Front Desk/Admin (FD)
- Clear view of Suite’s main entrance from a secretarial desk
- The only space to be used for circulation and all rooms must have direct access to it.
- Furniture requirements:
  - 1 secretary desk
  - 1 lateral file
  - 1 storage cabinet
  - 2 lounge chairs
  - 1 love seat
  - 1 round coffee table

Partner’s Office (PO)
- Must have an exterior window
- Direct access to the Meeting Room
- Furniture requirements:
  - 1 executive desk
  - 1 table for four
  - 2 large bookcases
  - 1 credenza

Staff (S)
- Must have an exterior window
- Furniture requirements:
  - 2 work tables
  - 2 posture chairs
  - 2 small bookcases
  - 1 storage cabinet
  - 1 lateral file

Copy Room (CR)
- Furniture requirements:
  - 1 copier
  - 1 storage cabinet
  - 1 small bookcase
  - 1 vertical file

Meeting Room (MR)
- Furniture requirements:
  - 1 conference table for 8
  - 1 large bookcase
  - 1 storage cabinet
36\("\): clear path: 36\("\) clear between wall and 44\("\) table. 36\("\) clear between two furniture elements. N chair has clear access due to 36\("\) provided between edge of chair and desk. W chair has access via southern route and 36\("\) clear between table chair and arm chair. W edge of table can be 36\("\) to wall since passage around chair is not necessary.

‘L’ shaped room: nice trick to reduce space in one room for the benefit of the other. All walls are aligning. Simplicity of construction.

Doors: place one snap off wall. This will avoid bone headed placement of goods behind the door. Just remove the possibility from even happening. Don’t be stupid.

Pull: 4\(’\)-6\(”\) x 5\(’\)-0\(”\)

Push: 4\(’\)-0\(”\) x 4\(’\)-0\(”\)

Only 36\(”\) needed.

Work Table: 60\(”\) clear space at front of the work table. (Ballast p.31)

Clear floor space: since the swing direction of the 2nd door from Smith’s office does not matter; place it in his office. Bastard has too much space anyway. This will avoid the overlap of the door swing/clear floor space and the 60\(”\) dia turn radius. Although some codes vary on the issue, this will nullify the discrepancy by separating the two.

Conference Room: Maintain 36\(”\) clear behind all chairs. However end chairs, one may have a 36\(”\) clear between wall and table edge as long as all chairs are accessible via 36\(”\) clear path. Only 36\(”\) needed.

Copier Room: Placement of the copier allows for the 60\(”\) clear in front of copier (Ballast p.31) while preserving the clear floor space for the door and swing. Although some codes vary on the issue, this will nullify the discrepancy by separating the two.

Reception Icon: don’t fuck this up by forgetting to place this.

Secretary desk layout: Most efficient & compact layout for the secretarial desks. It is narrower and shorter in length. This example allows direct access to the desk seating from a common circulation space whereas the second example (below) creates a separate ‘aisle’ which consumes more space. This example also provides for the 60\(”\) in front of the work table.
**NOTES FROM BRANDONPASS**
http://www.areforum.org/forums/showthread.php?t=166659&highlight=brandonpass

**WRONG:** inadequate clearance to SW corner chair. There must be 36" clear between the SE char and the wall to gain access to the SW char...OR the same can be done for the NW char to gain access to the SW chair although this would push the NE char too close to the desk. As a result you would have to move the desk, credenza wall partition, SO seating and desk, there is room behind the SO desk so this would probably work although time consuming.

**NOTE:** I'm finding the 45deg rotation of the table to be super problematic. seems like it makes more space but it makes clearances a bit confused.

**PUSHING IT:** discrepancies exist between study materials and forum dwellers on this issue. 36" vs 60" at front of work table. This particular example is a result of an inefficient secretary desk layout.

**Secretary Desk:** this layout although acceptable, takes up way too much space compared to the above example. A separate space is created, the width and length are substantially larger and as a result, create a tight path relative to the lounge seating and does not allow for 60" in front of the work table. Also, look at that stray file cabinet! What a dog! Again, it works but damn that's shitty design.

**'L' Shaped Room:** A nice trick to recess the bookshelves. Be aware of the door clearance space. Such a move could result in a serious time consuming trickle effect if you don't know what the hell your doing. I.E.: place shelved, move door up, move SO office wall up, have to move arm chairs, SO door clearance is compromised, move West wall, pinch JO office etc. etc. Next thing you know, there's five minutes left and you completely botched a passing solution for the sake of built-ins. Moral of the story...do it early or not at all and practice it. Sweet move when you know where it has to be.

**PUSHING IT:** Although acceptable, the arm chair relative to the end conference table seat does not allow for 36" passage. 36" clear does exist between the arm and the table edge and the seat is accessible from a clear path via the East of the table but still... not very smart or efficient.
1: Wrong because there is not a clear 36” path between two furniture elements. If there were no bookshelves in this scenario (edge of shelves were where wall would be) then it would be acceptable. See example below.

2: Correct because clear 36” path all around.

3: Correct because there is a clear 36” path around table and directly to the Southern most chair. See flow diagram on next page.

4: Wrong because there is not a continuous 36” path to the Southern most chair.

