



OFFICE SPACE STANDARDS

Function	Office Type	Allocated SF
Executive Management	Closed	250
Senior and Middle Management	Closed	120 – 150 Depending on space configuration
Professional / Administrative	Open	64 (8 x 8)
		48 (6 x 8)
Professional Tech/Hoteling	Open	36 (6 x 6)

CONFERENCE SPACE TYPES

PROJECT / TEAM ROOM	8 – 12 Occupants
HUDDLE ROOM	1 – 3 Occupants
SMALL CONFERENCE ROOM	6 – 8 Occupants
MEDIUM CONFERENCE ROOM	10 – 12 Occupants
LARGE CONFERENCE ROOM Multi-Purpose Room with configurable tables	14 – 16 Occupants
TRAINING / SEMINAR ROOM	41 – 60 Occupants (2 Rooms of 24–32 if Divisible Room)