



HOME OFFICE FURNITURE & CUSTOM DESIGN

H O M E O F F I C E P L A N N I N G G U I D E

This workbook will help you analyze your space requirements/limitations, "style" of work, hardware configuration and related issues in order to design an ergonomically-sound and productive work space suited to your specific needs.

Phone 415.824.9266
Fax 415.229.4747

INHOUSE HOME OFFICE PLANNING GUIDE

Date: _____ Customer name(s): _____

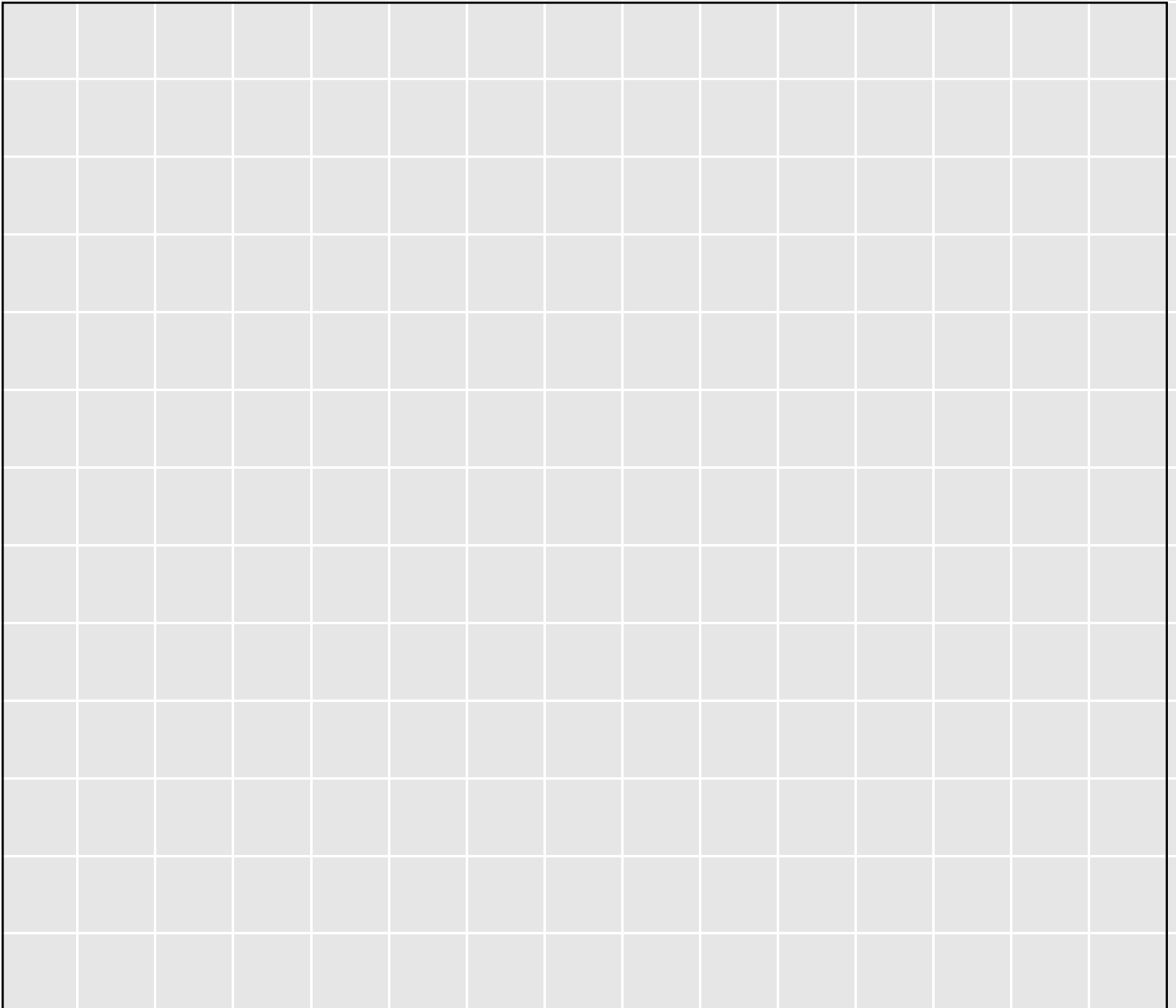
Phone: () _____ Fax: () _____

E-mail: _____

This floor planning grid can be used to lay out your home office. Each "box" represents a single square foot at 1/2" scale. Measure your room and transpose it onto the grid (e.g. a 10'-0" x 8'-0" room will be 10 boxes wide by 8 boxes high). Then measure the furniture you are considering using in your home office and try different layouts keeping in mind all the issues raised in this Planning Guide.

