



HMRC

Regional Centre
FFE Guide

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Introduction

This guide is intended for designers who are creating new regional centres for HMRC.

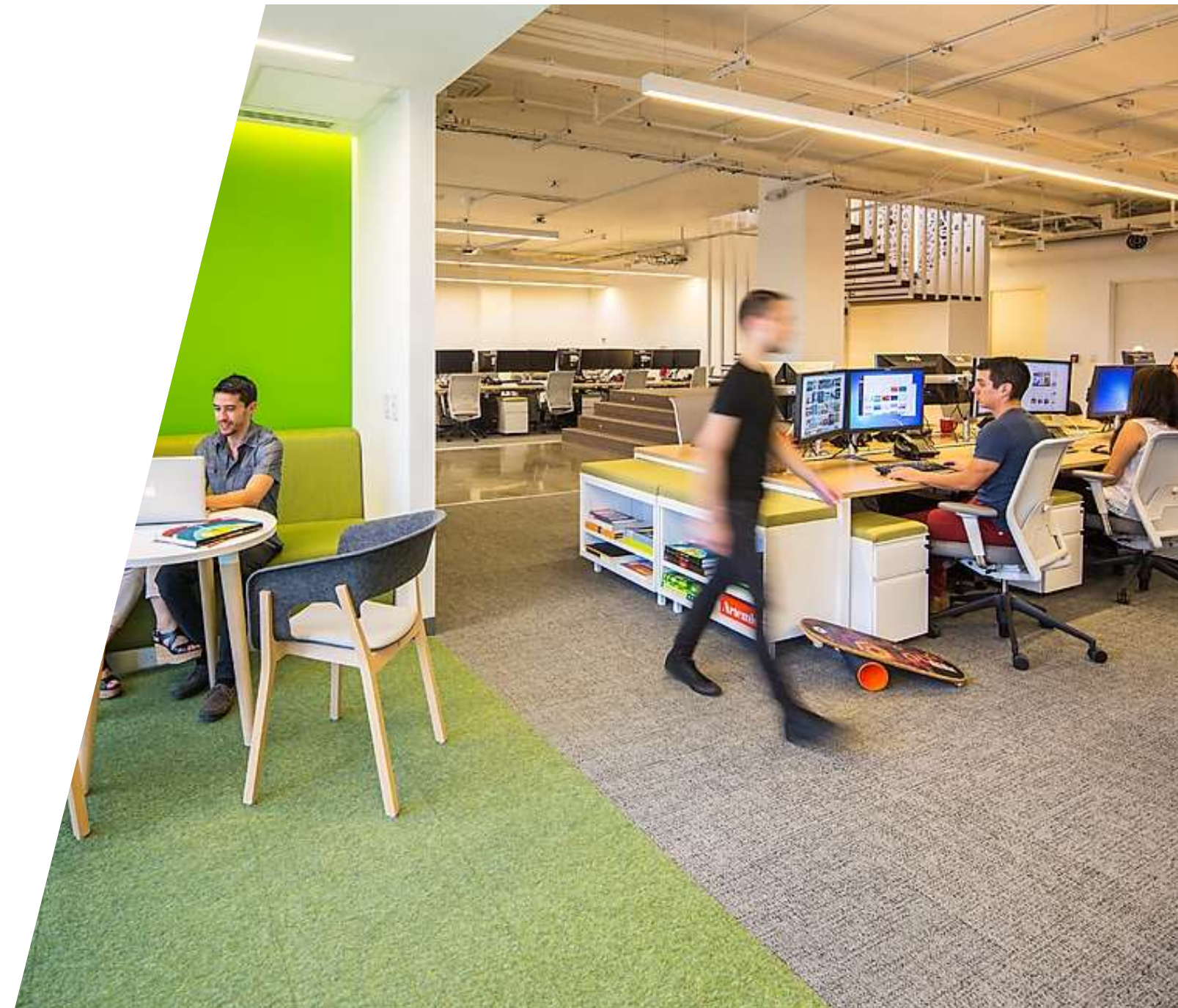
How to use this guide:

This guide should be read in conjunction with the ‘HMRC Look & Feel Guideline’, and acts as a more comprehensive extension of that document. It provides greater detail on creating an environment to support the new ways of working within the organisation. However, this guide is meant to be ‘descriptive’ not ‘prescriptive’, allowing room for interpretation and flexibility within each project.

The guide is divided into 3 main parts:

1. Introduction and Planning Concept
2. Space Types
3. Specifications

Designers should also be conscious of the “Colour Approach” strategy, which assigns each workspace a colour palette. This manifests itself in the selected materials and finishes to accent different space types.



