

OFFICE FURNITURE

DESKS

All offices will have a desk with pass through grommets

- Flex offices will have a single 5'x2' desk without a return
- All other offices will have a desk with a return
 - The larger an office type, the larger the return

CHAIRS

All offices will be outfitted with one task chair

Larger offices will have guest chairs for small meetings

- Private: 2 guest chairs
- Director: 2 guest chairs
- Manager: 1 guest chair

MOBILE PEDESTAL

All office workstations will have a lockable mobile pedestal for individual storage

STORAGE TOWER

Staff and Manager offices will have a storage tower, which will provide users with ample storage at their workstation

- Storage tower will include a wardrobe, shelf, and two file drawers

LATERAL FILE

Staff and Manager offices will have a storage tower, which will provide users with ample storage at their workstation

- Storage tower will include a wardrobe, shelf, and two file drawers

BOOK SHELF

Closed offices (Private and Director) will have a bookshelf

OFFICE TOOLS + TECH

COMPUTER

What is UC Hastings' policy with regards to providing employees with computers?

- Are they provided at all levels?
- Are laptops or CPU "towers" preferred?

MONITOR

All offices will be outfitted with a monitor

- Flex offices will have a single monitor
- All other office types will have dual monitors
 - Monitor Arms can be made available upon request dependent upon personal preference in an effort to improve comfort and ergonomics

MOUSE AND KEYBOARD

All offices will have a mouse and keyboard

- Keyboard trays can be made available upon request dependent upon personal preference in an effort to improve comfort and ergonomics

TELEPHONE

All offices will have a telephone

- Are wired or wireless phones preferred?

TASK LIGHT

All offices will have a task light

- a few can be made available to classes upon request if there is a need and available funding

OFFICE UTILITIES

POWER AND DATA

Private, Director, Manager, and Staff offices will have 2 power outlets available at the desk surface for convenience in addition to two pass through grommets

Flex offices will have one pass through grommet to access a duplex outlet below the desk

Each office will have two data ports (computer + phone)

OFFICE MATERIALS + FINISHES

PANELS

Open offices will have panels in order to provide users with privacy

- Panels are available at various heights
 - 42" panels define space, allow for visual connection between users, and improve light penetration; but do not provide users with a lot of privacy
 - › Should be used for programs/ departments that are more team oriented and work together regularly and prefer an open office environment
 - 68" panels create an almost full enclosure to maximize privacy; however, they do not allow for a visual connection or light penetration
 - › Should be used for individuals or programs/departments that are more individual oriented and prefer to work in relative isolation
- Panels are available in various materials
 - Fabric wrapped panels can help dampen noise
 - Acrylic panels can help improve the penetration of natural light

WINDOWS

Closed offices should not occupy the exterior window line

- Natural light should be preserved for communal or team-based spaces

Closed offices should have a glass storefront to improve the penetration of natural light

- Storefront can have opaque film applied to improve privacy

FLOORING

Is carpeting or hard-covered flooring desired?

OFFICES

PRIVATE 1

| OFFICE TYPE | CAPACITY | AREA (SF) |
|-------------|----------|-----------|
| Private 1 | 1 | 165 |

DESIGN INTENT

Private office 1 is designed for private, enclosed workspace. The workspace allows for frequent meeting with up to two others that require confidentiality, security, visual and acoustical privacy. This typology is the largest office offered to UC Hastings employees, typically reserved for full-time faculty members.

The end user faces A large desk with a generous return, which provides ample space for one workstation. Two lateral files, three upper cabinets, three bookshelves, and a mobile pedestal provide lots of personal storage.

OFFICE FURNITURE

| OFFICE TYPE | OPEN/CLOSED | DESK W/ RETURN | TASK CHAIR | GUEST CHAIR | MOBILE PEDESTAL | STORAGE TOWER | UPPER CABINETS | LATERAL FILE | BOOK SHELF |
|-------------|-------------|----------------|------------|-------------|-----------------|---------------|----------------|--------------|------------|
| Private 1 | closed | X | X | X | X | | X | X | X |

OFFICE USERS

| OFFICE TYPE | FACULTY | DEAN | EMERITUS FACULTY | UPPER LEADERSHIP | PROGRAM DIRECTOR | MANAGER | STAFF (FT) | STAFF (PT) | VISITING SCHOLAR | RESEARCHER | STUDENT |
|-------------|---------|------|------------------|------------------|------------------|---------|------------|------------|------------------|------------|---------|
| Private 1 | X | X | | X | | | | | | | |

OFFICES

PRIVATE 2

| OFFICE TYPE | CAPACITY | AREA (SF) |
|-------------|----------|-----------|
| Private 2 | 1 | 100 |

DESIGN INTENT

Private office 2 is designed for small private enclosed workspace. The workspace allows for frequent meeting with up to two others that require confidentiality, security, visual and acoustical privacy. This typology is typically reserved for those servicing in a UC Hastings leadership function.

