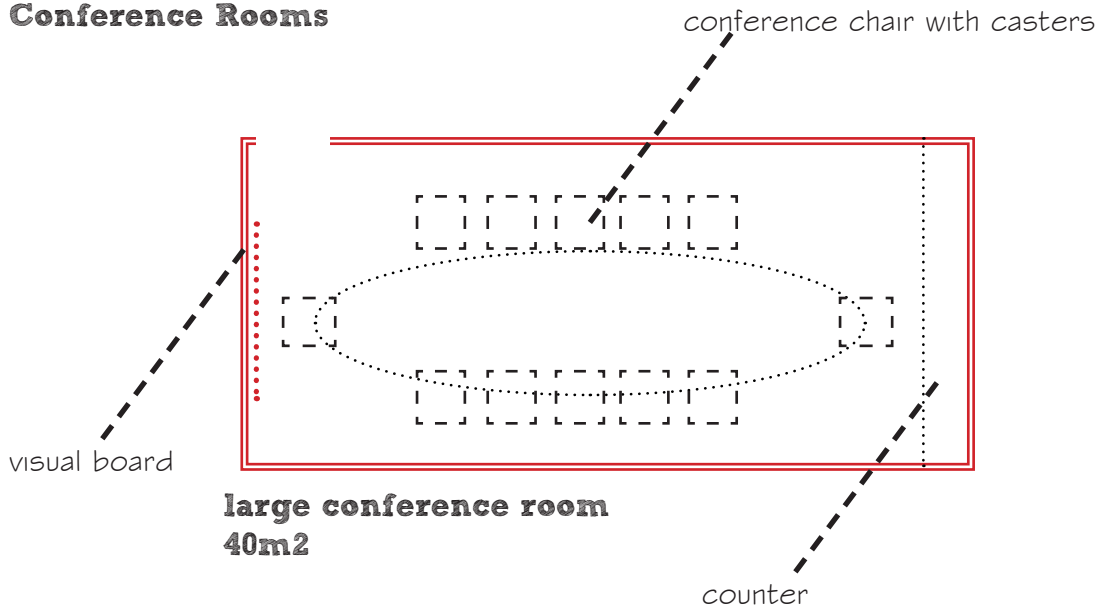
**small conference room**  
**24m<sup>2</sup>**



**medium conference room**  
**35m<sup>2</sup>**

## SUPPORT SPACES

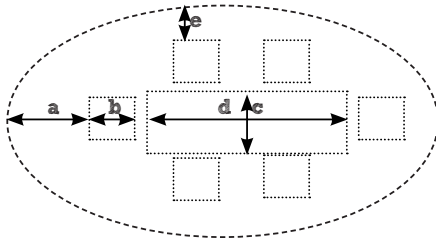
### Conference Rooms



## SUPPORT SPACES

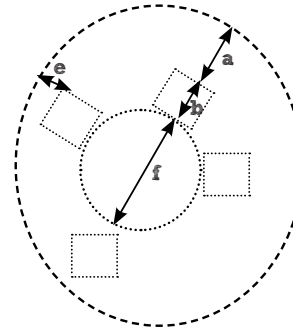
### Meeting Areas

Meeting areas varying from the space at the end of the desk or the room, to full blown video conference and training rooms. Ordinary meeting rooms can be furnished with low key standart furniture.



