
Contents

FOREWORD _7

INTRODUCTION _9

FUNDAMENTALS _10

Requirements for office workplaces _10

Design of office workplaces _17

ROOM TYPOLOGIES _21

Office types _21

Meetings and communication _29

Circulation and services _34

Ancillary rooms _39

DESIGN CONCEPT AND BUILDING TYPES _45

Determining area and volume _45

Functional context _48

Urban design context _50

Building types _51

Circulation systems _55

Room types and structural systems _59

IN CONCLUSION _68

APPENDIX _69

Literature _69

Regulations and standards _70