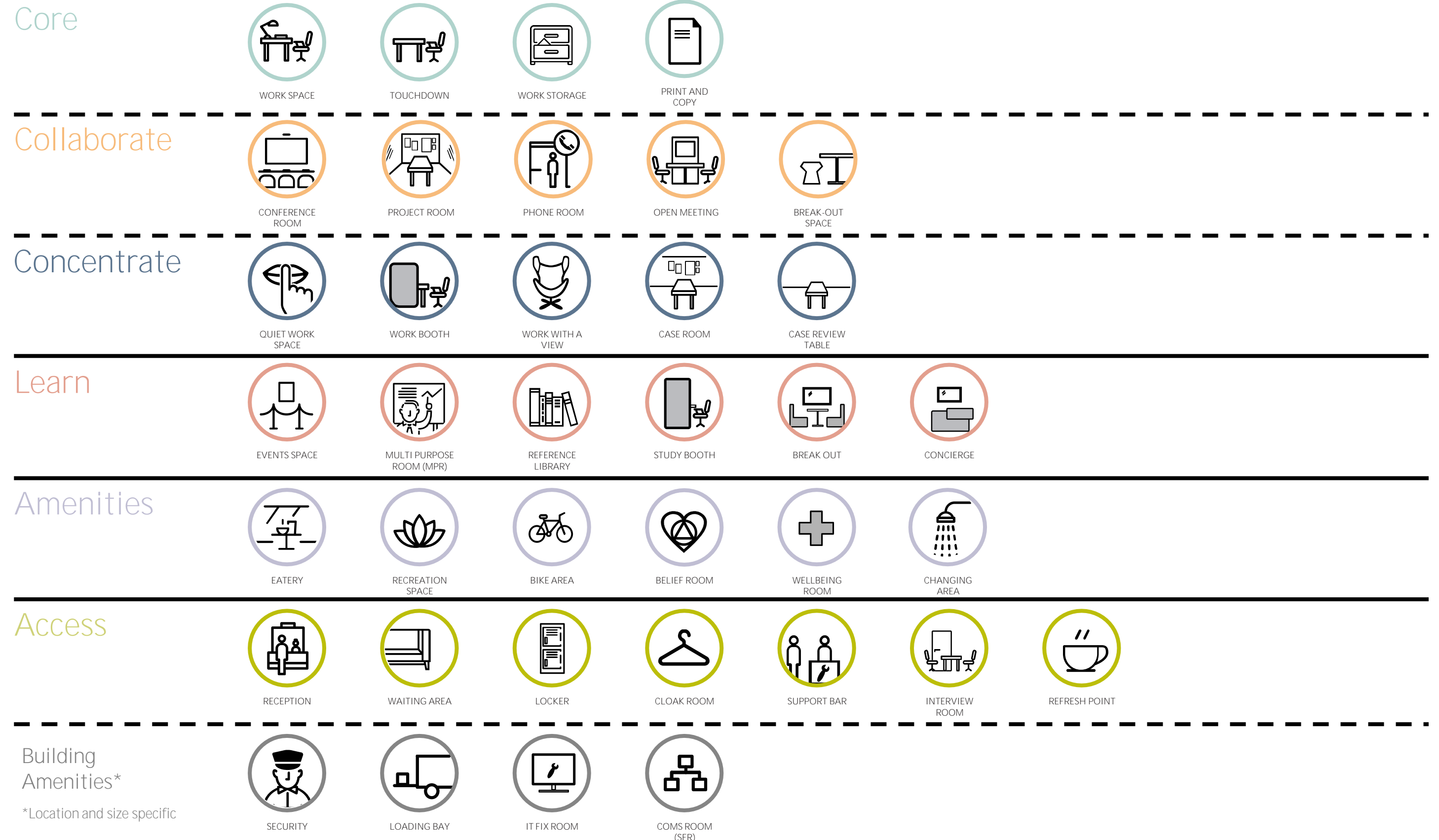
HMRC workspaces

Within the space zones, there are 6 types of workspace.

Core	Space with facilities to enable the bulk of routine work with HMRC systems and customers.
Collaborate	Versatile spaces that enable groups to meet and work together, either in person or remotely.
Concentrate	Space in which individuals can concentrate, consider and work with complex information.
Learn	Learning and development space supporting group learning, syndicate, e-learning and self-study.
Amenities	Variety of non-directly work related spaces for people to meet and relax, including cafes and other services.
Access	Spaces through which, staff, visitors and materials enter and exit the office.

Menu mapping

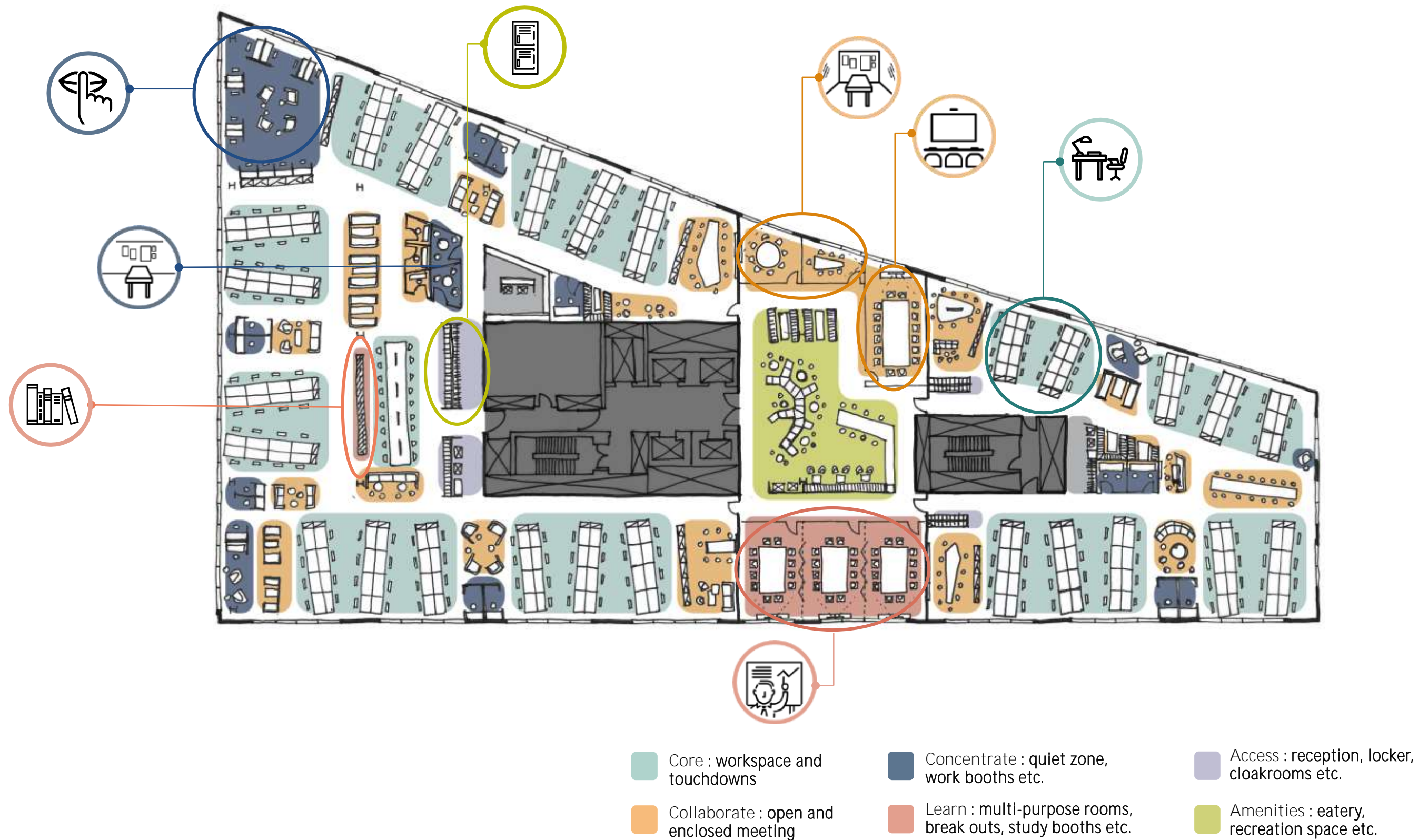
To support different activities there are various space types for each category of workspaces