The office is smaller than private office 1, but still offers ample storage and desk space for users.

OFFICE FURNITURE

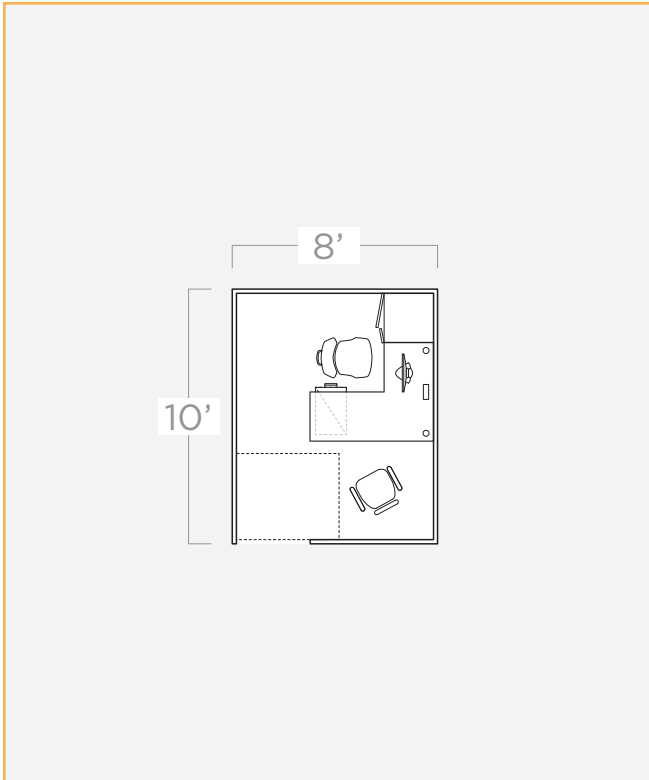
| OFFICE TYPE | OPEN/CLOSED | DESK W/ RETURN | TASK CHAIR | GUEST CHAIR | MOBILE PEDESTAL | STORAGE TOWER | UPPER CABINETS | LATERAL FILE | BOOK SHELF |
|-------------|-------------|----------------|------------|-------------|-----------------|---------------|----------------|--------------|------------|
| Private 2 | closed | X | X | X | X | | X | X | X |

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|-------------|---------|------|------------------|------------------|------------------|---------|------------|------------|------------------|------------|---------|
| Private 2 | | X | X | X | X | | | | | | |

OFFICES

OPEN 1



DESIGN INTENT

Open office 1 allows for semi-private workspace conducive for collaborative space within an open office. This configuration allows for meeting with up to one person. It creates a visually private environment within the open office.