Need assistance?

We will be happy to work with you on the best solution for your space and workstyle.



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PLANNING YOUR NEW HOME OFFICE?

You've finally found the office space you've been looking for, and you're ready to get set up. But wait—before you rush out and purchase furniture, answering the following questions about the space and the way you work, can prevent costly mistakes and can increase productivity. This planning guide will help you analyze your space requirements/limitations, "style" of work, hardware configuration and related issues in order to design an ergonomically-sound and productive work space suited to your specific needs.

WHAT TYPE OF ROOM WILL HOUSE YOUR HOME OFFICE?

- What are the exact dimensions of the room?
- Where are the windows located? How high are they off the ground? What type of window treatments will you use?
- Where are the electrical outlets located? Are there enough? Is the power sufficient for your hardware?
- Where are the telephone outlets? Are there enough? Will you need to add lines for a fax modem and Internet hook-up?
- Are your computers to be networked? If so, what wiring (if any) is necessary to ensure they function properly?
- What kind of lighting exists in the space? What type of light will you need for the type of work you'll be doing?
- Are there any available closets which can be used for optimal use of the space?
- Are there any noise factors? If so, is the room carpeted for noise reduction? Are there any other acoustic issues?
- Will this room also be used for any other purpose that would affect the overall layout? If so, how? (For example, will you need to hide your computer and work from guests?)

HOW DO YOU CURRENTLY WORK?

- Do you prefer to spread out, or do you work compactly?
- While working at your desk, how much time will be spent at the computer?
- Will your worksurface require a special shape?
- Will your workspace be able to accommodate your work style? If not, should you consider changing your work habits, or should you consider another space (if possible)?
- Will you require a lot of drawer space, or will you keep a lot of your supplies on your desktop? Which supplies will you be using regularly?
- Where will you want to locate hardware peripherals, shelving and file storage in order to minimize excessive or uncomfortable movement during use? How often will you need access to each item?
- Will you need a task (desktop) light? If so, what kind (halogen, fluorescent, or incandescent)?
- Will you require a height-adjustable work surface? How about an adjustable keyboard tray? A monitor arm?
- What types of work activities will you be doing, such as keyboard work?
- What type of chair will you need to complement your type of work activities?
- How many people will be working in the space? We recommend answering the above questions for all persons.
- If you will need to accommodate visitors in the space what type of seating/conferencing will be necessary?

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OTHER IMPORTANT CONSIDERATIONS:

- What colors do you want to use in decorating the room?
- What furniture style best suits you?
- Do you prefer any particular materials such as woods (type, stain, color), plastic laminates (e.g. "Formica"), metal, paint?
- What is the overall budget for furnishing the room?

THINK ABOUT SPECIFIC DIMENSIONS:

■ Storage needs:

Files: (letter or legal size) (in linear feet i.e. 10' of file storage)

Bookshelves: (in linear feet) Height and depth of shelves

Closed cabinets: Any special depth, ideal number of cabinets

Other specific storage needs?

■ What type of equipment do you have?

When measuring the depth of your equipment, include the depth of the cable heads for the printers and fax, etc. as they add several inches.

For copiers and printers which load the paper from the side, include enough room in the width to allow you to comfortably pull out the paper tray and load it. Include enough room in the height dimension to "flip up" the copier/printer top for easy paper handling.

Hardware	Brand & Model	Height	Width	Depth
Monitor	<input type="checkbox"/> Standard <input type="checkbox"/> Flat Panel			
Printer or Printer/Fax/ Scanner	<input type="checkbox"/> Front loading <input type="checkbox"/> Top loading			
Copier	<input type="checkbox"/> Front loading paper tray <input type="checkbox"/> Side loading paper tray			
Fax	<input type="checkbox"/> Front loading <input type="checkbox"/> Top loading			
Computer	<input type="checkbox"/> PC <input type="checkbox"/> Macintosh <input type="checkbox"/> Tower <input type="checkbox"/> Desktop/Horizontal			
Laptop	<input type="checkbox"/> External Monitor <input type="checkbox"/> External Keyboard <input type="checkbox"/> Docking Station			
Keyboard	<input type="checkbox"/> Standard <input type="checkbox"/> Split <input type="checkbox"/> Mouse <input type="checkbox"/> Trackball			
Scanner				
Other				
Wireless Office	<input type="checkbox"/> No <input type="checkbox"/> Yes...Which components?			