*Location and size specific

Planning Principles

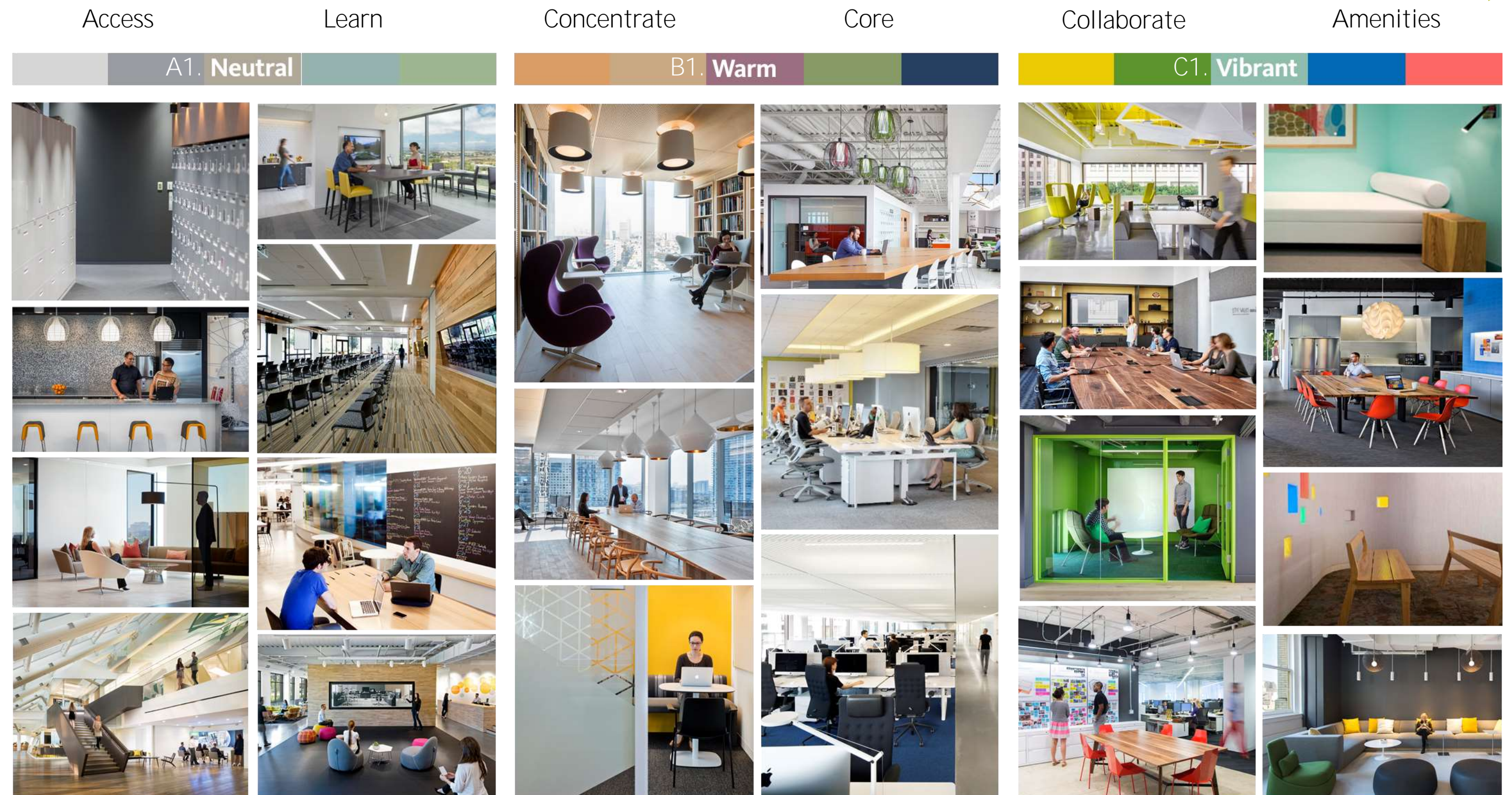
Example layout



Colour journey

From arrival...

...to workspace.



Example finishes

From arrival... ...to workspace.