#### **formal meetings**

rectanqular table



#### **formal meetings**

round table

## SUPPORT SPACES

### Meeting Areas

KEY for dimensions

a circulation space 65 - 75 cm

b conference chair 50 - 70 cm

c table width 90 - 120 cm

d table length 200 - 250 cm

e distance to wall 10 - 30 cm

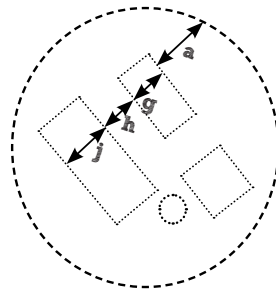
f round table 120 - 140 cm

g low rec. table 60 - 100 cm

h leg room 40 - 60 cm

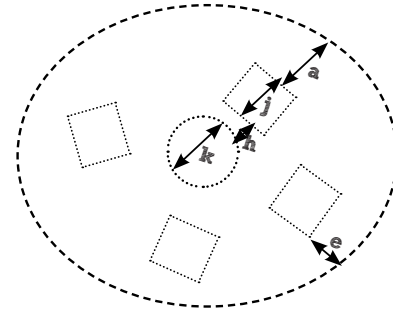
j sofa lounge chair 80 - 100 cm

k low round table 50 - 80 diam



**informal meetings**

sofa and lounge chairs



**informal meetings**

lounge chairs

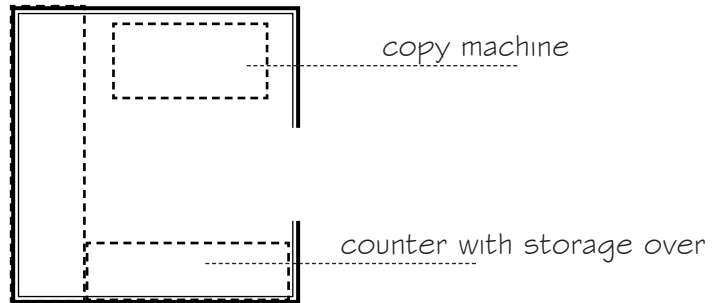
## SUPPORT SPACES

### Copy Room

Satellite copy rooms should be planned throughout a large office space in locations convenient to users. Central copy rooms should be located in or close to proximity to core areas adjacent to supply mail rooms. In new era it is possible to see function of copy as a part of circulation of the office area.

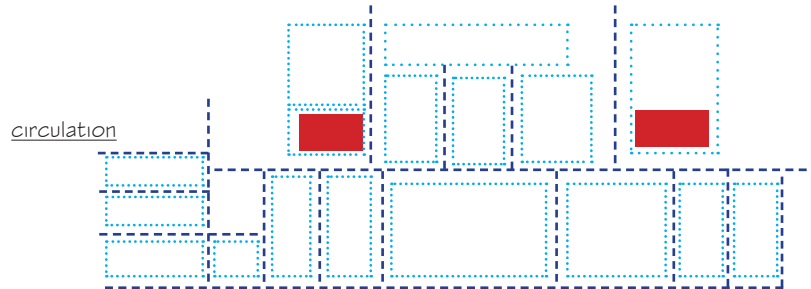
**16 m<sup>2</sup>**

minimum square  
meters area



## SUPPORT SPACES

### Copy Room



 possibility to use copy machines in circulation areas





# **PART.II.V. Secondary Spaces**

## **ORGANIZATION OF SECONDARY SPACES**

## SECONDARY SPACES

### PLANNING SOCIAL SPACES & PUTTING IT TOGETHER

Fitting an organization into a building means approaching the problem from two directions simultaneously: how much space do a certain number of people need (additive approach) , and how many people can the building hold (subtractive).

**socializing/public use <sup>+</sup>**  
**choosing a concept: bookstore**

**socializing/public use <sup>++</sup>**  
**choosing a concept: bookstore**  
**adding: kitchen, shop, relax,**  
**programatic events (mfs)**

**socializing/public use <sup>+++</sup>**  
**social activities**  
**commercial activities**  
**sportive activities**

## SECONDARY SPACES

### PLANNING SOCIAL SPACES

*Spaces for Social Integration*

Support areas are the spaces that we used by a group within the organization or the entire organization to accomodate shared needs.

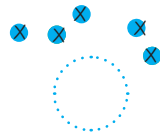
The sizing and location of these support areas are based on the number of people who use the space, the frequency of that use, and the adjacency requirements to internal group or visitors to the space.

These social spaces are the ones in the office that people use for activities largely unconnected with work: the cafeteria, gym, the club room, libraries, creche...

#### daily activities



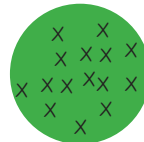
**0830:** group area



**1000:** personal work



**1030:** coffeebreak



**1315:** restaurant



**1400:** meeting room



**1700:** study cell

## SECONDARY SPACES

ADD FUNCTION

1\* activity



Primary Spaces

2\* activities plus

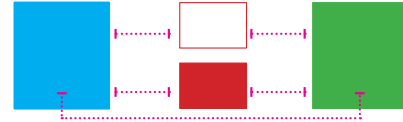


Secondary Spaces

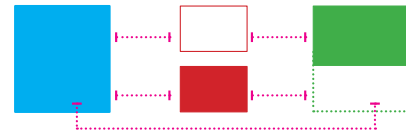
## SECONDARY SPACES

### 2\* activities plus

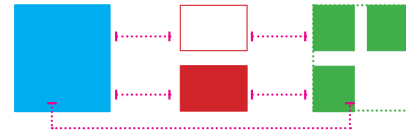
1 activities plus 'fix'



