

Designing for *Privacy*

3 Overview

9 Design Considerations

25 Thought Starter Applications

56 Privacy in Floorplans

Privacy is the top thing
people say they need at work.



When people lack privacy, they struggle to focus,
collaborate, and manage rising stress.

It's not a new issue, but it's more urgent than ever.

Workplaces
have not kept
pace with
evolving
privacy needs

As collaboration and virtual meetings reshape the workday, many environments lack the variety of spaces employees need to focus, connect and find moments of respite.

Half of
employees
stay at their
desk for
video calls

Not just because their schedules are packed, but because there's often no nearby spaces that offer better privacy.

Workstations
alone aren't
enough

Individual workspaces rarely meet people's privacy needs. People struggle to focus, collaborate without disrupting others, or find moments of quiet during the day.

Privacy should
not be limited to
closed doors

As distractions have increased, so has the need for privacy. But returning to pre-open plan layouts with private offices for everyone isn't the answer— it doesn't address today's needs.

Privacy is not about ownership.
It's about choice.

Privacy takes many shapes

Acoustical

The ability to work undisturbed by noise or to create noise without disrupting others.

Visual

Ensuring you're not visible to others and can avoid distractions caused by what you see.

Territorial

The freedom to claim and control a space as your own.

Informational

The ability to protect the confidentiality of both conversations and analog or digital content.

Three Privacy Factors

Whether
consciously or
subconsciously,
three factors
influence when
people seek
out privacy

What's around me?

Employees assess available spaces, privacy levels, nearby people, and cultural norms around meetings.

What am I doing?

Privacy depends on task complexity, confidentiality, interruptions, meeting length, and technology requirements.

How do I feel?

Mood and work style influence the need for solitude or connection with colleagues.



Balancing A Range of Privacy Needs

Privacy should be available across the workplace in diverse ways—enclosed, shielded and open spaces that support the work modes throughout the day.

Open

Encourage collaboration but can also create distractions. Privacy can be maintained through intentional design and workplace norms.

Shielded

Provide partial separation, allowing employees to focus while staying connected to the office.

Enclosed

Offer full privacy for focused work, recharging, or confidential conversations.

Design Considerations

Privacy Design Considerations



Space Planning



Product Impact



Behaviors



Wellbeing



Space Planning

Consider spatial context when planning for privacy across a workplace.



Zoning

Think through the acoustics and user behaviors within a space. How might you plan differently for higher sound activities, such as socializing or collaboration vs. low or quiet focus spaces to reduce distractions?



Orientation

Take into account the orientation of individuals and content in relation to circulation paths, other people, and architectural elements.



Adjacencies / Proximity

Private spaces, such as phone booths and collaborative meeting rooms, should be placed near frequently used spaces, or “home bases” like workstations to enable quick transitions.



Architecture

Architectural elements such as ceiling and wall height, construction of walls, flooring and ceiling materials, and entry points will also impact privacy within a space.



Product Impact

Product selection and materiality can play a key role in amplifying privacy in a variety of spaces.



Shielding / Enclosure

Support privacy through a mix of enclosed spaces, intentional placement of shielding and boundary elements in the open plan. This will help reduce distractions and can support confidentiality needs.



Materiality

Be mindful to select products and materials that help support the acoustics within a space. Consider elements that can provide sound absorption or help reduce sound transmission.



Acoustics

Architecture features such as high ceilings, glass and hard surfaces can make lead to poor acoustics in the open office. Consider how to balance acoustics through materiality and additional products that can minimize reverberation, provide sound masking, or absorb sound to enhance acoustic privacy.



Behaviors

Implement cultural protocols and permissions to support an individual's understanding and use of the space.



Communication Strategies

Organizations should implement clear communication to help promote and support employees understanding and usage of their workplace.



Signage / Queuing

Include signage to help with clear wayfinding and provide reminders on how to use the space. Include ways users can indicate they require privacy and fewer distractions by implementing adaptable shielding elements or room reservations.



Protocols

Consider protocols for spaces that are intended for confidential purposes or promoting quiet, heads down work. How might this be communicated to employees and within the space?



Wellbeing

Support individual needs by promoting a person's choice and control within their space.



Adaptability

Empower individuals to customize their space to fit their needs by including flexible products they can move and adjust.



Range of Spaces

Support users with a range of diverse spaces to serve a variety of unique needs and preferences. Consider different postures, levels of enclosure or shielding, and materiality.



Personalization

Support users with options to make modifications that enhance their comfort and preferences. Consider furniture with ergonomic adjustments, dimmable lighting, sound control, etc.

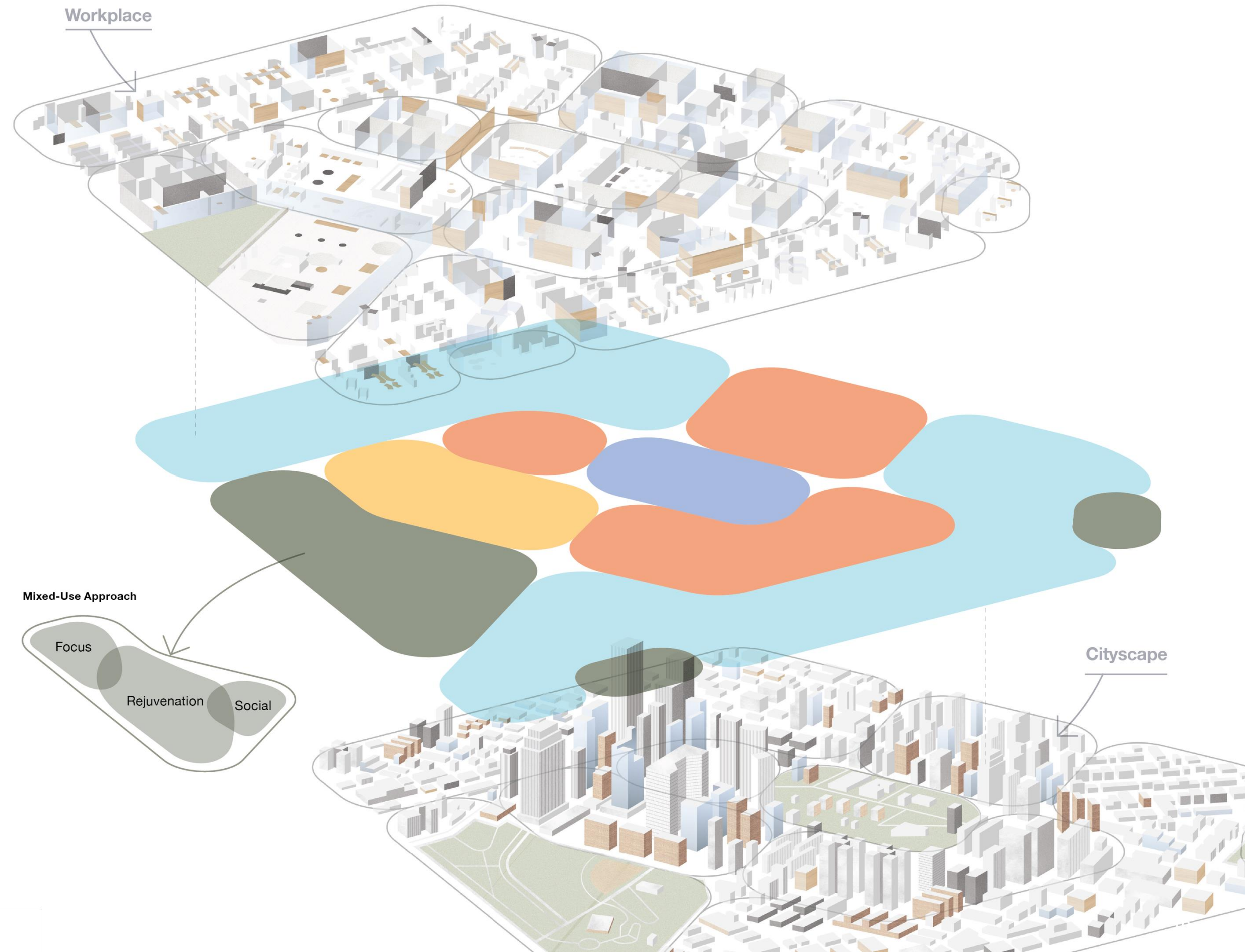
Privacy Floorplans

We use Community-Based Design
to organize space into mixed-use districts
that support evolving privacy needs.

Great cities are a source of inspiration for how to design workplaces that build a sense of community.

Designing with five mixed-use districts provides infrastructure to create a dynamic and inspiring workplace experience.

-
- City Center
 - Neighborhoods
 - Business District
 - Urban Parks
 - University District



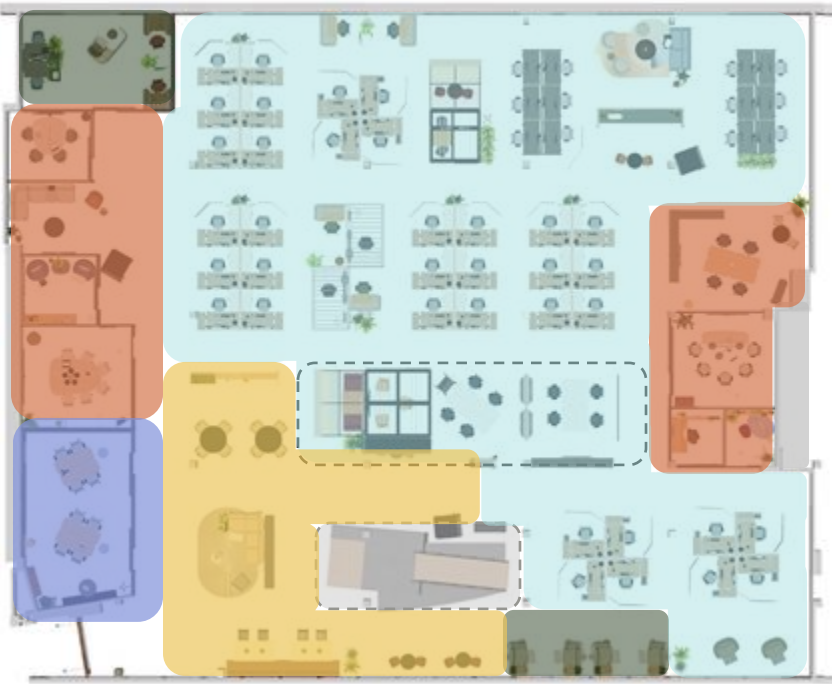
Privacy Floorplans

Showcasing three planning configurations within the same floor plate using community-based design districts and highlighting a range of planning tactics that offer added choice and privacy considerations.



