



OFFICE SPACE STANDARDS		
Function	Office Type	Allocated SF
Executive Management	Closed	225
Senior and Middle Management	Closed	130
Professional / Administrative	Open	36 (6 x 6)
Professional Tech/Hoteling	Open	25 (5 x 5)
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)	