



Office Space Calculation Study

This space study may assist your firm to determine its space needs. The efficiency of space utilization may be influenced by laboratory benches, architectural tables, the age, size and shape of the office building, floor-plate size, and so on. Once a short list of suitable available premises is been decided, the assistance of an interior designer will more accurately determine maximizing your layout, functionality and costs.

President's Office with meeting area for 4 people	350 sq ft
Vice President's Office with small meeting table	250 sq ft
Director's Office large outside window office	175 sq ft
Manager's Office medium size office	150 sq ft
Private Office typical office	125 sq ft
Partitioned office personnel - cubical offices	100 sq ft/person
Open space personnel	75 sq ft/person
Reception Area	175 sq ft
Waiting area accommodating 6 to 8 people	125 sq ft
Conference room seating # of people	25 sq ft/person
Copy or equipment room	50 sq ft
Mail or Office supply room	30 sq ft
File Room	6 sq ft/file cabinet
Coat or other Closets	10 sq ft/closet
Break or lunch room	25 sq ft/seating
Kitchen	100 sq ft
Traffic and Load Space	20%

*Only
intended
as a
guide.*