

Office Space Planning Checklist

With the right layout, every space has the potential to maximize function and performance. One of the first steps to achieving this is to get a good understanding of how much room you have. With this information, our specialists can match you with the perfect office furniture solutions for your space.

Measuring Your Space

When measuring your space, creating a rough sketch of the room's layout can help you record your measurements. On page 2 of this checklist, we've included a blank grid where you can sketch and record your findings as you follow steps 1 to 5. See page 3 for an example of a room sketch.

- Step 1:** Measure the perimeter of the space you want to furnish.
- Step 2:** Measure the dimensions of any irregularities or architectural features such as angled or curved walls, columns, posts, baseboard heaters, and radiators.
- Step 3:** Measure the doors in the space and indicate their location, size, and swing direction.
- Step 4:** Measure the width of the windows and indicate their location and height.
- Step 5:** Indicate the location of power outlets, phone jacks, thermostats, and network or internet jacks



Space Requirements to Keep in Mind

Space requirements and clearances are important factors that contribute to how your space functions. These clearances prevent crowdedness and provide generous room for your team and guests to move freely. These are guidelines for how much space to give each piece of furniture.

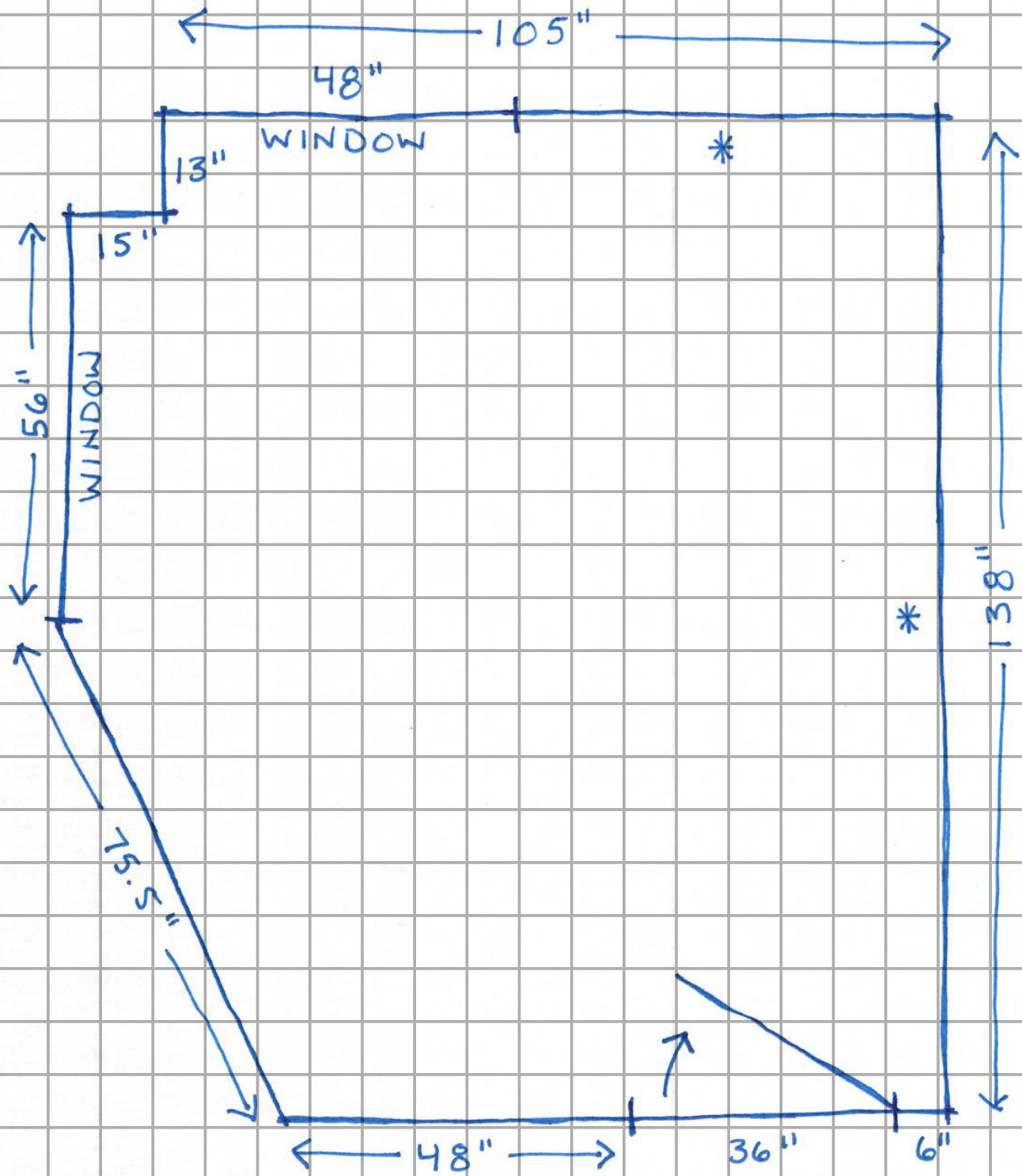
Spacing Guidelines

- **Task or Guest Chair:** 3 Feet
- **Guest Chair Space:** 3 Feet
- **Task Chair with Wall or Storage Behind:** 4 Feet
- **Between a Desk and A Wall:** 3 Feet
- **Aisle Space:** 4 Feet

Our office furniture specialists are happy to assist you every step of the way, including the measuring process. If you are unsure or have questions about measuring your space, please contact your nearest Source Office Furnishings location to speak with a specialist.

Sketch out your office.
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* POWER & DATA LOCATION