Floorplan 1 addresses more traditional planning with a higher number of workstations and incremental adjustments to implement privacy.

<ul style="list-style-type: none">Repeating patterns, utilizing a traditional workstation configurationMinimal choice and variety of spacesCentral meeting spaces	Metrics	
	Workstations	56
	Enclaves/Nooks/Phone Booths	14
	Collaborative	20
	Social	34
	Learning	12
Total		136



Floorplan 2 implements different privacy strategies for a more open office environment with meeting spaces positioned on the outer walls.

<ul style="list-style-type: none">Broad range of spaces to take a quick call, concentrate, or to connect away from workstationsAdditional tall boundaries and pods within the open plan support visual and acoustic privacy between work areas	Metrics	
	Workstations	48
	Enclaves/Nooks/Phone Booths	22
	Collaborative	39
	Social	31
	Learning	10
Total		150



Floorplan 3 leverages layers of privacy with enclosed meeting spaces to bridge a social hub and neighborhood.

<ul style="list-style-type: none">Providing even more choice and variety of spaces, addressing different team needsOffering a dedicated quiet zone with protocolsIntegrating more individual nooks and enclosed spaces to enable people to find a space that fits their needs and preferences	Metrics	
	Workstations	48
	Enclaves/Nooks/Phone Booths	21
	Collaborative	36
	Social	44
	Learning	12
Total		161

Applying Design Considerations

Utilizing Floorplan 3 as an Example

Floor Plan 3 — *Space Planning Considerations*

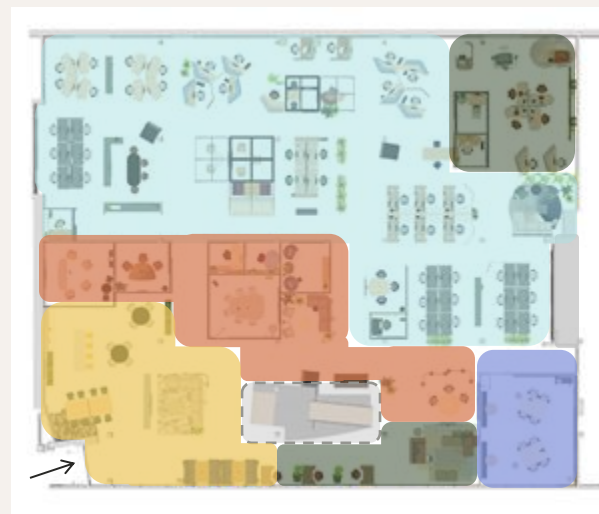
A well-designed floor plan balances privacy and connection, allowing employees to transition seamlessly between work modes. Below are key considerations to keep in mind when developing a floor plan.

☀ Zoning

When zoning a floor plan, consider the activities, teams, and company culture while keeping in mind acoustics and user behaviors within the space.

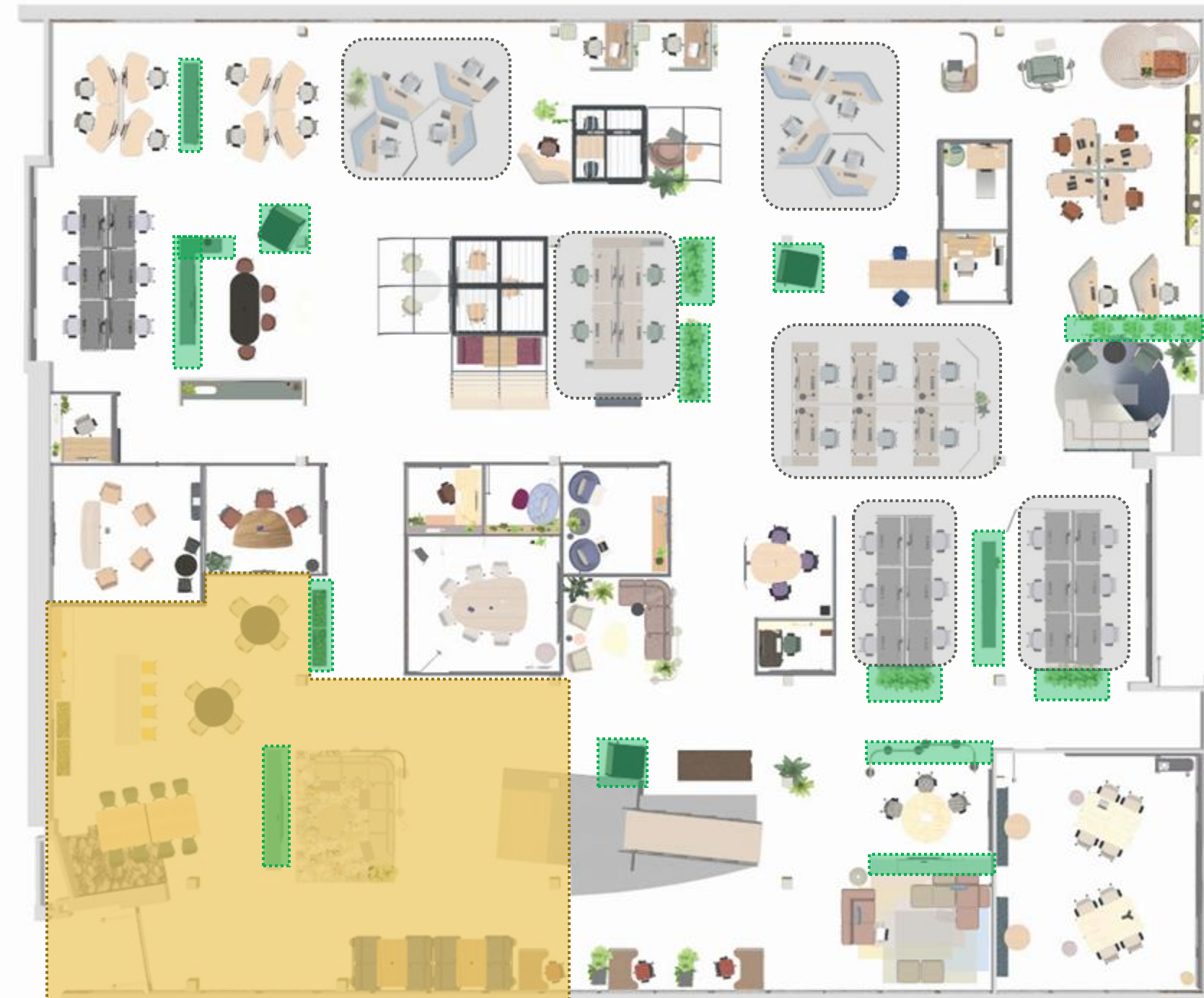
How might you plan differently for higher-sound activities, such as socializing or collaboration, vs. low- or quiet-focus spaces to reduce distractions?

Example: Positioning a social city center that encourages conversation can be an inviting and energized place to connect as you enter a space



Entrance

City Center



☉ Orientation

Position desks to ensure individuals using a workstation do not have their back directly to a main walk path.

Example: Positioning workstations perpendicular to a major walk path with additional flexible shielding.

Benching with tall boundaries between the workstations and walk paths or other workstations offers people security and added safety.

☘ Shielding / Enclosure

Support visual + acoustic privacy through intentional placement of shielding and boundary elements in the open plan like:

- Bookcases
- Planters / Vegetation
- Lockers
- Team Storage
- Pods / Virtual Kiosks

Floor Plan 3 — *Space Planning Considerations*

A well-designed floor plan balances privacy and connection, allowing employees to transition seamlessly between work modes. Below are key considerations to keep in mind when developing a floor plan.

Adjacencies / Proximity

Consider an individual's proximity to private spaces to enable quick transitions and reduce disruptions to others.

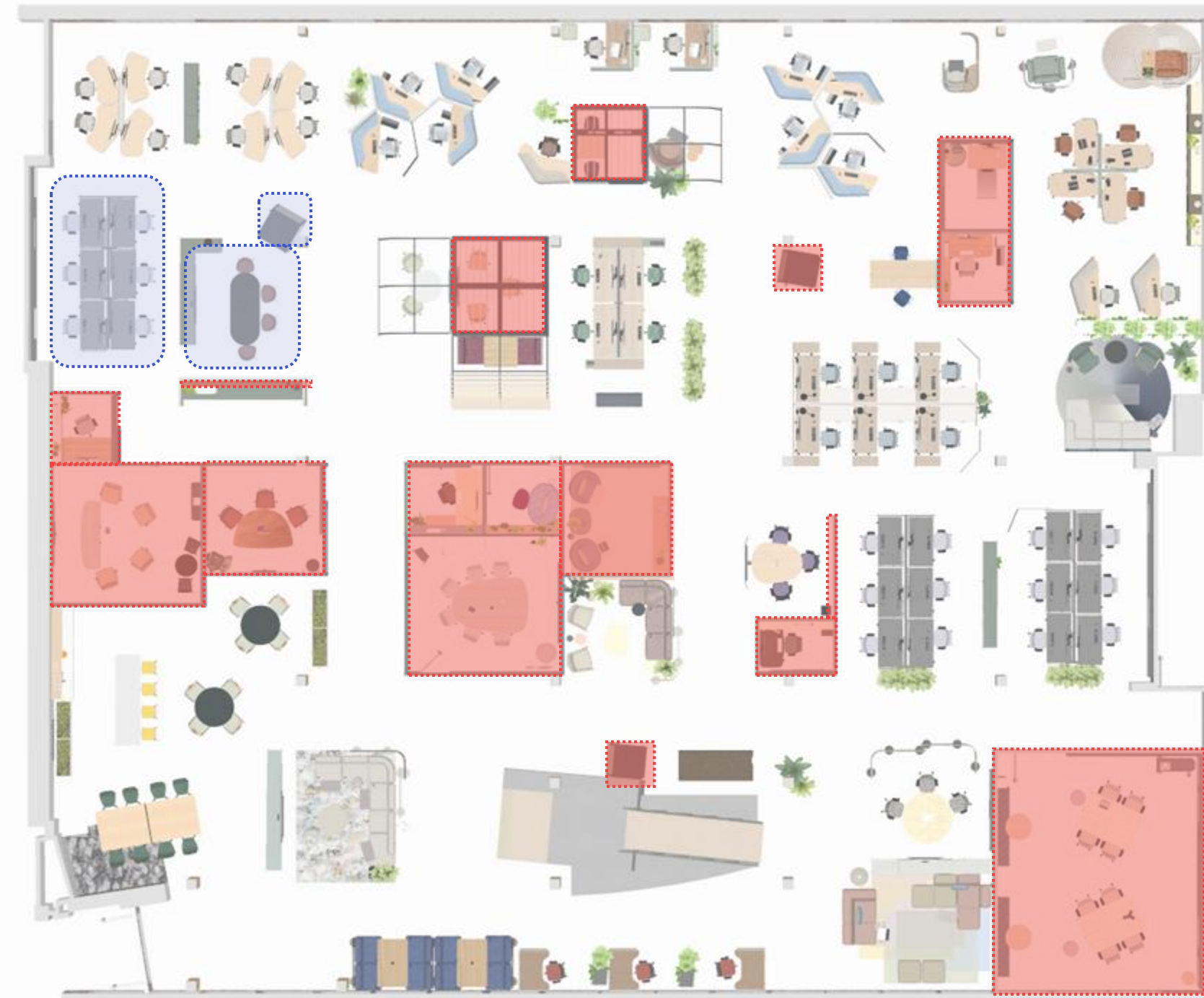
Example: Adjacencies to phone booths offer individuals a place to take an impromptu phone call.