Access

Learn

Concentrate

Core




Collaborate

Amenities

A1. Neutral

B1. Warm

C1. Vibrant





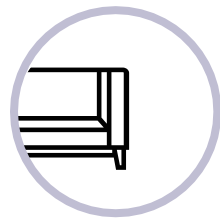
SPACE TYPES

1. **Access**
2. Learn
3. Concentrate
4. Core
5. Collaborate
6. Amenities

Access



RECEPTION



WAITING AREA



LOCKER



CLOAK ROOM



SUPPORT BAR



INTERVIEW ROOM



REFRESH POINT



LOCKER



CLOAK ROOM



RECEPTION AND WAITING AREA



INTERVIEW ROOM



SUPPORT BAR



WAITING AREA



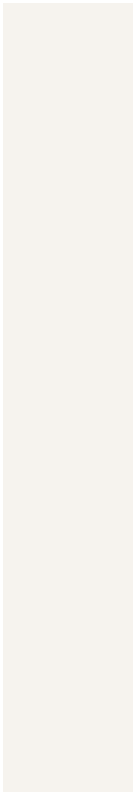
REFRESH POINT

Spaces through which we, our visitors and materials enter and exit our offices

Access | Typical Finishes


Wall finishes

Field – Coverage: 75%




Field Colour
Finish: Paint
Colour: White
RAL 9010
PT-01


Feature Walls – Coverage: 25%




Accent colour
Colours:
A1 Range
PT-02



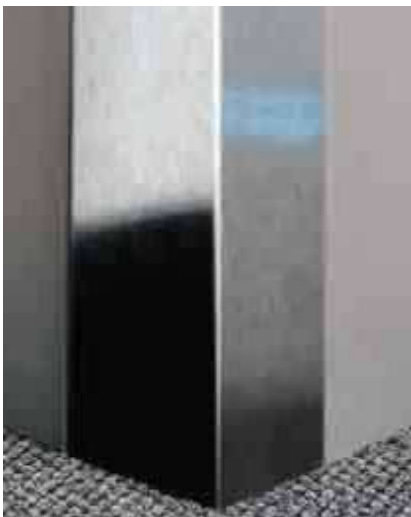
Environmental Graphics
Finish: vinyl
Colours: A1 Range
EG-01



Base Built Finish
Colour: Dark Neutral
Project specific




Timber Wall Panel
TW-01




Corner Protection

Floor finishes


Floor Options



Base Built Finish
Stone Flooring
Colour: Light Neutral
Project specific




Timber
Colour: Light
TF-01




Base Built Finish
Colour: Dark Neutral
Project specific

Ceiling finishes

Ceiling options



Plaster board ceiling
Colour: White
PT-01



Exposed ceiling
Finish: Cleaned with services and soffit painted if required

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Access | Typical Furniture

System Furniture



Task chair
ACC-01-STC



Task chair - high
ACC-02-STC



Lockers
ACC-01-RLK



Guest Chair
ACC-01-SMC



Soft Seating System
ACC-01-SSO

Joinery



Reception Desk
ACC-01-TMC



Banquette Benching
ACC-01-SBQ



Coat rail
ACC-01-RMC



Support Bar
ACC-02-TMC



Refresh Counter
ACC-03-TMC

Loose Furniture



Banquette Table
ACC-01-TIM



Side Table
ACC-01-TCE

Lighting



Pendant Light
ACC-01-LT

* For furniture specifications please refer to Section 3

Access | Reception



Description

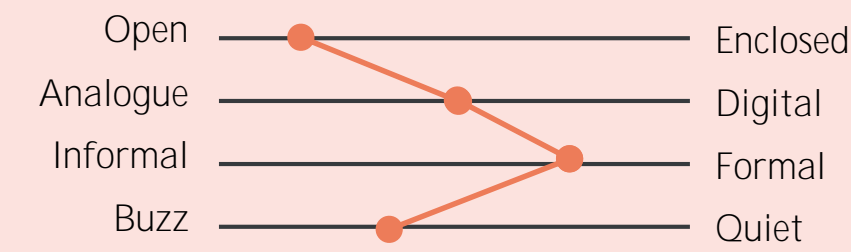
An open, inviting and branded space to welcome and support visitors of HMRC. The reception area includes security, information and registration point.

Brand messaging and presence maybe conveyed in a digital or analogue format.

It has close proximity to the Waiting and Interview rooms.

Necessary storage requirements to be included in overall reception design.

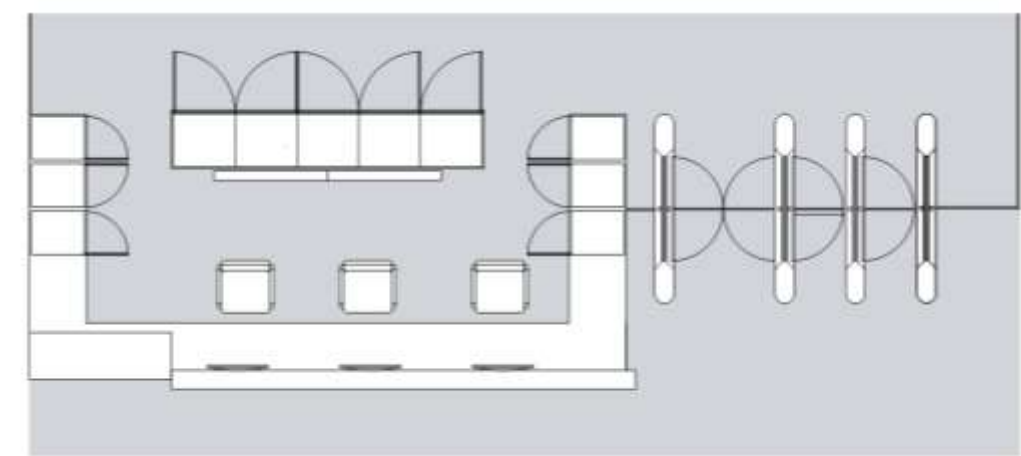
Characteristics



Metrics

Ideal size:	50sqm
Capacity:	Varies
Acoustics:	N/A
Bookable:	N/A
Time of use:	All day

Plan



Features



Task chair

ACC-01-STC



Joinery
Reception desk

ACC-01-TMC



Umbrella Dryer

Project specific

** Finishes dependant on project and existing base build*



* For furniture and acoustic specification please refer to Section 3

Access | Waiting area

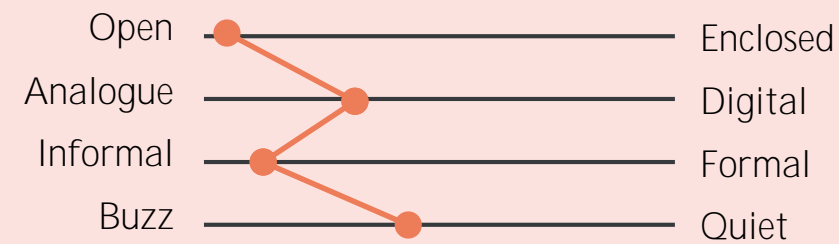


Description

An inviting semi-open or open space where visitors can wait. This space should be cosy, relaxing and provide the tools support for informal meetings and small social events.

This area requires Wi-Fi and power should be integrated into the furniture when possible.

