

OFFICES

Sound Transmission: Offices shall be designed and constructed so as to minimize sound transmission into and out of these spaces (see the *Walls and Partitions* section within these *Guidelines*). Location within a building relative to exterior as well as interior noise sources such as service entrances, equipment rooms, restrooms and high traffic areas is especially important in this regard.

Natural Lighting: Each office should be provided with natural lighting, optimizing LEED credits as appropriate.

Size/Layout: Each private office intended for a single user shall be a minimum width of 9 ft. and a minimum length of 12 ft. The doorway shall be located a minimum of 15 in. from the nearest corner of the office to allow bookshelves, file cabinets, etc. to be located behind the door as it opens into the room. For office spaces intended to occupy two or more persons, the width shall be a minimum of 11 ft, maintaining a minimum depth of 12 ft.

Furnishings: Office furniture shall be located and configured so as to allow adequate access to all equipment/devices that require operation and/or periodic maintenance such as perimeter heating units, thermostats, electrical outlets and voice/data jacks. In addition, modular office partitions shall not be placed up against walls, blocking access to available power and data sources. The location of electrical outlets and communication jacks shall be coordinated with the furniture design to allow easy access. Modesty panels shall not be specified for freestanding units where access to power and voice and data will be blocked. Minimally, if a modesty panel is needed for structural purposes on a freestanding unit, it shall be limited to half height to maintain open access to electrical and data jacks.

Communications: Voice and data outlets shall be provided for all offices. Power outlets shall also be provided at each communication outlet. The location of the communication outlets shall be coordinated with the furniture plan. A permanent wire management system shall be incorporated within the furniture if required. Consideration shall be given to installing wireless access

connections in common areas that can provide service to multiple offices.

Thermostat Location: From a control standpoint, it is desirable to locate a room thermostat where it will sense average room temperature. All things being equal, it shall be installed at such location. However, it is essential that the thermostat be accessible. Thus, installation near a door may be the only practical option, given potential for conflict with furnishings, shelving, etc. at other locations. Thus, if the location of such items is unknown, the default location for the thermostat shall be near a light switch, which typically places it near a door opening. In such cases the thermostat shall be located on the "other side of the switch" relative to the door opening.