Take into account the type of work teams are doing. This may help inform their proximity to supporting spaces, such as open collaboration to share content or meeting rooms that support virtual calls.

Architecture

Maximize the distance between loud and quiet zones, using architecture, pods, and wall products as boundaries to define neighborhoods, open collaboration spaces, focus nooks, and other key private areas.

Architecture also provides vertical space that can support markerboards for collaboration, graphics or art to promote brand identity, and added acoustic products.



Acoustics

Demountable walls, phone booths, and pods will provide a much higher level of acoustic privacy for individuals to step away and collaborate, focus, or relax with fewer distractions. Implementing these products in an open office can also mitigate sound travel.

Acoustics in the open office can be enhanced by adding acoustic absorption, sound masking and even ventilation that provides white noise. Any of these elements can help improve acoustic privacy, ultimately helping people's ability to work more effectively with minimal distractions.

Another factor that makes a huge impact is materiality. Consider reducing the number of hard materials and integrating carpet tile and acoustic ceiling tiles. Additional elements like rugs, soft, upholstered furniture, and products that offer acoustic absorption can help reduce echo and sound travel.

Floor Plan 3 — *Space Planning Considerations*

A well-designed floor plan balances privacy and connection, allowing employees to transition seamlessly between work modes. Below are key considerations to keep in mind when developing a floor plan.

Personalization

Provide users with options to modify their environment for greater comfort and personal preference. Consider features like ergonomic furniture, adjustable lighting, sound control, etc.

Examples: Products like HD storage, Kwick Switch film, and height-adjustable desks support individual control and on-demand privacy.



Communication + Protocols

Implement clear communication strategies to help employees understand how to use their workspace effectively. Set guidelines for private or quiet areas, like a library. Support change management through effective communication and guidance.

Example: Place physical note cards in various settings to provide tips on using the space or distribute a guide to employees.

Adaptability

Empower users to flex their space to fit their needs by including flexible products that can be moved or adjusted.

Flexible products can offer a quick way to add visual and acoustic privacy. They can also support the evolution of a space from a large collaboration space to smaller break-out groups to a shielded focus nook.

Example: When designing a reconfigurable space, consider positioning products on casters, slides, or that are light weight.

Thought Starter Applications

Designing for the Behaviors Behind *Privacy Needs*

Individual spaces — *Amongst or Sequestered*

Focus on Routine Tasks

Workstations



Taking a Call

Phone Booth



Enclave



Individual Pod



Deep Concentration

Library



Enclave



Focus Nook



Rejuvenation

Enclave



Individual Retreat



Group Spaces — *Informal or Formal*

Confidential Meetings

Meeting Room



Ocular View



Socializing

Lounge or Café



Collaboration (*In-Person + Remote*)

Meeting Room



Meeting Pod



Impromptu Collaboration

In-Between Space or Pod



Open Collaboration

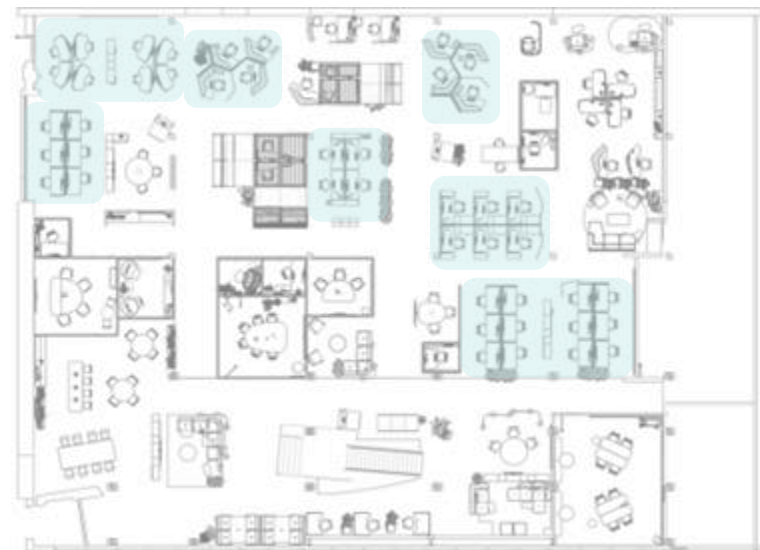


Individual Spaces

Workstations

A group of shielded work areas designed for individuals to control their work experience, optimized for focus and some collaboration with adjacent team members while minimizing exposure and reducing distractions.

Example using Floor Plan 3



Considerations



Wellbeing Integrate products that support user adjustments and personalization at the workstation.



Behaviors Implement protocols and, depending on the needs, designate spaces for teams that manage confidential information.



Space Planning Consider adjacencies to acoustically private spaces to accommodate impromptu calls and scheduled meetings.

Consider the orientation of workstations in relation to walk paths. A best practice is to reduce the number of users with their back exposed to a main circulation path.

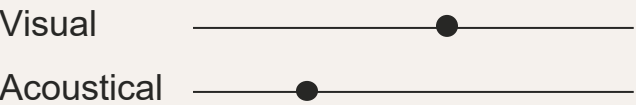


Product Impact Consider elements that provide sufficient visual privacy and boundary without giving a false sense of acoustic performance.

Shielded Workstations

Fixed workstations with integrated storage, taller boundaries, and added shielding enhance privacy and support occupants focused on individual tasks.

Privacy

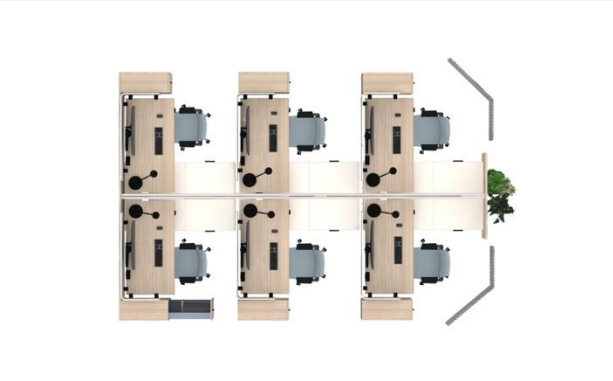


Key Products

- Steelcase Answer Panel
- Steelcase Gesture Chair
- AMQ 3F L Privacy Screen
- Steelcase HD Storage
- Steelcase Flex Freestanding Screen

Dimensions

247 sq ft



Shielded Workstations

Flexible workstations with adaptable features support seamless transitions between collaborative activities and more individual work, ensuring privacy when needed.

Privacy

**Specifically noting the workstations*

Visual

Acoustical

Key Products

- Steelcase Answer Panel
- Steelcase Flex Freestanding Screen
- Steelcase Flex 120 Straight
- Height-Adjustable Desk
- Steelcase Flex 120 Desk Mount
- Privacy Wrap
- Orangebox On the QT Phone Booth

Dimensions

151 sq ft



A wrapped screen with integrated adjustable lighting & tackable surface creates a feeling of psychological safety and the opportunity to personalize the space.

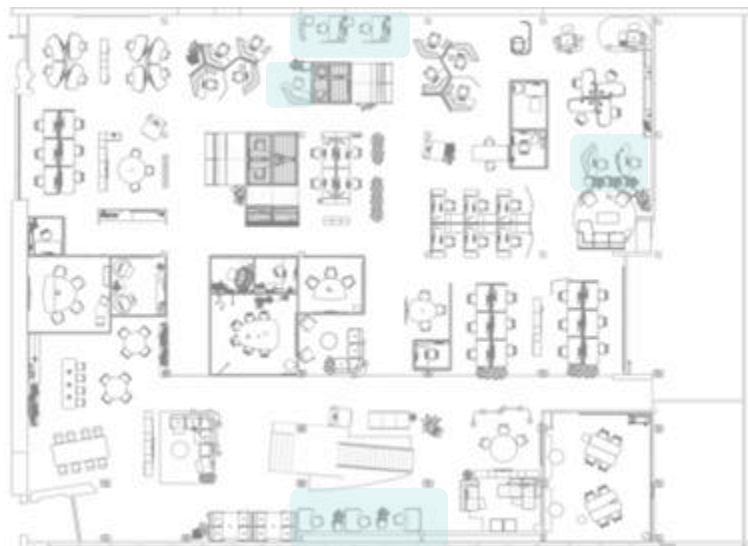
Consider adjacencies to acoustically private spaces to support quick transitions for impromptu phone calls.

Flexible screening elements can be added to provide a clean background for a video call or to facilitate movement and collaboration with co-workers.

Individual Nook

A shared, individual workspace that is heavily shielded for a person to step away to concentrate on tasks with reduced distractions.

Example using Floor Plan 3



Considerations



Wellbeing Position products with high-performance features that enable users to adapt the space to their preferences – examples: height adjustability, adaptable lighting, flexible furniture, etc.



Space Planning Consider planning focus nooks further away from noisy spaces and circulation paths.