| OFFICE TYPE | CAPACITY | AREA (SF) |
|-------------|----------|-----------|
| Open 1 | 1 | 80 |

OFFICE FURNITURE

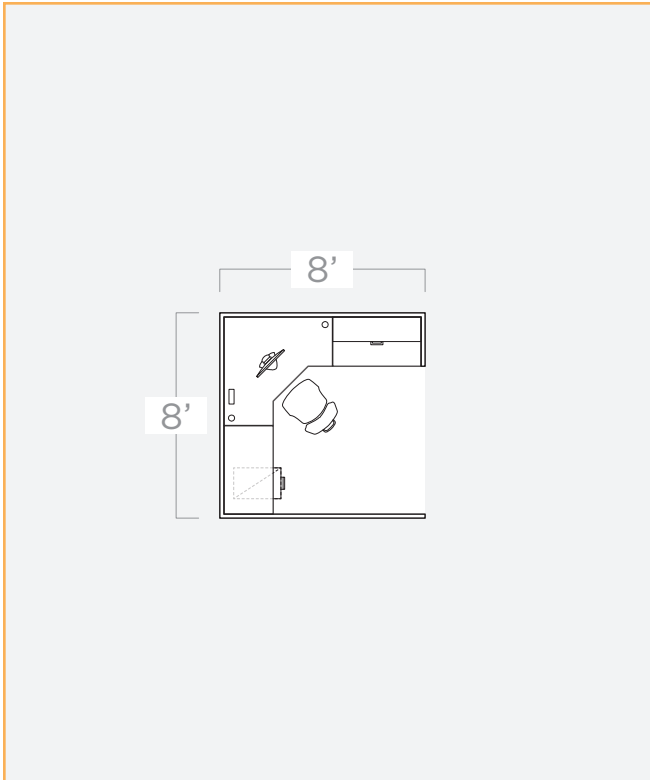
| OFFICE TYPE | OPEN/CLOSED | DESK W/ RETURN | TASK CHAIR | GUEST CHAIR | MOBILE PEDESTAL | STORAGE TOWER | UPPER CABINETS | LATERAL FILE | BOOK SHELF |
|-------------|-------------|----------------|------------|-------------|-----------------|---------------|----------------|--------------|------------|
| Open 1 | open | X | X | X | X | X | | | |

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|-------------|---------|------|------------------|------------------|------------------|---------|------------|------------|------------------|------------|---------|
| Open 1 | | | X | | X | X | | | X | | |

OFFICES

OPEN 2



DESIGN INTENT

Open office 2 creates an open workstation that is open and inviting. The end user is provided a work environment with attention provided to individual storage and desk surfaces.

| OFFICE TYPE | CAPACITY | AREA (SF) |
|-------------|----------|-----------|
| Open 2 | 1 | 64 |

OFFICE FURNITURE

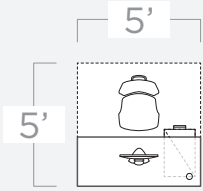
| OFFICE TYPE | OPEN/CLOSED | DESK W/ RETURN | TASK CHAIR | GUEST CHAIR | MOBILE PEDESTAL | STORAGE TOWER | UPPER CABINETS | LATERAL FILE | BOOK SHELF |
|-------------|-------------|----------------|------------|-------------|-----------------|---------------|----------------|--------------|------------|
| Open 2 | open | X | X | | X | X | | | |

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|-------------|---------|------|------------------|------------------|------------------|---------|------------|------------|------------------|------------|---------|
| Open 2 | | | | | X | X | X | X | X | | |

OFFICES

FLEX



| OFFICE TYPE | CAPACITY | AREA (SF) |
|-------------|----------|-----------|
| Flex | 1 | 25 |

DESIGN INTENT

Flex office space creates open, inviting, space-efficient workplaces, where people feel comfortable and connected. It creates an environment to suit your needs, while using your resources effectively.

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|-------------|-------------|----------------|------------|-------------|-----------------|---------------|----------------|--------------|------------|
| Flex | open | | X | | X | | | | |

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|-------------|---------|------|------------------|------------------|------------------|---------|------------|------------|------------------|------------|---------|
| Flex | | | | | | | X | X | X | X | X |

OFFICE FURNITURE

| OFFICE TYPE | CAPACITY | AREA (SF) | OPEN/ CLOSED | DESK W/ RETURN | TASK CHAIR | GUEST CHAIR | MOBILE PEDESTAL | STORAGE TOWER | UPPER CABINETS | LATERAL FILE | BOOK SHELF |
|------------------|----------|-----------|--------------|----------------|------------|-------------|-----------------|---------------|----------------|--------------|------------|
| Private 1 | 1 | 165 | closed | X | X | X | X | | X | X | X |
| Private 2 | 1 | 100 | closed | X | X | X | X | | X | X | X |
| Open 1 | 1 | 80 | open | X | X | X | X | X | | | |
| Open 2 | 1 | 64 | open | X | X | | X | X | | | |
| Flex | 1 | 25 | open | | X | | X | | | | |

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|------------------|---------|------|------------------|------------------|------------------|---------|------------|------------|------------------|------------|---------|
| Private 1 | X | X | | X | | | | | | | |
| Private 2 | | X | X | X | X | | | | | | |
| Open 1 | | | X | | X | X | | | X | | |
| Open 2 | | | | | X | X | X | X | X | | |
| Flex | | | | | | | X | X | X | X | X |