

SPACE PLANNING GUIDE

This guide was created to help you in the space planning for your office and calculating the approximate amount of space your company requires. Do note that this is only meant as a guide and the actual figures may vary slightly. Consult your Interior Designer (ID) for a more accurate test-fit.

Office Space Requirement by Function

	(A) Floor area (sqft)	(B) Quantity	(A X B) Total floor area required (sqft)
RECEPTION			
Small (no desk)	150	_____	_____
Medium	150-200	_____	_____
Large	200-300	_____	_____
ROOMS			
Director office	150-200	_____	_____
Manager office	100-150	_____	_____
Meeting room (4 pax)	120	_____	_____
Meeting room (6 pax)	150	_____	_____
Conference room (8 - 10 pa)	200-250	_____	_____
Conference room (10 - 12 p)	250-280	_____	_____
WORKSTATIONS			
Standard table	25-40	_____	_____
Large table	50-75	_____	_____
PANTRY			
Small	100-120	_____	_____
Medium	150-200	_____	_____
Large	200-250	_____	_____
UTILITY/ STORAGE			
Small	75	_____	_____
Medium	100-150	_____	_____
Large	150-200	_____	_____
Corridor / walking space	approx 20% of total area	_____	_____
Others (if any)		_____	_____
TOTAL OFFICE SPACE REQUIREMENT:			_____