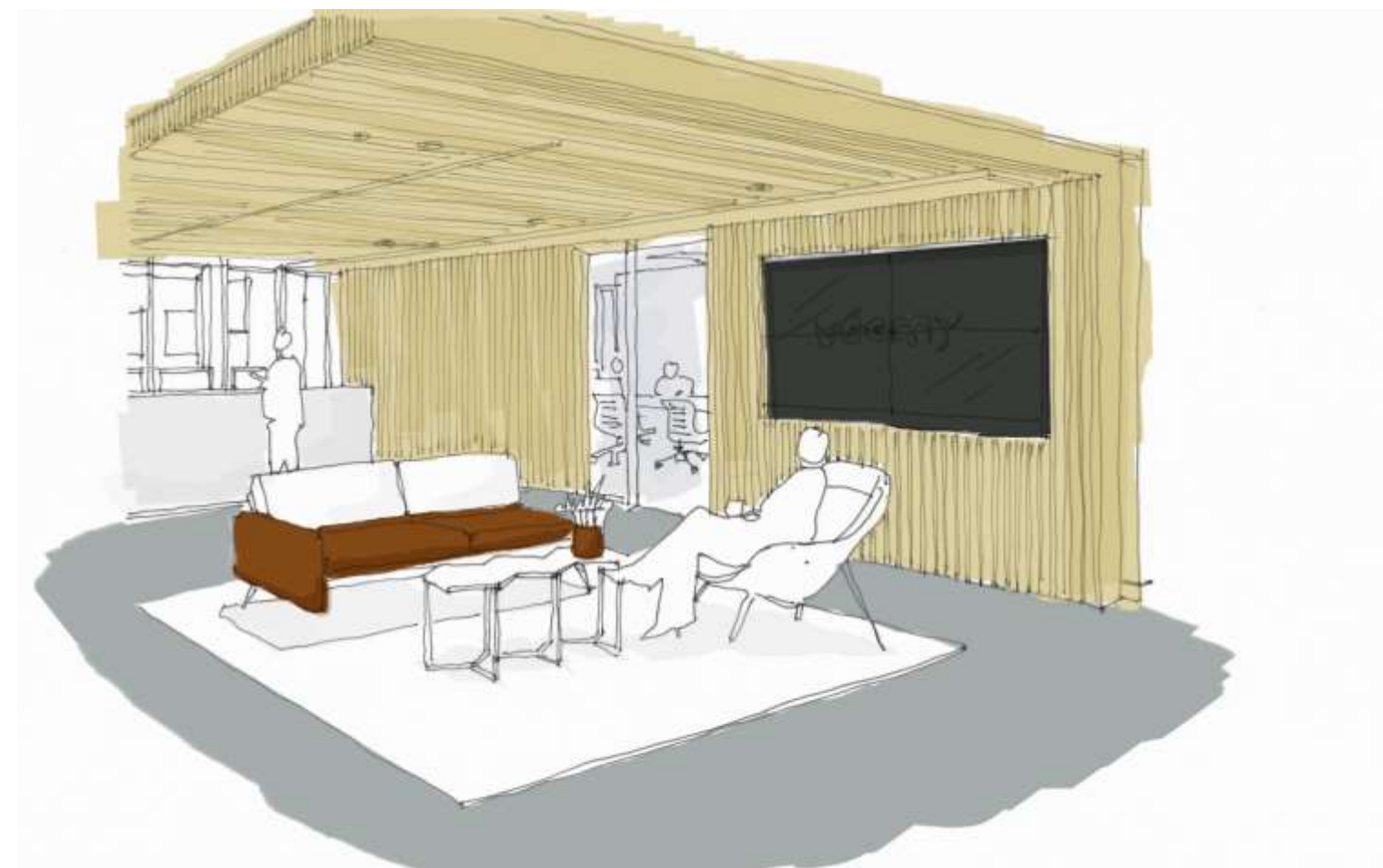
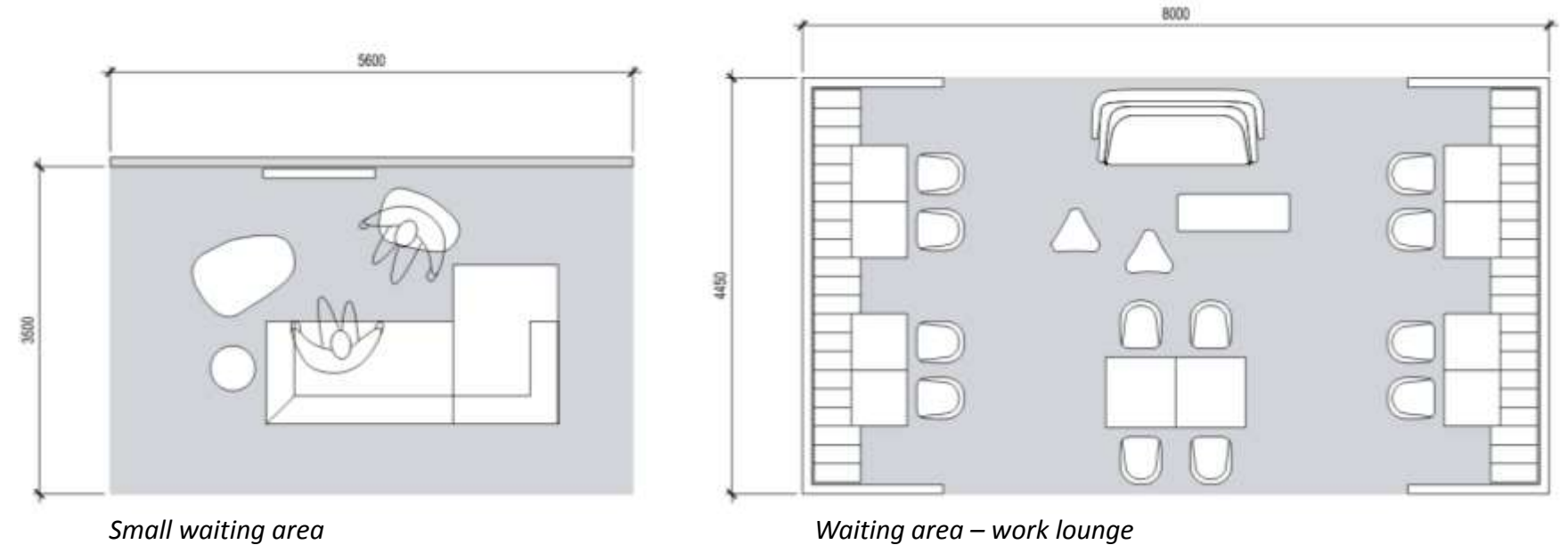
Characteristics