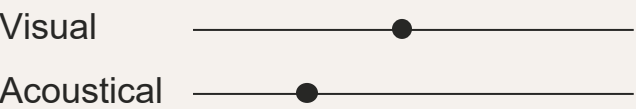
Leverage architecture as an established boundary to provide added layers of privacy.

Consider planning several focus nooks in proximity, to accommodate multiple users who need more privacy.

Individual Nook

A shared space offering multiple individuals a place to touchdown in a secluded, quieter area to concentrate.

Privacy

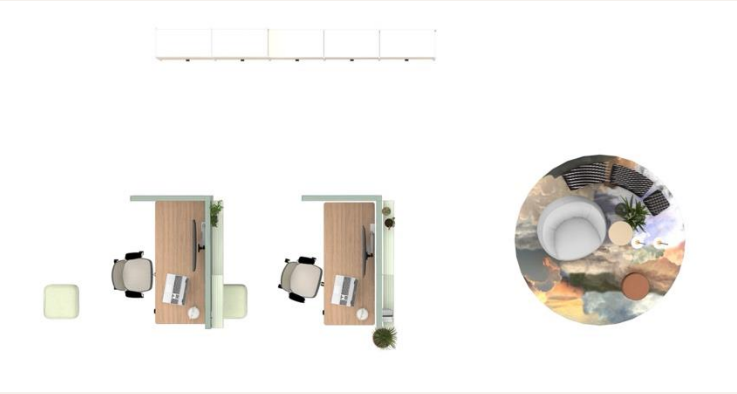


Key Products

- Steelcase Answer Panel
- Steelcase Karman Chair
- Steelcase Ology Height-Adjustable Desk
- Steelcase Flex Active Frames
- Moooi Hana Chair
- Extremis Sticks

Dimensions

420 sq ft



Individual Nook

A shared, heavily shielded space providing individuals a place to concentrate between meetings.

Privacy

**Specifically noting the workstations*

Visual

Acoustical

Key Products

- Steelcase Privacy Wall
- Steelcase Karman Chair
- Steelcase Flex Personal Spaces
- M.A.D. Urban Shelf
- Coalesse Davos Bench

Dimensions

300 sq ft



A lower ceiling overhang can help contain sound and create a more intimate, enclosed feel that enhances psychological safety and enhances territorial privacy.

Leverage architecture as a boundary to provide added layers of privacy.

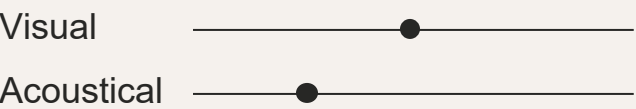
Flexible workstation features, such as a height-adjustable desk and adjustable monitor arm, allow individuals to customize their orientation and posture to their preferences.

Consider tall shelving to provide a visual barrier as well as incorporate storage for artifacts and biophilia.

Individual Nook

Unassigned nooks provide a touchdown space to do focus work for individuals seeking out a change of scenery or quiet space.

Privacy



Key Products

- Coalesse Lagunitas Focus Nook
- Steelcase Amia Chair
- M.A.D. Urban Shelf

Dimensions

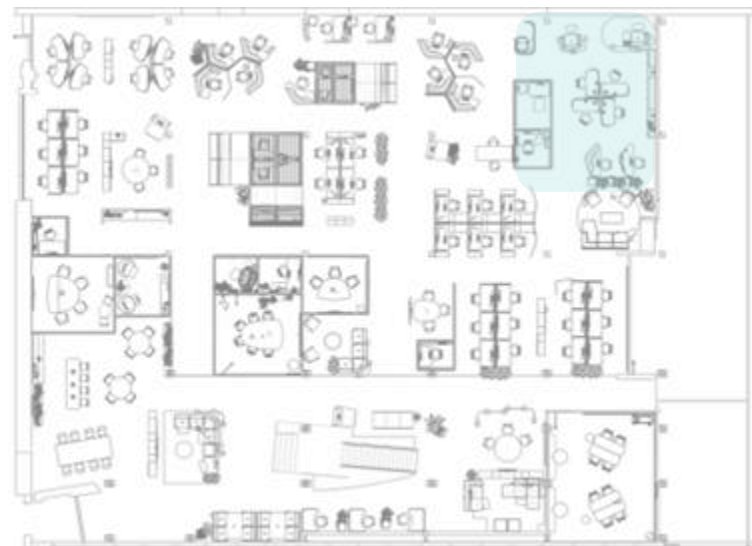
98 sq ft



Library

A 'library' is a dedicated, quiet destination for individuals to break away from a buzzing workplace with fewer distractions.

Example using Floor Plan 3



Considerations



Wellbeing Offer a variety of setting types that include a range of postures, amenities and aesthetics to support various unique needs.



Behaviors Consider implementing protocols and signage to indicate intended behaviors within a library.



Space Planning Due to the acoustic protocols of a library, account for adjacencies that balance accessibility with distance from louder spaces or busy circulation paths.



Product Impact Evaluate the level of shielding and enclosure to best support the intended use of each setting. If a designated quiet space cannot be fully enclosed, use products that enhance visual or acoustic privacy.

Library

This environment offers individuals a moment of focus, allowing them to break away from the buzzing workplace. Individual high-performing desks or a communal spot to work alone, amongst others, offer multiple options to support various needs and preferences.

Privacy

*Considering the protocols for a Library space

Visual

Acoustical

Key Products

- Steelcase Answer Panel
- Steelcase Think Chair
- Steelcase Migration Collection Height Adjustable Desk
- Steelcase Soffio Screen

Dimensions

544 sq ft



A communal table in a library allows individuals to work alone while being around others, optimizes space, and offers versatile use for various activities.

A wrapped desk-mounted screen provides extra protection to safeguard an individual's work.

Consider the orientation of desking to avoid having an individual's back to a walk path or entrance, as this can lead to discomfort and increase distractions from people passing by.

Panels provide clean power distribution and additional screening between the workstations.

Library

A space that offers individuals a moment of focus, allowing them to escape a bustling workplace and minimize sensory input.

Privacy

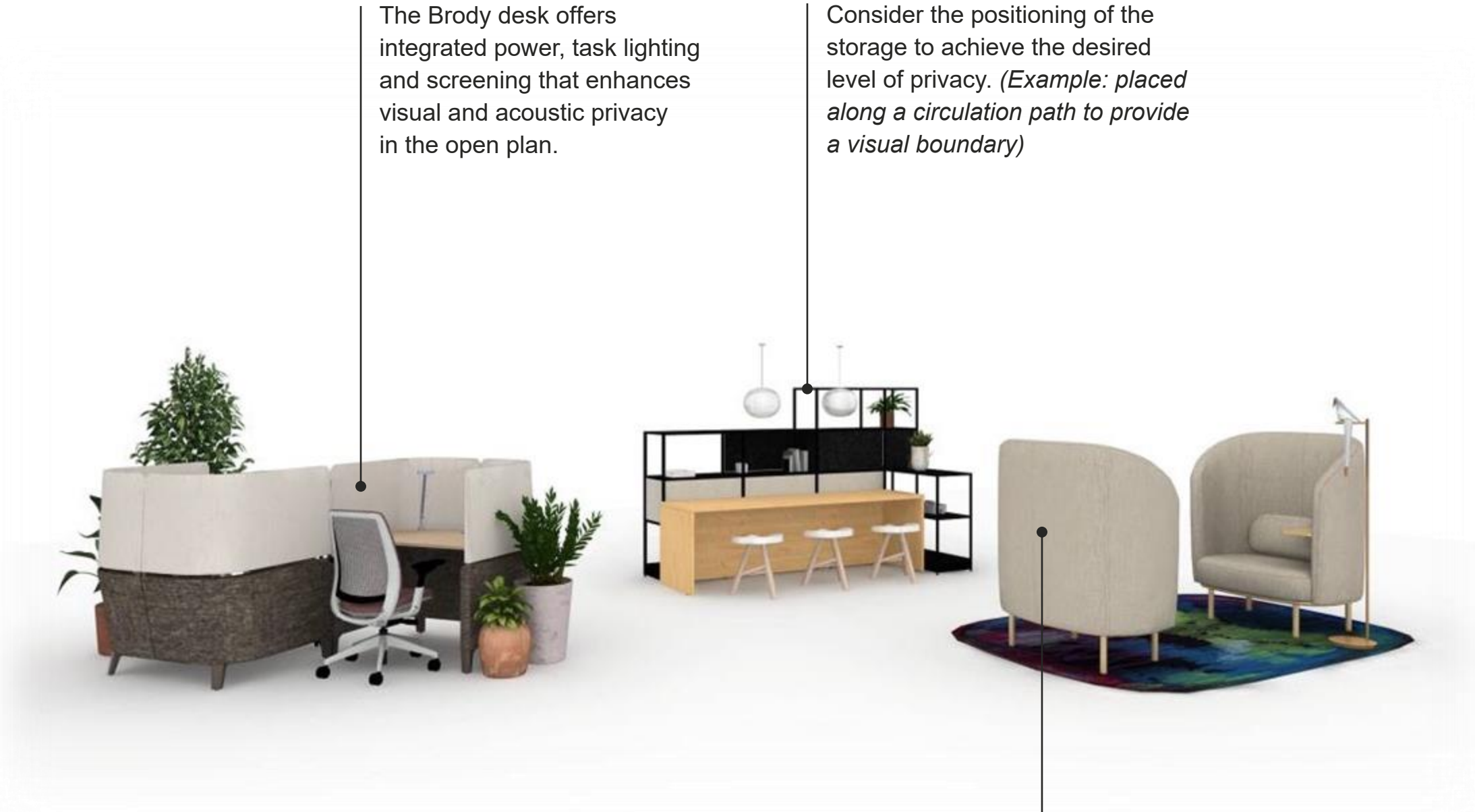


Key Products

- Brody Desk
- Series 2 Chair
- Flex Active Frames
- Campfire Big Table
- Bolia Fuuga Highback Lounge

Dimensions

252 sq ft



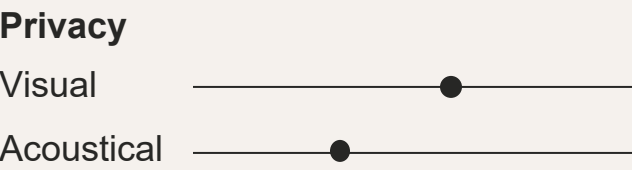
The Brody desk offers integrated power, task lighting and screening that enhances visual and acoustic privacy in the open plan.