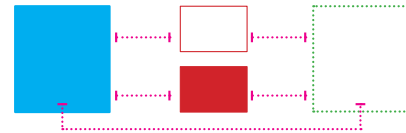
2 activities plus 'half fix'



3 activities plus 'fix mix'



4 activities plus 'superflex'



## SECONDARY SPACES

### 2\* activities plus

choose your action :

social,  
commerce  
conference  
seminars,  
events,  
arts  
sports  
exhibits  
relax,  
cinema,  
learning  
teaching,  
fullflexible,

...  
...  
...  
...  
...  
...

1 activities plus 'fix'



2 activities plus 'fix mix'



3 activities plus 'half fix'



4 activities plus 'super flex'





## SECONDARY SPACES

### 2\* activities plus

choose your action :

EXAMPLES:

LIBRARY



SHOP  
KINDERGARTEN  
FITNESS CENTER



RESTAURANTS, CAFES  
PLUS EVENTS



EXHIBITS, EVENTS  
CINEMA, SEMINAR...  
ETC





## SECONDARY SPACES

### 2\* activities plus

CHOOSE YOUR ACTION :

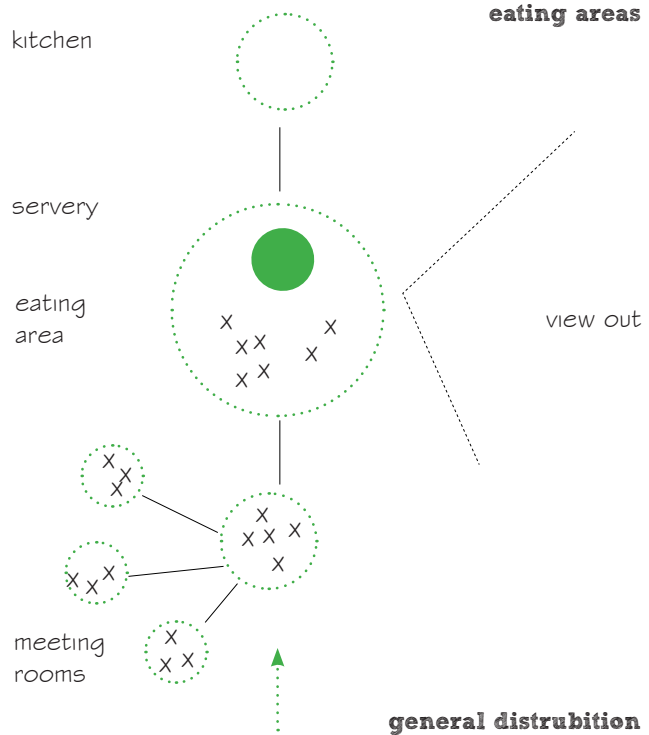
#### Restaurants and Cafes

In offices the most common formalized social activity is eating. Good subsidized food can promote healthier eating habits and encourage staff to relax and socialize with their colleagues. It expresses management's attitude to its staff. It also usually leads to shorter lunch breaks.

#### NOTES:

1 PERSON X **M2**  
0,9 - 1,3

SERVICE AREA = DINING AREA



## SECONDARY SPACES

### 2\* activities plus

CHOOSE YOUR ACTION :

#### Restaurants and Cafes

##### Eating Areas

Round, square, rectangular tables for four to six people are generally most popular, although banquettes and booths are economical with space and give additional privacy.

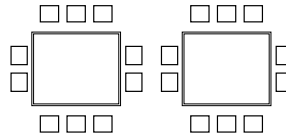
##### Serveries

The eating area is normally two to three times the size of the support areas.

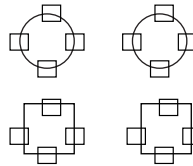
##### Kitchens and Ancillary Areas

Design of the kitchen depends not only on the numbers of meals to be served, the number of eating areas and the length of service through the day.