Metrics

Ideal size:	20sqm
Capacity:	Varies
Acoustics:	N/A
Bookable:	N/A
Time of use:	All day

Plan



* For acoustic specification please refer to Section 3

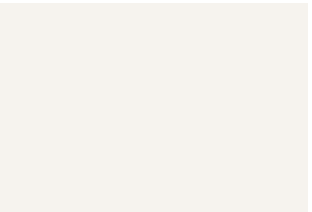


Wall Finishes

PAINT/WALL APPLICATIONS



Base build finish
T-01



White Paint -
RAL 9010
PT-01

FEATURE WALL OPTIONS



Environmental
graphics
EG-01



Accent colour
A1 Range
PT-02

Floor Finishes

SOFT SURFACES



Zoning Rug
Project specific

HARD SURFACES



Base build finish
T-01



Timber Flooring
TF-01

Furniture

SEATING



Soft Seating
System
ACC-01-SSO



Banquette benching
Soft / Guest chair
ACC-01-SBQ



Guest Chair
ACC-01-SMC

DESKING



Side tables
ACC-01-TCE



Banquette
Table
ACC-01-TIM

Technology

LIGHTING



Feature pendant
lighting
ACC-01-LT

DISPLAY



Display Case

DESKTOP



Integrated
power access
Project specific

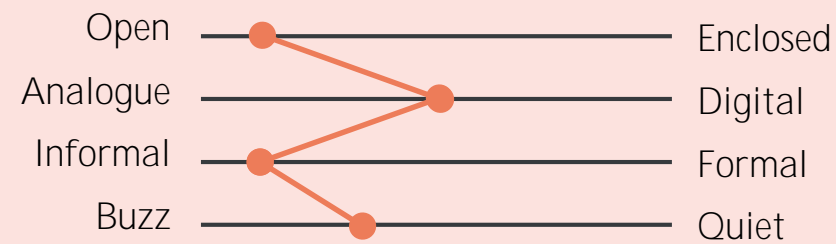
* For furniture specifications please refer to Section 3



Description

The lockers should be located in a central area, within close proximity to the main entrance points to the teams workspace. Consideration should be taken to provide significant circulation space to allow ease of access to the locker unit. It is preferred that the lockers be built into a wall for cleaner aesthetics.

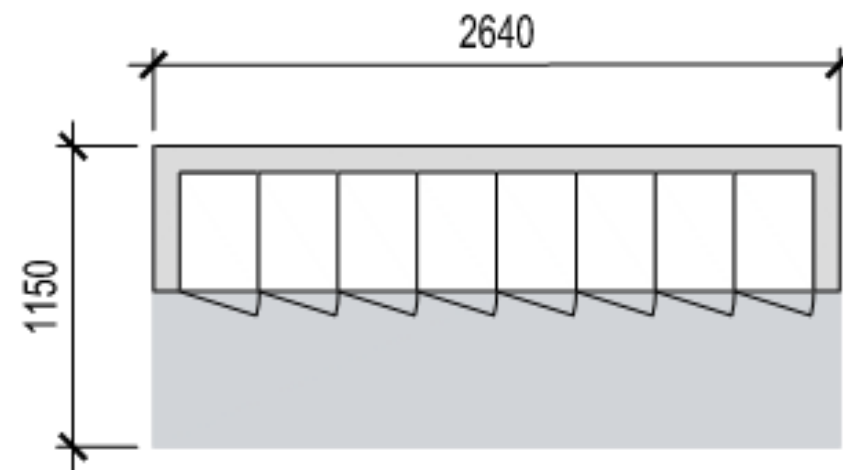
Characteristics



Metrics

Ideal size:	3sqm (locker module 8 x 3High
Capacity:	24 units
Acoustics:	N/A
Bookable:	Assigned and unassigned
Time of use:	All day

Plan



Locker module

Features



Locker units
Staff
ACC-01-RLK



Locker units
Visitor
ACC-02-RLK



* For acoustic and furniture specification please refer to Section 3

Access | Cloak room

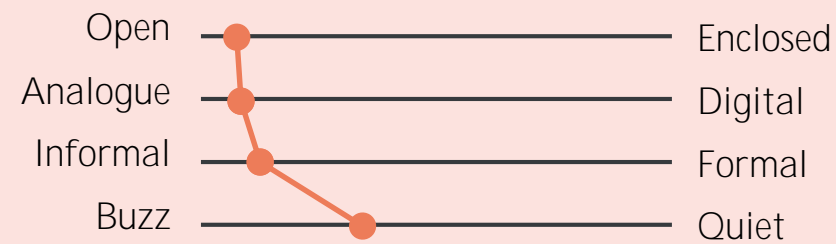


Description

Centralised semi-enclosed room for employee coats and travel bag store, located at main access points to the floorplate.

Coat rail configuration to be accessible for all.