Consider the positioning of the storage to achieve the desired level of privacy. *(Example: placed along a circulation path to provide a visual boundary)*

The lounge chair's tall back and sides provide a cocoon-like space, shielding you from visual distractions and offering a sense of seclusion.

Individual Retreat

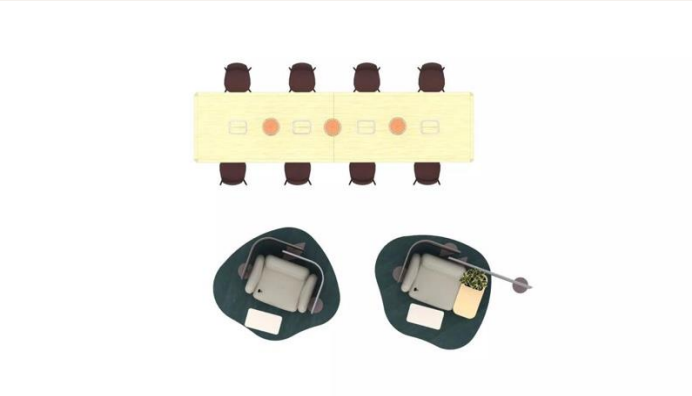
A quiet space offering comfortable lounge seating that forms private "nests" for visual and territorial privacy, with amenities like adjustable backs, nearby power outlets, and tables for devices and coffee.



- Key Products**
- Coalesse Ensemble Lounge
 - Coalesse Ensemble Screen
 - Coalesse Lagunitas Personal Table
 - Coalesse Potrero415 Table
 - Coalesse Enea Altzo Chair

Dimensions

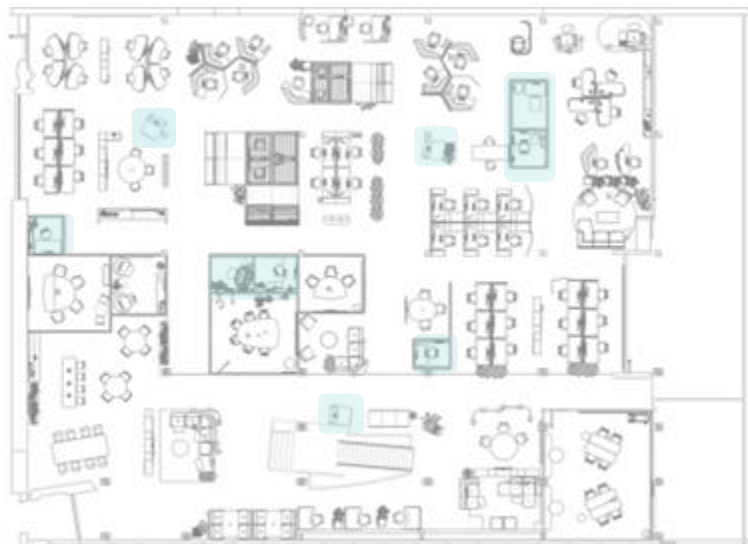
172 sq ft



Enclosed Spaces

An enclosed room optimized to provide a high level of visual and acoustic privacy.

Example using Floor Plan 3



Considerations



Wellbeing Offer spaces with a range of amenities, aesthetics and postures to support unique workstyles and needs.



Behaviors Consider work patterns and company culture, protocols around usage and time limits may be beneficial if these spots are in high demand.

Implement room schedulers to allow people to reserve the space for a set duration, reducing the number of individuals who camp out.



Space Planning Integrate individual private spaces across neighborhoods and the workplace to optimize workflow, reduce travel time, and ensure accessible resources.

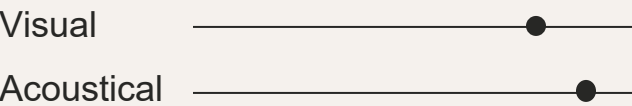


Product Impact When planning large spans of glass, consider visual privacy options like glass film, interior curtains, or clerestory windows with solid walls below to maintain privacy and added confidentiality while allowing daylight.

Enclaves

Enclaves provide a quiet, distraction-free environment where employees can concentrate on tasks that require deep focus or include confidential information.

Privacy



Key Products

- Steelcase Everwall
- Steelcase Ology Walkstation
- Established & Sons Quilt Lounge
- Steelcase Elective Elements
- Steelcase Think Chair

Dimensions

161 sq ft



Acoustic wall tiles improve sound absorption and help reduce echo to create a quieter space.

Be mindful of door placement, as doors located directly adjacent or across from each other can result in increased and unwanted sound transfer.

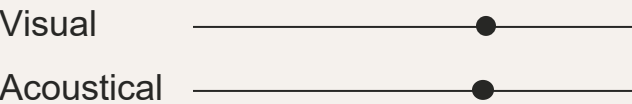
Acoustic privacy can be enhanced by specifying a drop seal that automatically deploys to block the gap under a door when closed.

**Consider film on the glass to optimize privacy from visual distractions taking place outside the rooms*

Individual Pod

Pods can be replicated across campuses to provide focus and solitude for varying needs. They require minimal architecture integration and support future workspace reconfigurability.

Privacy



Key Products

- Orangebox Air 3 Pod
- Steelcase Mackinac
- Steelcase Series 1 Chair
- Steelcase CF Series Intro Monitor Arm


Dimensions

45 sq ft



Mackinac integrates screening with open and enclosed storage that enables visual privacy and offers individuals a place for personal belongings and inspirational artifacts.

Pod louvers close automatically with the door to enhance acoustic privacy, or they can be manually controlled by the user. Additional ventilation also serves as sound masking.



Unassigned pods provide drop-in spaces for individuals to tuck away. Consider the addition of a room scheduler to signal occupancy.

Soft paneling helps absorb and block sound and acoustic tempered glass reduces sound transmission.

**Consider film on the glass to optimize privacy from visual distractions taking place outside the rooms*

Phone Booth

A small, easily deployable pod that can be replicated across campuses to provide focus and confidentiality for short-duration calls and connections with remote peers.

Privacy




Key Products

- Orangebox On the QT
- West Elm Slope Stool

Dimensions

14 sq ft



 [Planning Ideas](#)
List Price: \$24,861



**Consider film on the glass to optimize privacy from visual distractions taking place outside the rooms*

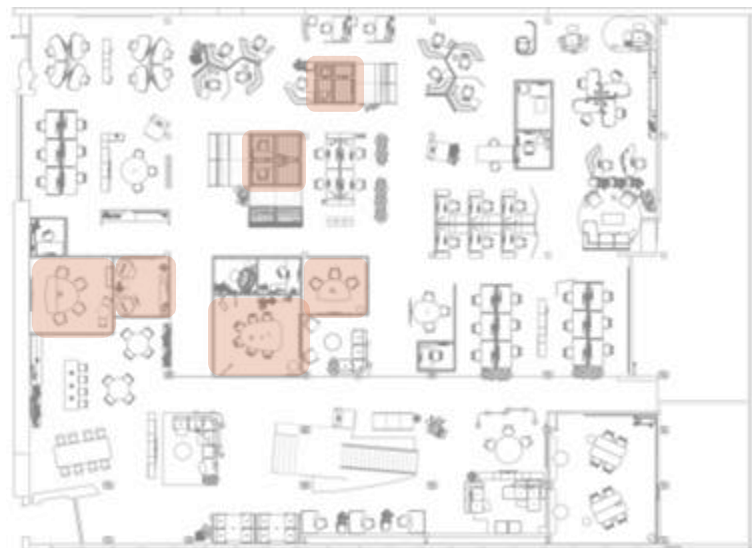


Group Spaces

Meeting Room

An enclosed space for two or more people to connect, brainstorm and share ideas.

Example using Floor Plan 3



Considerations



Behaviors Implement room schedulers to allow people to reserve the space for a set duration, keeping meetings on schedule and to indicate a space is in use.



Product Impact When planning for large glass spans, consider visual privacy options such as glass film on the glass façade, adding a curtain inside the room, or using a clerestory with a solid wall below. These solutions enhance visual privacy, maintain access to daylight, and support confidentiality.

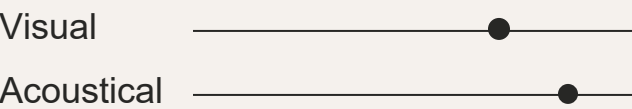
Incorporate acoustic measures such as demountable walls with added insulation and seals, products with higher NRC or STC ratings, and sound masking technology.

Consider a variety of architectural materials, such as carpet tiles and acoustic ceiling tiles, to avoid excess amounts of hard or reflective surfaces, which can cause echoing and reverberation.

Small Meeting Room

A small, acoustically private room offering a space to connect and collaborate with virtual participants or with an in-person colleague.

Privacy



Key Products

- Steelcase V.I.A.
- AMQ 3F Wall Tiles
- Moooi Hana Lounge Chair
- Coalesse Lagunitas Personal Table
- Bolia Tuk Medium Table

Dimensions

110 sq ft



**Consider film on the glass to optimize privacy from visual distractions taking place outside the rooms*

Hybrid Meeting Room

An acoustically private room for 3-4 in-person users offering a space to connect and collaborate with virtual participants or with a colleague.

Privacy



Key Products

- Steelcase Everwall
- Steelcase Ocular Coupe 3 Table
- Coalesse Marien152 Chair
- Bolia Grab Pouf
- Flos Smithfield Pendant

Dimensions

240 sq ft



Consider integrating sound masking technology to enhance acoustics within a room.

Add a dimmable light to allow users to adjust the room lighting and create the preferred ambiance.

Specifying 1/2" glass vs 3/8" on Everwall provides better acoustic privacy

Consider applying Casper Cloaking glass film on the façade to obscure digital screens to keep content sharing private.

**Consider film on the glass to optimize privacy from visual distractions taking place outside the rooms*

Hybrid Meeting Room

A six-person enclosed meeting space with dual monitors, allowing users the ability to have virtual participants and content as large as possible for an ideal hybrid experience.

Privacy

Visual

Acoustical

Key Products

- Steelcase Everwall
- Steelcase Ocular Sightline Table
- Viccarbe Maarten Chair
- Blu Dot Construct Console Table
- Bolia Split Pouf

Dimensions

240 sq ft



Demountable walls provide various options for glass placement. Take advantage of a site's natural daylighting while maintaining the privacy offered by solid partitions.

Specifying a self-closer on swing doors ensures they remain closed during meetings, enhancing acoustic privacy.