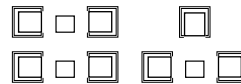
#### eating areas



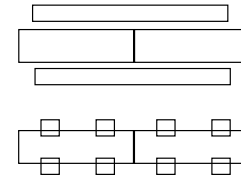
all together\* commun table



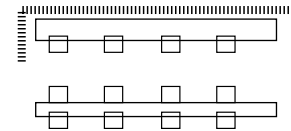
rounded



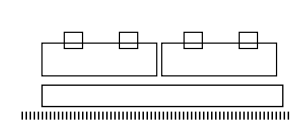
comfort



longitude\* commun tables



bar solution



on the wall

spazial solution examples

## SECONDARY SPACES

### 2\* activities plus

CHOOSE YOUR ACTION :

Restaurants and Cafes



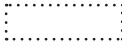
Eating Areas



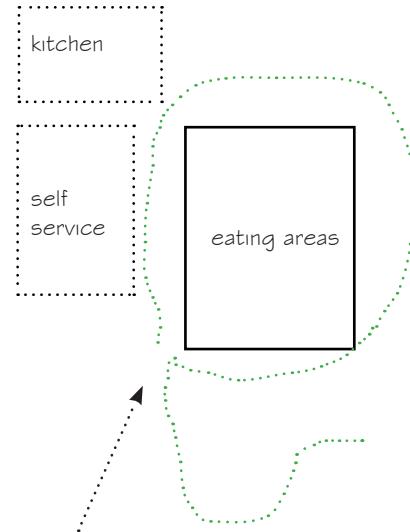
Serveries



Kitchens and Ancially Area



eating areas



spazial solution examples

## SECONDARY SPACES

### 2\* activities plus

#### CHOOSE YOUR ACTION :

#### Libraries

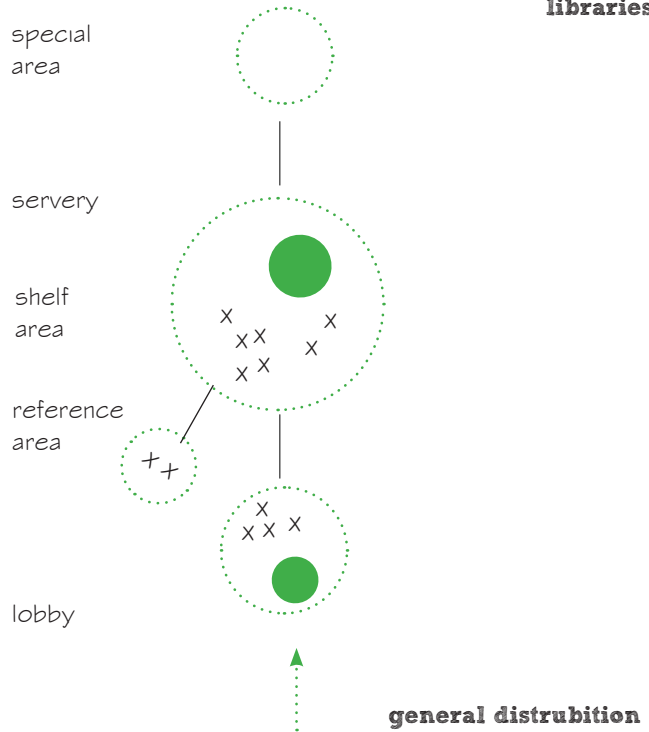
Libraries have traditionally been places where people worked alone or talked in whispers. However the resource centre provides a different paradigm. Collaborative study is encouraged, and more then ever librarians are information advisers. Users need comfortable seating and work surfaces, powerpoints for their computers

#### NOTES:

**1 PERSON** X **M2**  
2.5- 3.0

**SERVICE AREA = VISITOR AREA**

#### libraries



## SECONDARY SPACES

### 2\* activities plus

#### CHOOSE YOUR ACTION :

##### Libraries:

##### Stuck

Shelving for materials storage for books and periodicals, is the primary space component of any library.

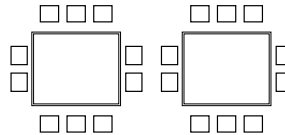
##### Worktables area

Work areas in the library provide space for stalls for receiving and sorting mail, cataloging functions, and copying equipment.

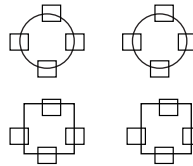
##### Staffing

The size of the staff depends on the amount of control and supervision the library will require. This can range from a self-service facility to fully supervised library.