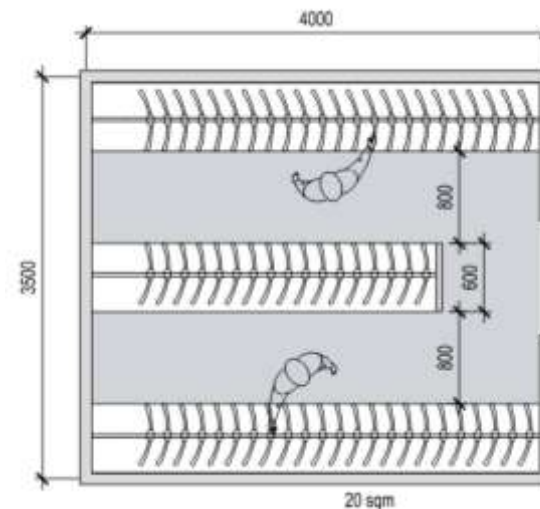
Characteristics



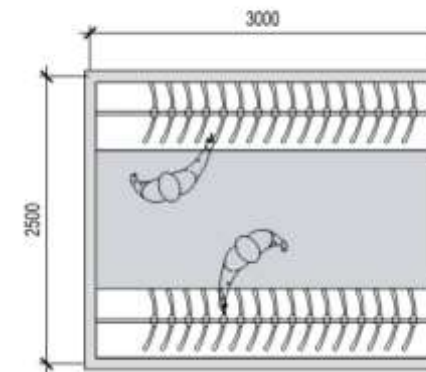
Metrics

Ideal size:	8sqm - 20sqm
Capacity:	Varies
Acoustics:	N/A
Bookable:	N/A
Time of use:	All day

Plan



Cloak room – large (144 coats)



Cloak room – small (77 coats)

Features



Coat rail and benching

ACC-01-RMC



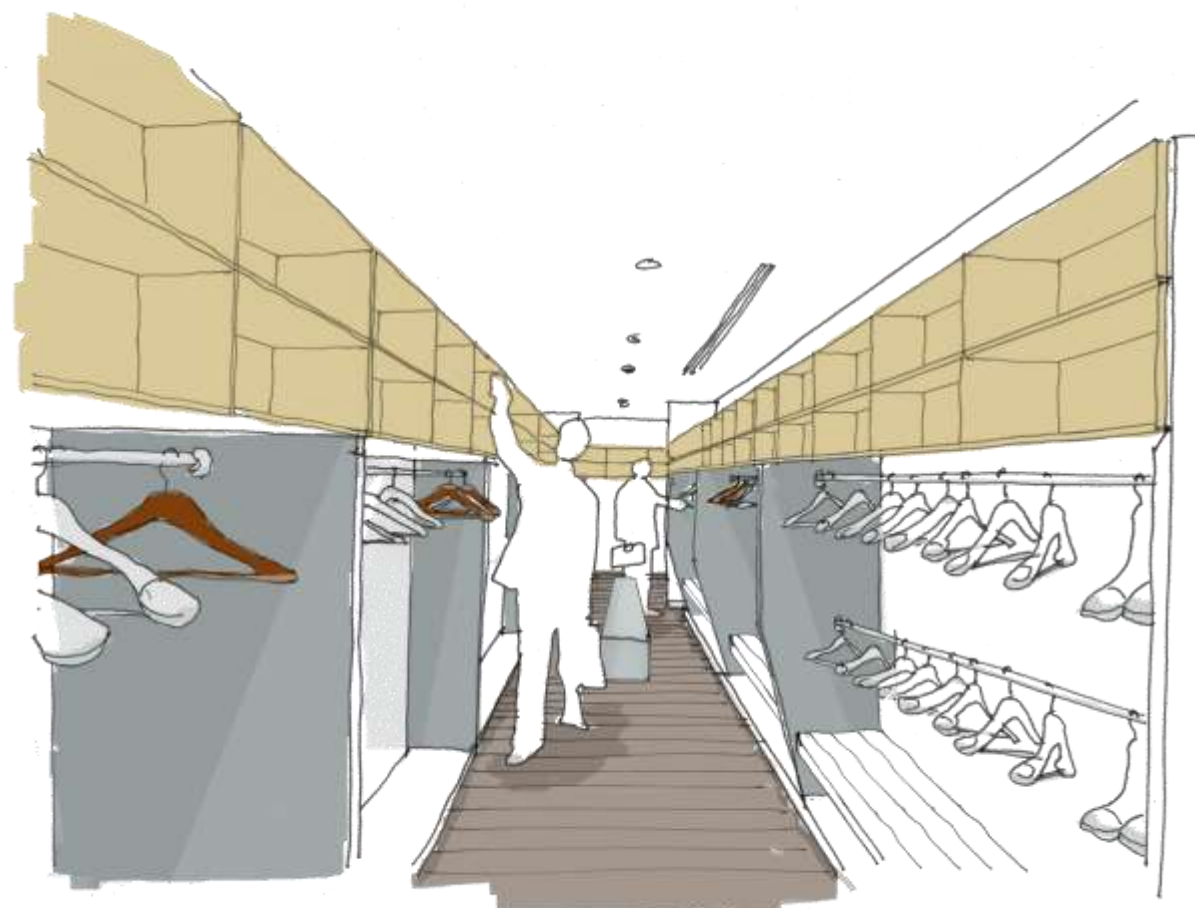
Umbrella Stand

Integrated with coat rail



Textured hardwearing carpet

CP-04



* For acoustic and furniture specification please refer to Section 3

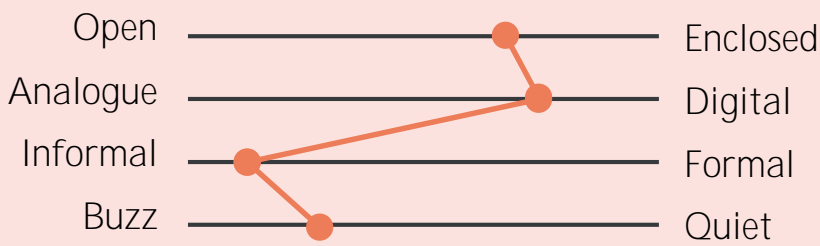
Access | Support bar



Description

The Support bar offers the HMRC employees assistance with any technical issue. This should be centrally located for easy access by all users.