A curtain enables on-demand visual privacy along a glass façade. Consider drapery material that provides acoustic absorption.

Ocular View Room

An authentic and immersive experience for one-to-two-person virtual meetings which fosters engagement and nurtures relationships.

Privacy



Key Products

- Steelcase Everwall
- Steelcase Ocular View
- Coalesse Ensemble
- Coalesse Lagunitas Personal Table

Dimensions

60 sq ft



Planning Ideas

List Price: \$79,703



Clerestory windows provide access to daylight, while maintaining minimal visibility into an enclosed space.

A solid room façade supports visual privacy by reducing sightlines into the room.

**Consider film on the glass to optimize privacy from visual distractions taking place outside the rooms*

Collaboration Pod

Pods provide a convenient drop-in space with minimal architectural integration, offering multiple layers of privacy for both collaboration and connection.

Privacy

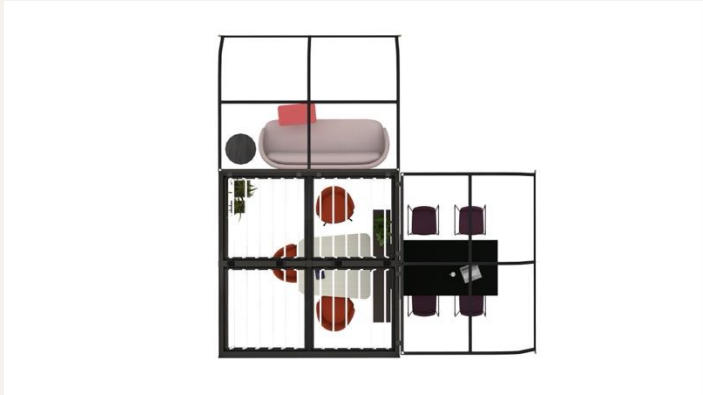


Key Products

- Orangebox Campers & Dens
- Viccarbe Copa Chair
- Steelcase Mackinac
- Orangebox Cubb Barstool
- Orangebox Cubb Table

Dimensions

296 sq ft

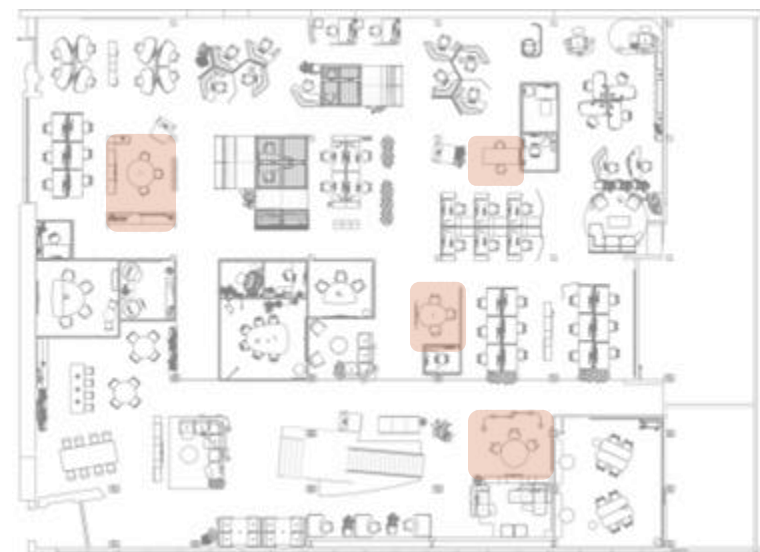


**Consider film on the glass to optimize privacy from visual distractions taking place outside the rooms*

Open Collaboration

An open plan setting optimized to bring together in-person colleagues to connect and collaborate. This space fosters teamwork, creativity and innovation.

Example using Floor Plan 3



Considerations



Space Planning Consider adjacencies of open collaboration spaces and team spaces to workstations to enable quick transitions for content sharing and brainstorming sessions.

Arrange furniture to create natural barriers and separate different areas, providing a sense of privacy without completely isolating individuals.

Video calls are not ideal in many scenarios in the open plan, however, if planning for video calls in the open consider adjacencies, avoid placing them near spaces intended to be quiet and consider that sound will travel and could cause acoustic and confidentiality issues. This scenario would benefit from high levels of shielding and acoustic absorption.

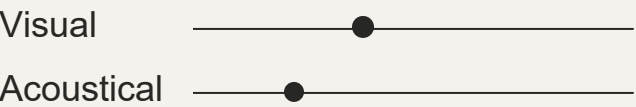


Product Impact Incorporate sound-absorbing materials, such as acoustic panels, carpets, and upholstered furniture to reduce reverberation and enhance privacy.

Open Collaboration

An open huddle space ideal for ideation, collaboration, and content sharing with in-person colleagues. The space supports small meetings with integrated technology and markerboards for brainstorming.

Privacy

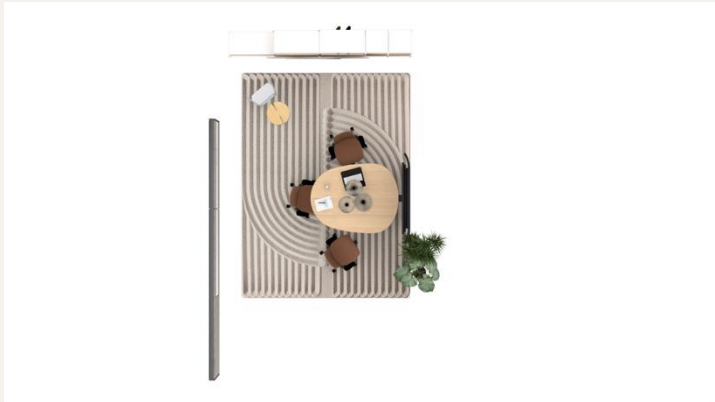


Key Products

- Steelcase Ocular Tower Table
- Steelcase Flex Active Frames
- Steelcase SILQ Stool
- Steelcase Everwall
- Steelcase Perch

Dimensions

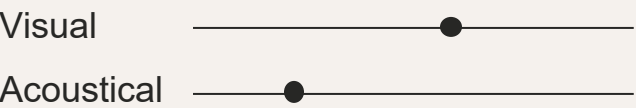
220 sq ft



Open Collaboration

A team-owned project space to hosts an informal lounge that acts as a front porch for team members to share project updates and display team tools. Adjacent, a flexible collaboration space with integrated technology offers reconfigurability for ideation and brainstorming.

Privacy



Key Products

- Steelcase Mackinac
- Orangebox Away from the Desk
- Steelcase Answer Panel
- Steelcase Flex Acoustic Boundary
- Steelcase Flex Media Cart

Dimensions

410 sq ft



Social Spaces

A space supporting people coming together to build relationships, relax and connect.

Example using Floor Plan 3



Considerations



Wellbeing Add features to support personal preferences and needs, such as privacy elements with built-in adjustability, various posture options, and user-controlled lighting or sound masking.



Space Planning Plan social settings in a range of spaces across a campus. Lively spaces, like a work café, offer natural sound masking that a higher level of ambient sound provides. A quieter, more secluded space offers a casual, relaxed place to connect for individuals who prefer less sensory input.



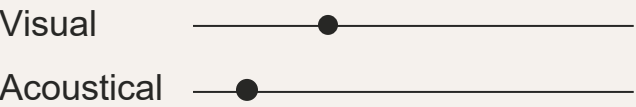
Product Impact Consider utilizing products that improve acoustics in open-plan environments to boost sound absorption, reduce echo and incorporate sound masking.

Provide a range of open and shielded social settings , For shielded settings, balance visibility into the surrounding space while ensuring visual privacy, so people feel comfortable connecting and collaborating in the open.

Social Lounge

An open lounge space supporting connection and casual gatherings offers added performance with individual lounge adjustments, markerboards, and a lightweight table.

Privacy

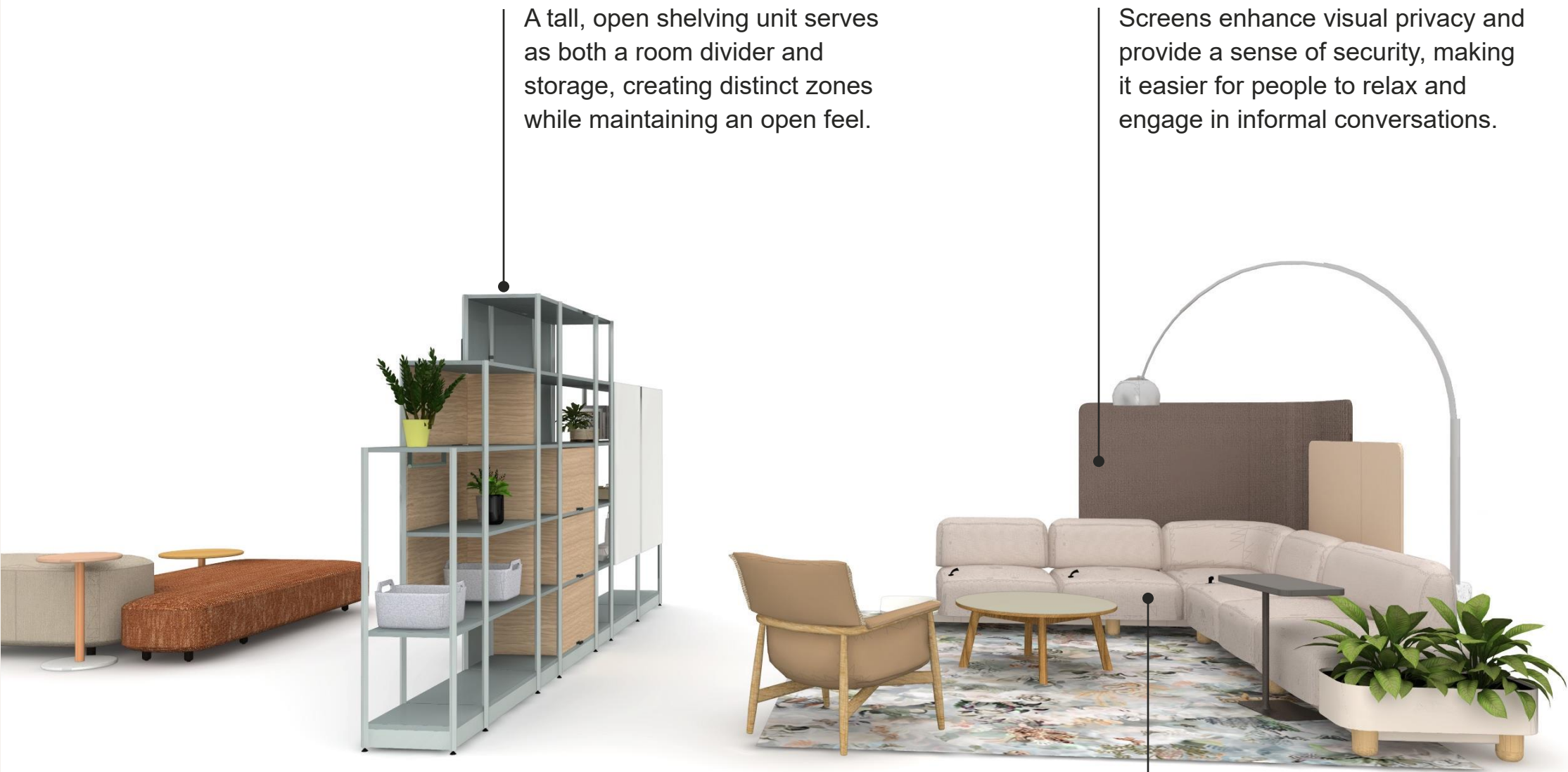


Key Products

- Viccarbe Common Bench
- Steelcase Flex Active Frames
- Coalesse Ensemble Modular Lounge
- Blu Dot Apt Coffee Table
- Coalesse Carl Hansen Enhance Chair