5: Correct because there is a clear 36” path around table and directly to the Southern most chair. See flow diagram on next page.

6: Correct because there is a clear 36” path around table and directly to the Southern most chair. See flow diagram on next page.

LEFT: Acceptable since there is a clear path around the table of 36” and the southern table is accessible via 36” path unobstructed. See flow diagram next page

RIGHT: See comments for #6 above

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http://www.areforum.org/forums/showthread.php?t=166659&highlight=brandonpass
36" CLEAR PATH
From Compiled Notes_Building Planning.doc: http://www.areforum.org/forums/showthread.php?t=173579
Program List

ST - 800 sf (2 floors @ 200 sf ea.)
E - 200 sf (1 floor) @ 100 sf ea. Min. mn. = 7'
E2 - 100 sf
EM - 500 sf
A0 - 200 sf Ext. window - Direct access to SO
CR - 750 sf Ext. window - A01 MP
DO - 350 sf Ext. window - Direct access to SO
GR - 1,350 sf View remodel = 2nd. wind
L - 700 sf - Main entry
LM - 1,000 sf Ext. window
LR - 200 sf 2 @ 100 sf Ext. Direct access to MP
MP - 2,600 sf View - Ext. window (1/2 clear)
2 exits
→ 1st Floor ←
R - 400 sf Ext. window - Near Lobby
SM - 750 sf Ext. window - Near LM
SO - 500 sf Ext. window - Near LM
→ 2nd Floor ←
SW 500 sf Ext. window
TR 800 2/floor @ 200 sf ea.
TS 300 Near MP
Program List

Initial Check Against Program

√ ST - 800 sf (2/floor @ 200 sf ea.)
√ E - 200 sf (1/floor) @ 100 sf ea. Min. 4 ft.
√ E2 - 100 sf
√ E3 - 500 sf
√ A0 - 200 sf, Ext. window, Direct Access to So
√ CR - 750 sf, Ext. window, A10 MP
√ DO - 350 sf, Ext. window, Direct Access to So
√ GR - 1,350 sf, New Rear Door, Ext. Window
√ L - 700 sf, Main Entry
√ LM - 1,000 sf, Ext. Window
√ LR - 200 sf, 2 @ 100 sf Ext. Door, Direct Access to 1st MP
√ MP - 2,600 sf, View Ext. Window [16' CLO]
√ 2 Exits

→ 1st Floor ←

√ R - 400 sf, Ext. Window, Near Lobby
√ SM - 750 sf, Ext. Window, Near LM
√ SO - 500 sf, Ext. Window, Near LM

→ 2nd Floor ←

√ SW - 500 sf, Ext. Window
√ TR - 800 sf, 2/floor @ 200 sf ea.
√ TS - 300, Near MP
**PROGRAM LIST**

**FINAL CHECK AGAINST PROGRAM**

\[ \sqrt{ST} = 800 \text{ sf} \] (1/2 floor @ 200 \text{ sf EA.})

\[ \sqrt{E} = 200 \text{ sf} \] (1/2 floor) @ 100 \text{ sf EA. Min. Max. :} 7'

\[ \sqrt{SE} = 100 \text{ sf} \]

\[ \sqrt{RM} = 500 \text{ sf} \]

\[ \sqrt{AO} = 200 \text{ sf} \] (1/2 floor) *Direct Access to ST*

\[ \sqrt{CR} = 750 \text{ sf} \] (Exterior Window) *Direct Access to AO*

\[ \sqrt{1DO} = 350 \text{ sf} \] (Exterior Window) *Direct Access to AO*

\[ \sqrt{GR} = 1350 \text{ sf} \] (New Representation) *Exterior Window*

\[ \sqrt{L} = 700 \text{ sf} \] (Main Entry)

\[ \sqrt{LM} = 1000 \text{ sf} \] (Exterior Window)

\[ \sqrt{LR} = 200 \text{ sf} \] *Direct Access to MP*

\[ \sqrt{MP} = 2600 \text{ sf} \] (View - Ex: Window 18' CLE)

\[ \sqrt{L1ST} \rightarrow 1ST FLOOR \rightarrow \]

\[ \sqrt{R} = 400 \text{ sf} \] (Exterior Window) *Near Lobby*

\[ \sqrt{SM} = 750 \text{ sf} \] (Exterior Window) *Near L1*

\[ \sqrt{SO} = 500 \text{ sf} \] (Exterior Window) *Near LM*

\[ \rightarrow 1ST FLOOR \rightarrow \]

\[ \sqrt{SW} = 500 \text{ sf} \] (Exterior Window)

\[ \sqrt{TR} = 800 \text{ sf} \] (Exterior) @ 200 \text{ sf EA.}

\[ \sqrt{TS} = 300 \text{ sf} \] *Near MP*
Schematic Design: Building Layout Tips

1. Write Program Requirement List
2. Draw bubble Diagram of spaces
3. Use the sketch tool to block out corridor
4. Do NOT draw doors or windows until both floors are complete
5. Take advantage of the 10% rule.
6. Use the ID tool to view room square footage
7. Overlay second floor over First to ensure it aligns properly.
8. Use the draw menu as a double check to make sure that all required spaces are included in your solution.
9. Make TWO checks against your written program requirements.
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