### libraries



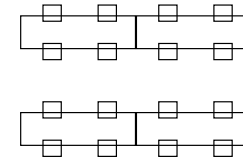
all together\* comun table



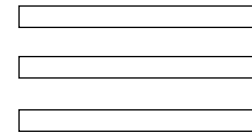
rounded



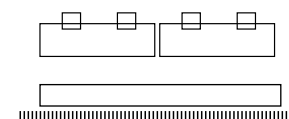
comfort



longiutude\* comun tables



stuck example



on the wall

spazial solution examples

## SECONDARY SPACES

### 2\* activities plus

#### CHOOSE YOUR ACTION :

##### Fitness Center

The facility should be located away from office areas to ensure that noise generated in the fitness facility does not intrude into office areas.  
The additional traffic to and from the facility can also affect general office areas if the fitness center is not removed from office areas.  
If the facility is open to users other than occupants of the buildings, the facility should be accessible to the public.

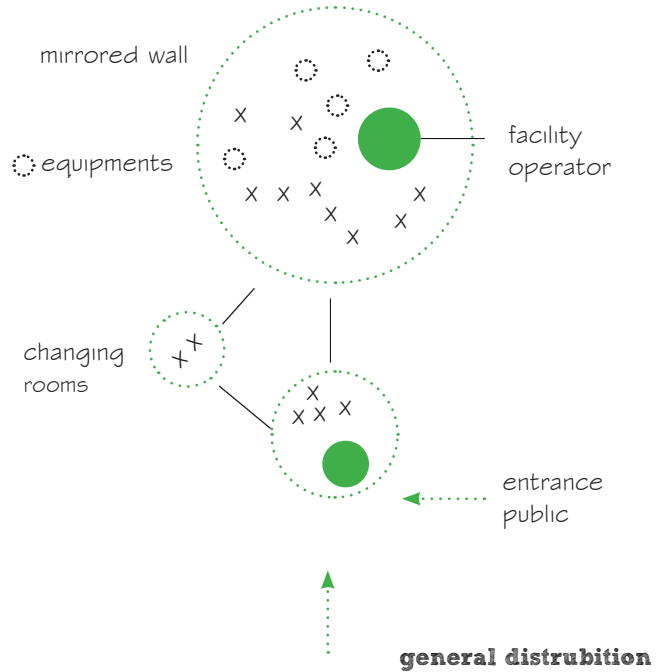
#### NOTES:

**1 PERSON** X **M2**  
**4.5- 5.0**

**SERVICE AREA = SPORTS AREA**



#### sports



## SECONDARY SPACES

### 2\* activities plus

#### CHOOSE YOUR ACTION :

##### **Fitness Center**

##### **Administrative Support**

A typical fitness facility include a desk area for a professional assigned to conduct exercise programs. This area a a point pf cntrol for access to the facility.

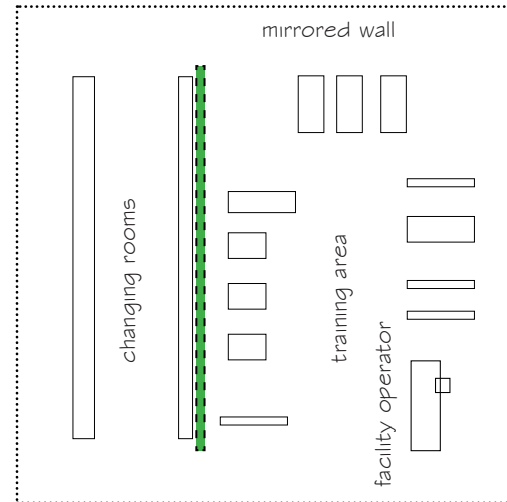
##### **Changing Room**

These rooms should consist of a shower area, separate vanity area, and locker area with benches.

##### **Training Area**

This area ouse cardiovascular equipment and provide open areas for individual exercise as well as warm up and cool down. These rooms should be carpented with level loop nylon antimicrobial carpet and equipped with mirrors.

sports



spazial solution examples

**PART.II.VI.**

**Ambience**

**ASPECTS OF  
THE SPACES**



## AMBIENCE

Part of good corporate culture is providing a stimulating yet unstressful environment in which people can perform at their best. Creativity is essential for the competitive company. It can take many forms. And whatever the task, whatever the situation, good environment helps for creation.