Dimensions

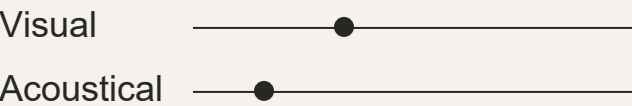
180 sq ft



Social Lounge

A social setting featuring lounge seating that offers an informal place to connect and technology to share content.

Privacy

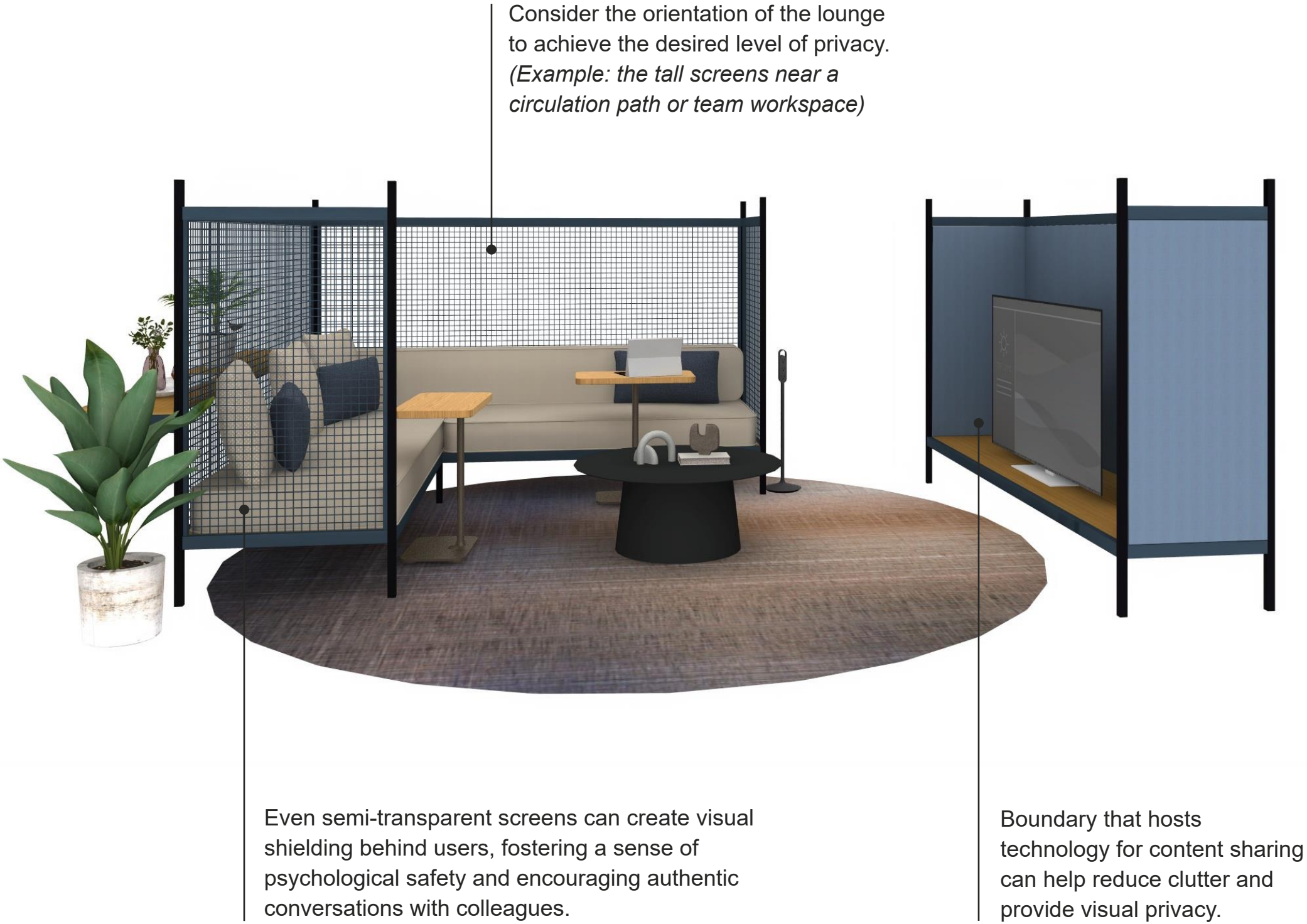


Key Products

- Established & Sons Grid Corner Lounge
- Established & Sons Grid Room Divider
- Coalesse Lagunitas Personal Table
- Blu Dot Circula Small Coffee Table
- Thread Hub

Dimensions

425 sq ft



Adding Privacy to an Existing Space

Floorplan Comparison

Applying Layers of Privacy

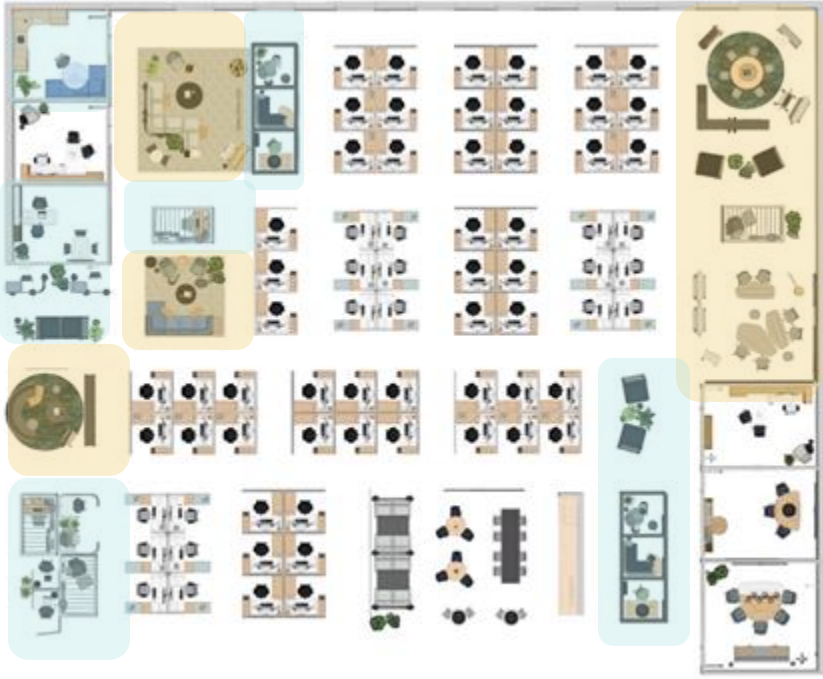
The primary goal of this design intervention was to increase privacy within an existing open-plan office while maintaining a collaborative and functional workspace. To achieve this, we developed two distinct concept proposals introducing varying levels of privacy to accommodate diverse work styles and needs while effectively increasing the overall seat count.

Existing



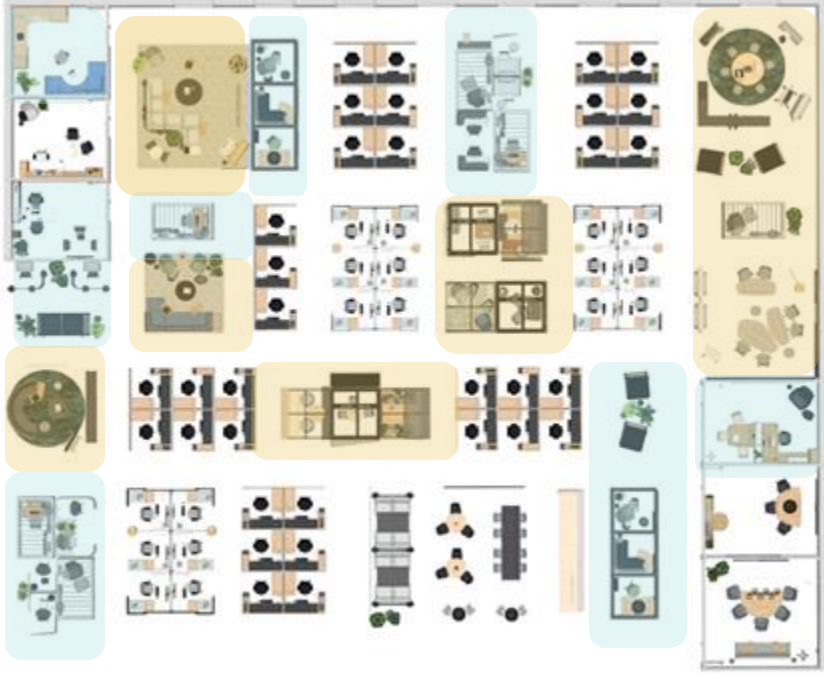
- **Workstation:** 48" Answer panel
- **Bench:** Ology with Center Screen

Concept 1



- **Workstation:** 48" Answer panel with 12" glass or 13.5" Universal screen top
- **Bench:** Ology with Center Screen and 19.5" Side Screen
- Replaced perimeter workstations with collaborative settings with a variety of screen/boundary separation
- Added enclaves and pods for private individual focus settings
- Swapped 6 workstations for 6 individual focus settings to add more variety within the same footprint

Concept 2



- **Workstation:** 48" Answer panel with AMQ 3F Hooded Privacy Screen, 6" frosted glass on spine, boundary screen at the ends, and Flex Freestanding Screens
- **Bench:** Ology with Center Screen, SOTO Functional Screen, Flex Stand and Markerboard, B-Free Screens at ends
- Replaced more workstations with additional private individual focus settings and Campers & Dens

Existing

A traditional floorplan with workstations, meeting rooms, and social zones throughout the floor-plan.

