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# Programming Guide

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## OFFICE FURNITURE

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### 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

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### 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

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### MOBILE PEDESTAL

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

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### 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

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### 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

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### BOOK SHELF

Closed offices (Private and Director) will have a bookshelf

## OFFICE TOOLS + TECH

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### 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?

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### 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

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### 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

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### TELEPHONE

All offices will have a telephone

- Are wired or wireless phones preferred?

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### 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

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### **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

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### 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

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### 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

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### 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

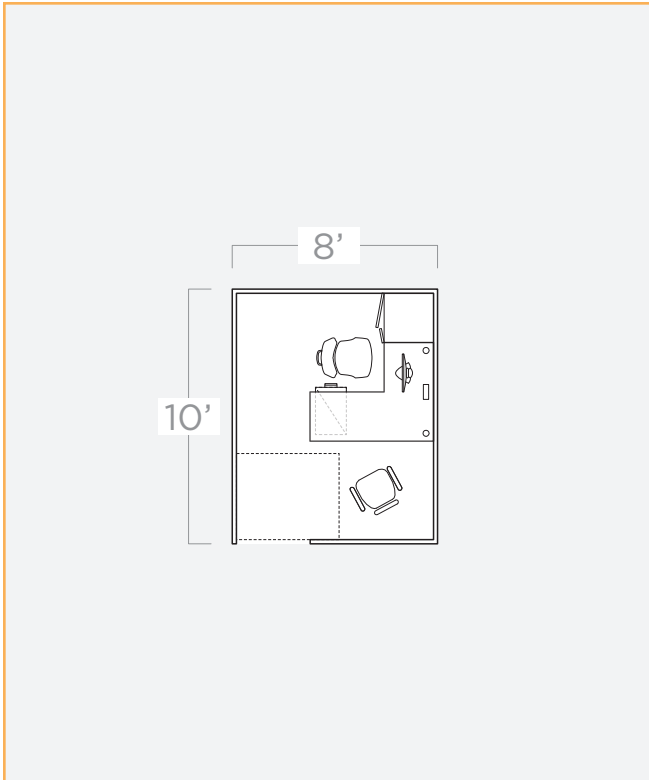
OFFICE TYPE	OPEN/CLOSED	DESK W/ RETURN	TASK CHAIR	GUEST CHAIR	MOBILE PEDESTAL	STORAGE TOWER	UPPER CABINETS	LATERAL FILE	BOOK SHELF
Private 2	closed	X	X	X	X		X	X	X

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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			

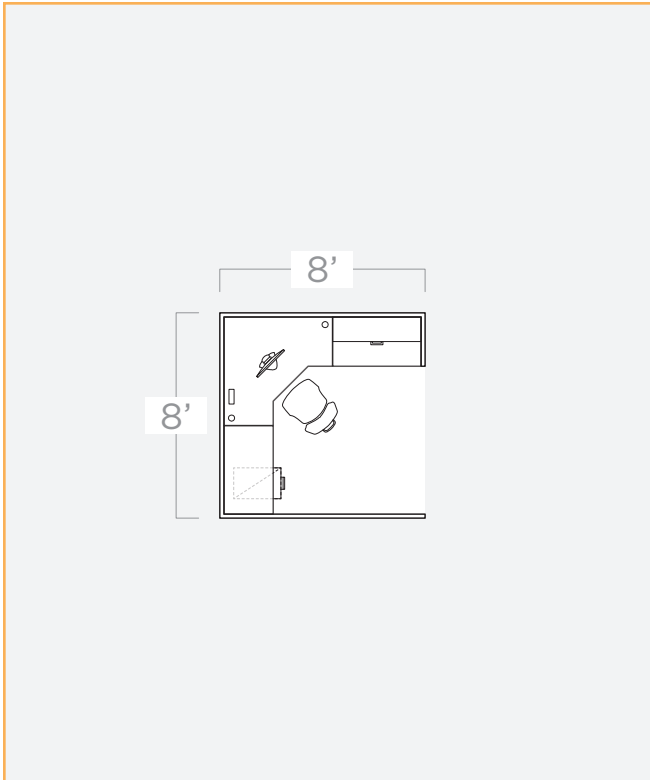
### OFFICE USERS

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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

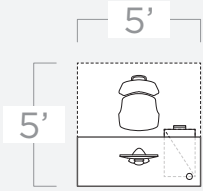
OFFICE TYPE	OPEN/CLOSED	DESK W/ RETURN	TASK CHAIR	GUEST CHAIR	MOBILE PEDESTAL	STORAGE TOWER	UPPER CABINETS	LATERAL FILE	BOOK SHELF
Open 2	open	X	X		X	X			

### OFFICE USERS

OFFICE TYPE	FACULTY	DEAN	EMERITUS FACULTY	UPPER LEADERSHIP	PROGRAM DIRECTOR	MANAGER	STAFF (FT)	STAFF (PT)	VISITING SCHOLAR	RESEARCHER	STUDENT
Open 2					X	X	X	X	X		

# OFFICES

## FLEX



OFFICE TYPE	CAPACITY	AREA (SF)
<b>Flex</b>	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.

### OFFICE FURNITURE

OFFICE TYPE	OPEN/CLOSED	DESK W/ RETURN	TASK CHAIR	GUEST CHAIR	MOBILE PEDESTAL	STORAGE TOWER	UPPER CABINETS	LATERAL FILE	BOOK SHELF
<b>Flex</b>	open		X		X				

### OFFICE USERS

OFFICE TYPE	FACULTY	DEAN	EMERITUS FACULTY	UPPER LEADERSHIP	PROGRAM DIRECTOR	MANAGER	STAFF (FT)	STAFF (PT)	VISITING SCHOLAR	RESEARCHER	STUDENT
<b>Flex</b>							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
<b>Private 1</b>	1	165	closed	X	X	X	X		X	X	X
<b>Private 2</b>	1	100	closed	X	X	X	X		X	X	X
<b>Open 1</b>	1	80	open	X	X	X	X	X			
<b>Open 2</b>	1	64	open	X	X		X	X			
<b>Flex</b>	1	25	open		X		X				

**OFFICE USERS**

OFFICE TYPE	FACULTY	DEAN	EMERITUS FACULTY	UPPER LEADERSHIP	PROGRAM DIRECTOR	MANAGER	STAFF (FT)	STAFF (PT)	VISITING SCHOLAR	RESEARCHER	STUDENT
<b>Private 1</b>	X	X		X							
<b>Private 2</b>		X	X	X	X						
<b>Open 1</b>			X		X	X			X		
<b>Open 2</b>					X	X	X	X	X		
<b>Flex</b>							X	X	X	X	X