The creative workplace should make worker and visitor alike feel:

at home, comfortable

confident, sure of their individual identity and of their worth as human being

safe, knowing that they can share without losing out and can take risks

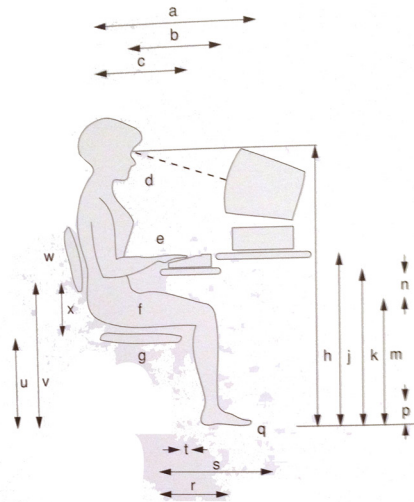
responsible, for the good of themselves and towards those they work with

creative and innovative

How can be achieved: what messages have to emphasized, or eliminated? At all levels ambience should not be created by default. What characteristics fit the company? What is essence of the team? What messages should each space, and the whole interior, convey?

The ambience that a company creates will reflect the way it works, the way in which it responds to wider concerns and the way in which it wants to be perceived. For most companies the globalization of business is changing the way they work. For all companies the conservation of the globe's resources is changing the way the build.

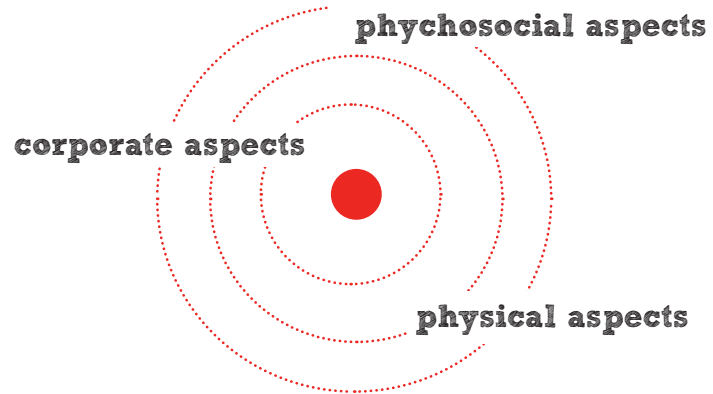
# AMBIENCE



**KEY**

	centimetres	
a	arm reach	40-100
b	distance to screen (more for large screens) + document holder	50-75
c	elbow to keyboard reach	30-40
d	working angle from horizontal eye level to centre of screen	20-30°
e	neutral forearm and wrist angle	5-30°
f	open trunk to thigh angle	10-100°
g	adjustable seat (+/- 5° from horizontal forwards and backwards)	40° x 26-40°
h	eye height to top of screen	1.0-1.40m
i	general workspace height	65-76
k	keyboard height (rounded edges and wrist supports)	58-70
m	under desk knee clearance	50
n	clearance between thigh and work surface	20
p	under desk foot clearance	25
q	feet in firm contact with floor or footrest	40-45
r	clearance for knees beneath desk	40
s	desk	80
t	of seat	4-8
u		33-50
v		55-75

# AMBIENCE



# AMBIENCE

## Corporate Aspects

The ambience that a company creates will reflect the way it works, the way in which it responds to wider concerns and the way in which it wants to be perceived.

### **mobility:**

Means working all over the world, flying there in person, or sending verbal and visual messages through ether or cable. This ability to go anywhere, to work anywhere reduces social and organizational bonds.

### **legibility:**

Mobility makes legibility essential. Users and visitors should be able to “read” the building easily. The entrance to business premises should be just as obvious.

### **sustainability:**

Green issues affect ambience both physically and psychologically. Daylight likewise is highly prized. Designing the internal parts of a building include using recycled materials and those that come from sustainable sources.

### **image:**

Concentrating on “style” can lead to superficial decisions, and to stultifying the designers energies. To create an unique solution strategic input is needed from the sponsor.

# AMBIENCE

## **Phychosocial Aspects**

In ambience there is no clear boundar between the corporate and the personal. It is also hard to discriminate between elements which qffect people's feelings and those which touch their senses.

### **status:**

The cellular office and how it is furnished describes the status of occpant. The large corner office, with nice views of the park... etc. sends messages of authority and hierarchy more clearly than any well-publicized pay settlement. The minimally furnished open workstation says the reverse.