Top View



Metrics	
Workstations/Private Offices	115
Open Collaborative Seats	30
Enclosed Collaborative Seats	12
Total	157

Concept 1

Design Intent

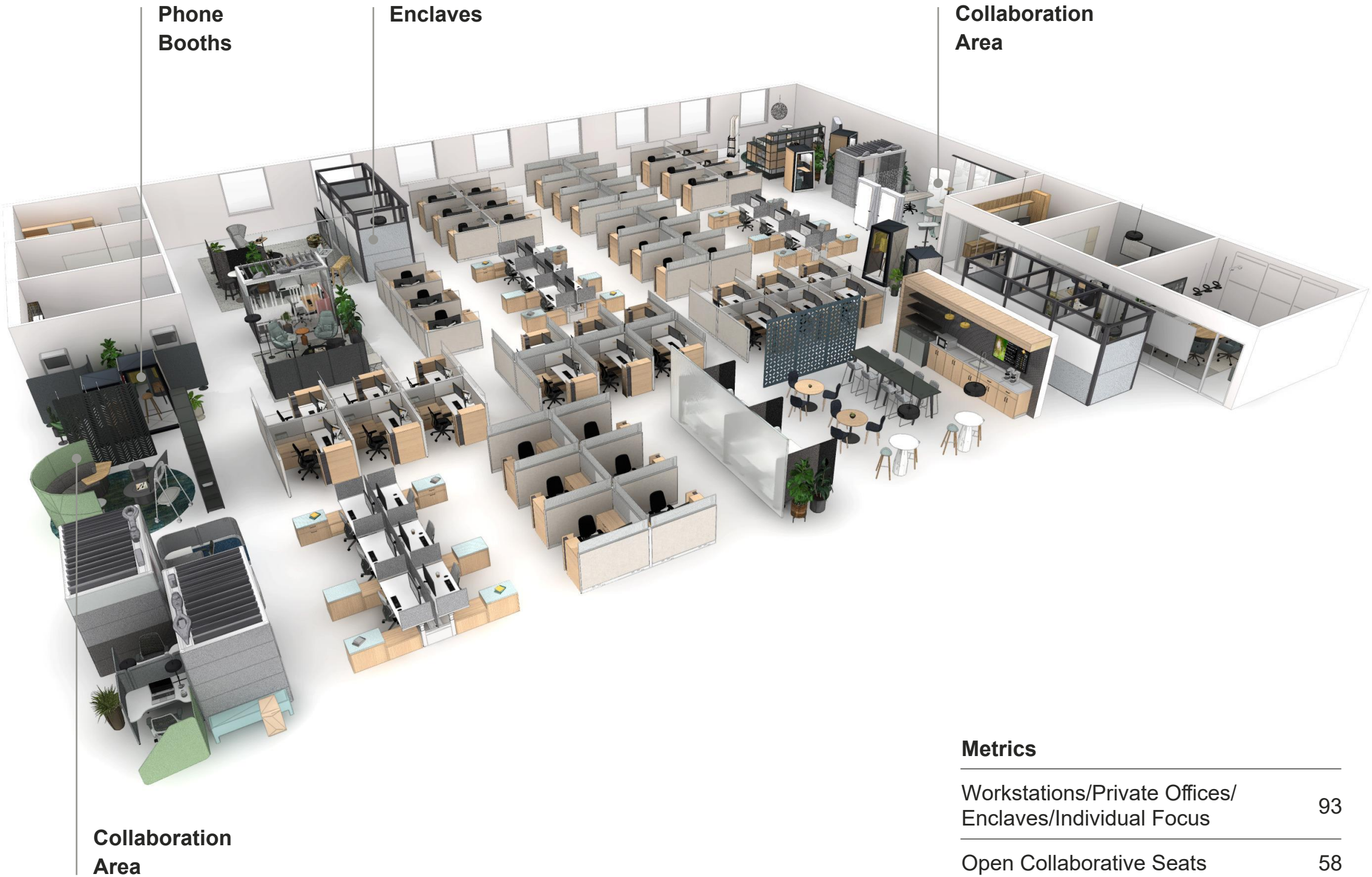
Refines the existing layout by replacing some perimeter workstations with enclosed focus spaces and open collaboration zones to off more choice and control while enhancing privacy and flexibility.

Key Features

Enclaves & Pods near workstations support quick transitions for focused work and fewer distractions.

Open Collaboration Areas encourage team interaction away from desks, minimizing disruptions.

Phone Booths across the neighborhood allow employees to quickly transition to take calls, reducing the number of calls at workstations.



Metrics	
Workstations/Private Offices/ Enclaves/Individual Focus	93
Open Collaborative Seats	58
Enclosed Collaborative Seats	12
Total	163

Concept 2

Design Intent

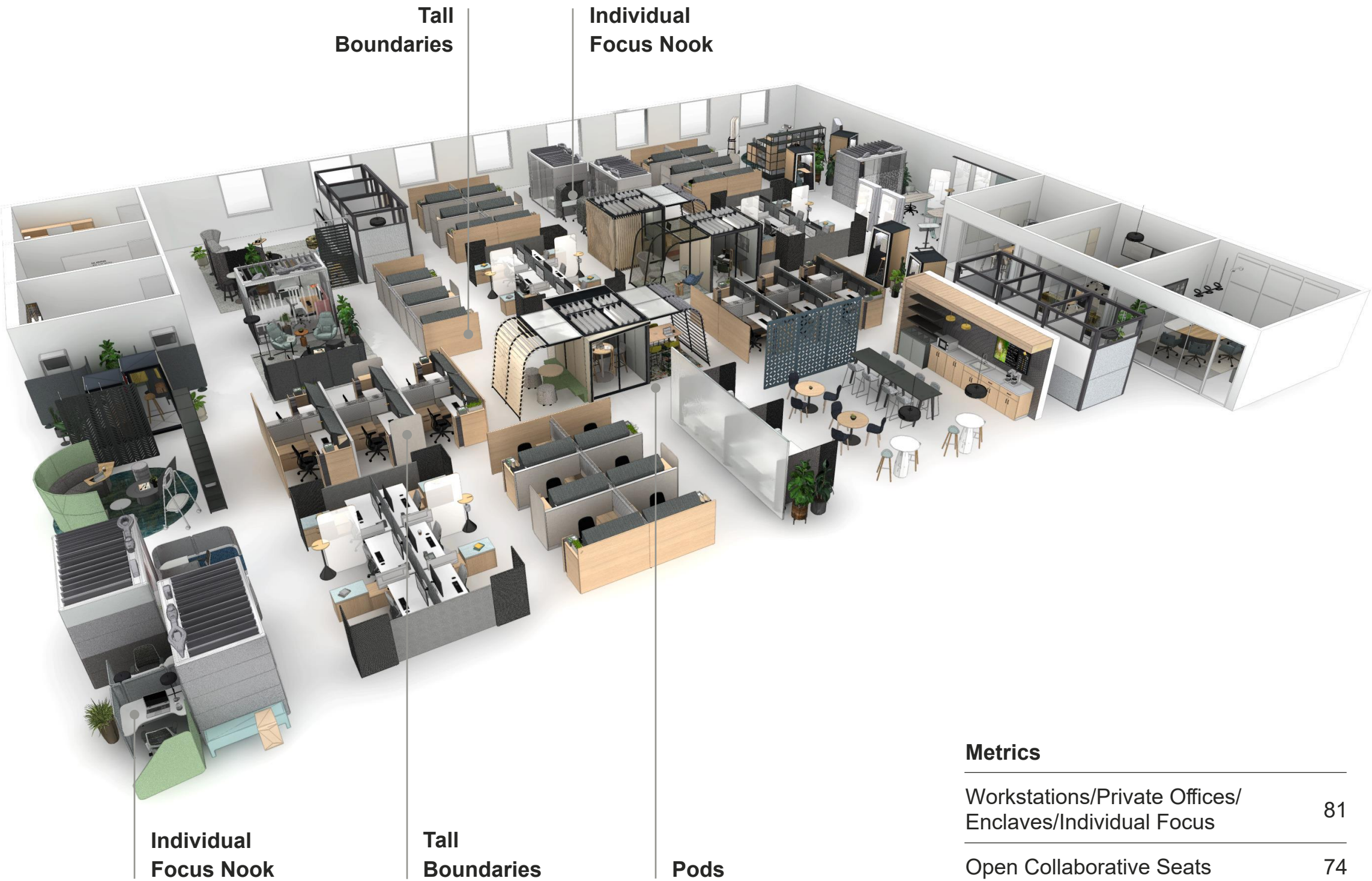
Builds on Concept One by introducing pods within the workstation zone to create higher boundaries and layered privacy to support varied work styles and needs.

Key Features

Individual Focus Nooks offer territorial privacy and a distraction-free zone or shift in posture.

Pods provide enclosed drop-in spots with minimal build-out, adding acoustic and visual shielding.

Tall Boundaries improve acoustics and wayfinding by reducing noise travel and providing landmarks.



Metrics	
Workstations/Private Offices/ Enclaves/Individual Focus	81
Open Collaborative Seats	74
Enclosed Collaborative Seats	20
Total	175

Application Privacy Modifications—Workstations



Existing

- (1) Answer Panel 48" high
- (2) Migration Height Adjustable Desk with Karman Task Seating
- (3) High Density Storage 42" high



Concept 1

- (1) Answer Panel 48" high with 13-1/2" high fabric top screen
- (2) Migration Height Adjustable Desk with Karman Task Seating
- (3) High Density Storage 42" high



Concept 2

- (1) Answer Panel 48" high with 6" high frameless glass and 54" high Boundary Screen
- (2) Migration Height Adjustable Desk with AMQ 3F Privacy Screen and Karman Task Seating
- (3) High Density Storage 42" high with added Organizational Worktools and Flex Screens

Steelcase