### **personalization:**

Workplaces vary from the totally personalized private office, which looks like just home, though the semi persona lized workstation with pin-up, postcards and vase of flowers, to the totally impersonal - such as the shared workstation which belongs to nobody.

### **privacy:**

Privacy relates closely to personalization, but nevertheless an elusive concept. Careful analysis of privacy needs, their purpose, how they may be met in design terms is central to the sensible workplace. Beyond the physcal body is this surrounding zone, which may be cose to the skin or varies.

# AMBIENCE

## Physical Aspects

How people get into a building and how they make themselves comfortable in it are the most fundamental physical aspects of workplace ambience. A building designed for the disabled will enable all those who use it.

### accessibility:

In perfect world, buildings would be completely accessible and usable. But that costs more, and there is a natural reluctance to do more than the minimum. \*see next page

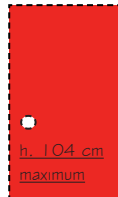
### HEIGHT:

reception  
desk



h. 80 cm  
maximum

door handles



h. 104 cm  
maximum

switches



h. 120 cm  
maximum

steps



h. 17 cm  
maximum

desk



h. 70 cm  
or  
adjustable

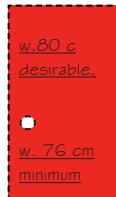
# AMBIENCE

## Physical Aspects

accessibility:

**WIDTH:**

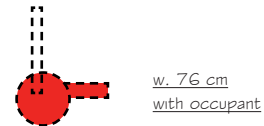
**doors**



**corridors**



**wheel chair**



# AMBIENCE

## ACCESSIBILITY CONSIDERATIONS

### PLANNING

Approach to buildings including car park and changes of level  
Internal Spaces width of corridors, doors opening, turning circles  
Doors width, swing, weight, vision and kick panels  
Stairs width, handrails, treads  
Floors non slip materials, few changes in level  
Toilets number, size, heights, equipment  
Graps door handles, window, taps  
Height handles, switches, outlets, work surfaces, keyboards, reception desk  
Vision clear lighting, visual indicators,  
Obstacles projections, which impede wheelchairs

### MATERIALS

Materials changes in flooring, colour, handrails as signals  
Reflectances reduced for the partially sighted

### EQUIPMENT

Keyboards alternative input and hands free devices  
Monitors contrast, adjustability, size  
Filing suspension, filing systems  
Meeting rooms computer input devices for the deaf



# AMBIENCE

## Physical Aspects

### **balance:**

Or kinaesthetics- is how people's bodies respond to spaces as they move through them. Going from a carpet to a marble floor, up a few steps, or rising from a chair: all these activities demand changes in the body's muscular responses.

### **smell:**

Smell goes straight into the bloodstream. Other sensory stimuli pass through the brain first. This explains why the smell of new mown grass will conjure a total experience of a childhood summer in a way no sound or picture could achieve.

### **touch:**

Good design caters for free movement of and around furniture, and circulation routes that allow enough space to pass comfortably. Choosing well-designed doors, furniture, with an interesting texture is important for users. Beyond physical touch there is a visual kind, where the brain combines sensation with memory and imagination.

# AMBIENCE

## Physical Aspects

### hearing:

Sound makes all the difference in the workplace, but the right balance is difficult to achieve. Much of the physical design relates to controlling sound. Control, so that the noisy brainstormers will not disturb the creative writers. Calmness in the workspace mostly springs from noise levels: carpets and other absorbent surfaces, quiet equipment, telephones that barely ring. Loud from outside can ruin the office work in that way windows should provide valuable sense of context, time and place.

### vision:

Seeing the space can tell its size, disposition and how to move around it. The impact of a space largely what is seen : a small space may make a worker feel cramped, and in too large a space a team may rattle around and become cohesive. People react to bright lighting, strident colours and play of water in a fountain. They notice comfortable furniture, the latest technology... The visual design of an office helps a worker to decide unconsciously, where he is happy to be and work.

# AMBIENCE

## Physical Aspects

### DISTANCES AND SENSES

#### KEY

a intimate distance - close

b intimate distance - not close

c personal distance - close

d personal distance - not close

e social consultative distance - close

f social consultative distance - not close

g public distance - close

h public distance - not close

**distance**  
meter

**smell**

body smell

feet

**touch**

easy touching

limit of reach

**hearing**

whisper

normal voice

loud voice

**vision**

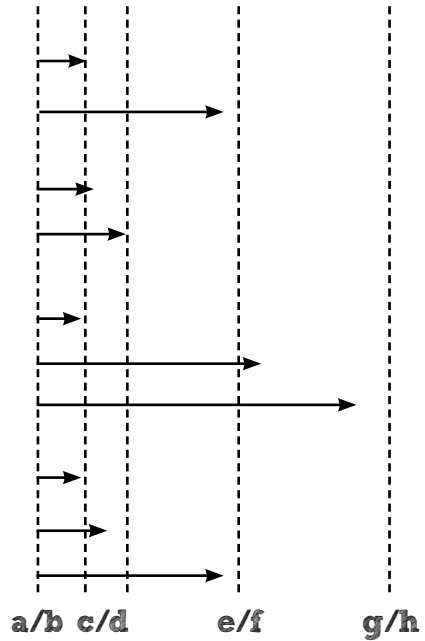
most tasks

some tasks

eye contact

**distance**  
classification

0 0.5 1.2 3.0 7.0



# AMBIENCE

## Physical Aspects

### color:

Color is an important part of vision, but it is too often neglected in the workplace, despite the fact that it can influence motivation and performance.

Color, used with style and knowledge, can turn a mundane space into a place of magic, and make an economical space feel luxurious. Color is for the corporate statement, but more than this - color can affect the way people perceive a space and react to it.

The color we see is light reflected off surface, so that two objects of identical colour but dissimilar textures appear quite different lights and in different situations.

Some of the best color schemes use many different colors. However, when a variety of materials is used it is essential to check each against actual samples in good lighting conditions to ensure correct color matching. Changes of carpet color can be used to indicate fire routes...

Using color creatively takes courage and discipline; but it is a cheap and effective way to enhance space, provide style, lift the spirits of the workers and demonstrate a company's image.

# AMBIENCE

## Physical Aspects

### color:

#### RULES OF THUMB: COLOR

LIGHT COLORS: Reflect light, enlarge space, make it feel more impersonal and the walls further away. They may be considered feminine, but at the same time business-like.

DARK COLORS: Absorb light, and make spaces appear smaller and more intimate. They make walls feel closer; and are considered masculine.

WARM COLORS: Reds and yellows, in all their shades, bring visual warmth to a space. However while warmer hues can complement food and skin, and encourage sociability.

COOL COLORS: Blues and greens can make users believe a space is cold. However, pale unsaturated blues and greens are relaxing and refreshing and look good with natural materials such as wood and leather.

PRIMARY COLORS: Reds, blues and yellows are cheerful, unsophisticated, draw attention to themselves and can be effective when used with discretion.

NATURAL COLORS: The color of natural materials, or the materials themselves, can be warm, friendly and lively without impinging too much. Naturally colored materials tend to last well.

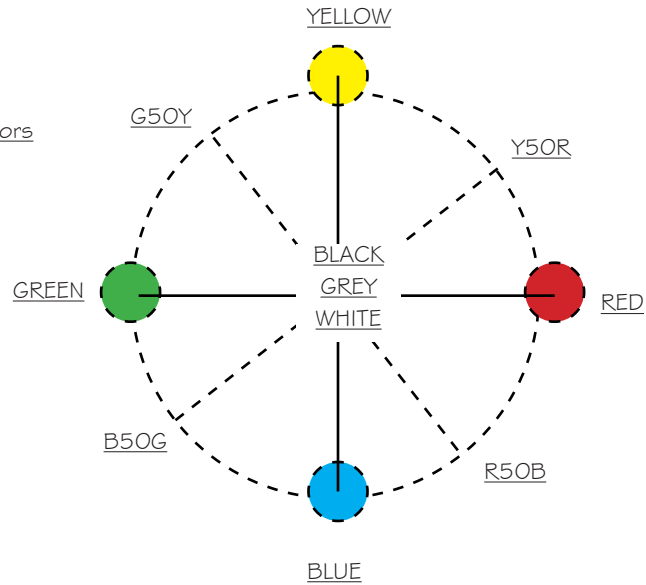
NEUTRAL COLORS: Black, white and shades between can sometimes look rather sterile, but allied with other colors they become effective and timeless.

# AMBIENCE

## Physical Aspects

### color:

DIAGRAM  
showing examples of colors



Munsell Color System

**handbook**

**PART. III**