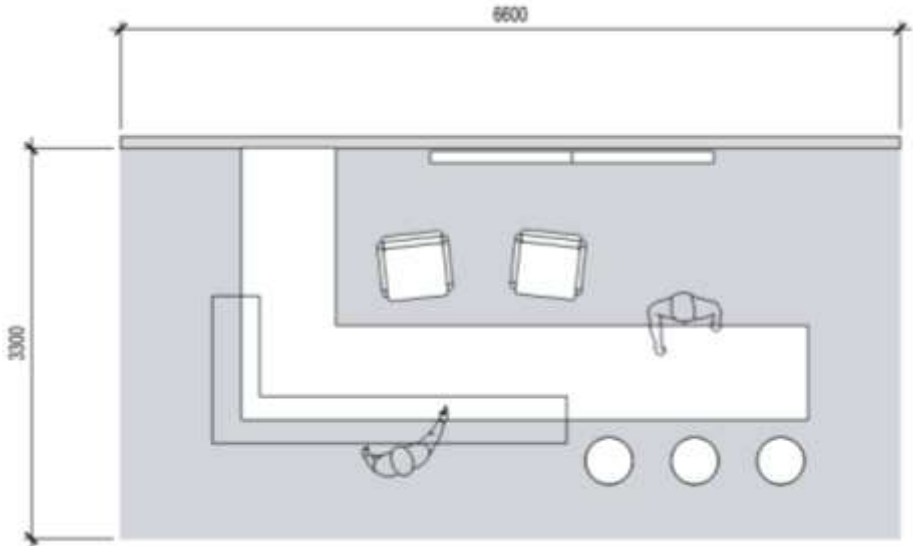
Characteristics



Metrics

Ideal size:	22sqm
Capacity:	2-5 ppl
Acoustics:	N/A
Bookable:	N/A
Time of use:	All day

Plan



Support bar with drop in counter



Features



Task chair, high
ACC-02-STC



Support Bar
ACC-01-TMC



Guest chair
ACC-01-SMC



Feature pendant
lighting
ACC-01-LT

* For acoustic and furniture specification please refer to Section 3

Access | Interview room



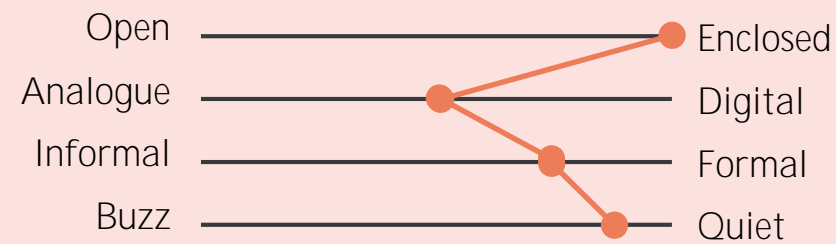
Description

Positioned close to the reception desk these closed rooms are available to have confidential conversations with visitors, which may include uninvited members of the public.

A calming neutral environment is essential to the success of these spaces.

All furnishings to be fixed.

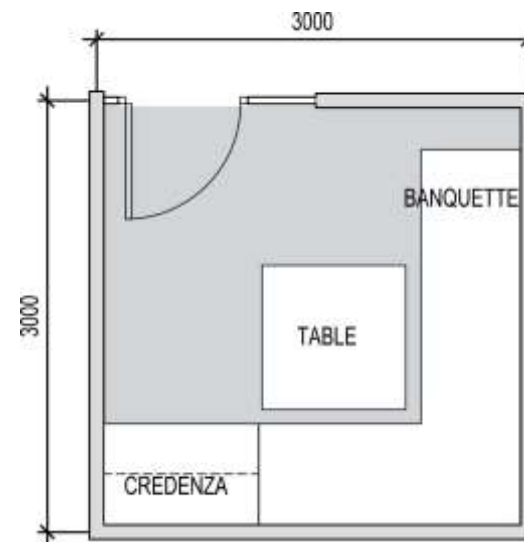
Characteristics



Metrics

Ideal size:	50sqm
Capacity:	3-4ppl
Acoustics:	Grade C
Bookable:	Yes
Time of use:	1-2hrs

Plan



Interview room



**Glazed walls shown for illustration purposes only*

* For acoustic and furniture specification please refer to Section 3

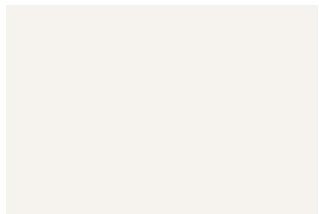


Wall Finishes

PAINT/WALL APPLICATIONS



25% Glazed partitions
GM-01



75% White Paint - RAL 9010
PT-01

FEATURE WALL OPTIONS



Fabric Wrapped Panels
A1 colour range

Floor Finishes

SOFT SURFACES



Open plan Carpet
CP-01

Furniture

SEATING



Banquette seating with credenza
ACC-01-SBQ

DESKING



Banquette Table
ACC-01-TIM

Technology

DESKTOP



Flip-top power module



VOIP Handset

* For furniture specifications please refer to Section 3



Description

A semi-enclosed space for having a break or informal meeting with a tea or coffee.

It is centrally located in the building and visually and acoustically separated from the rest of the workplace.

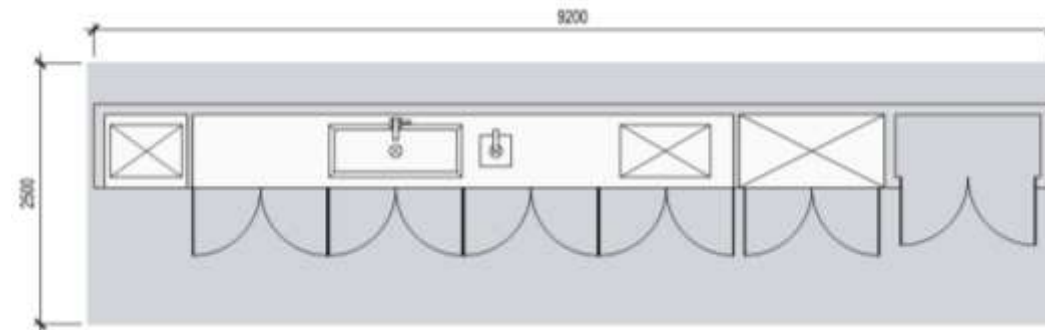
Characteristics

Open	Enclosed
Analogue	Digital
Informal	Formal
Buzz	Quiet

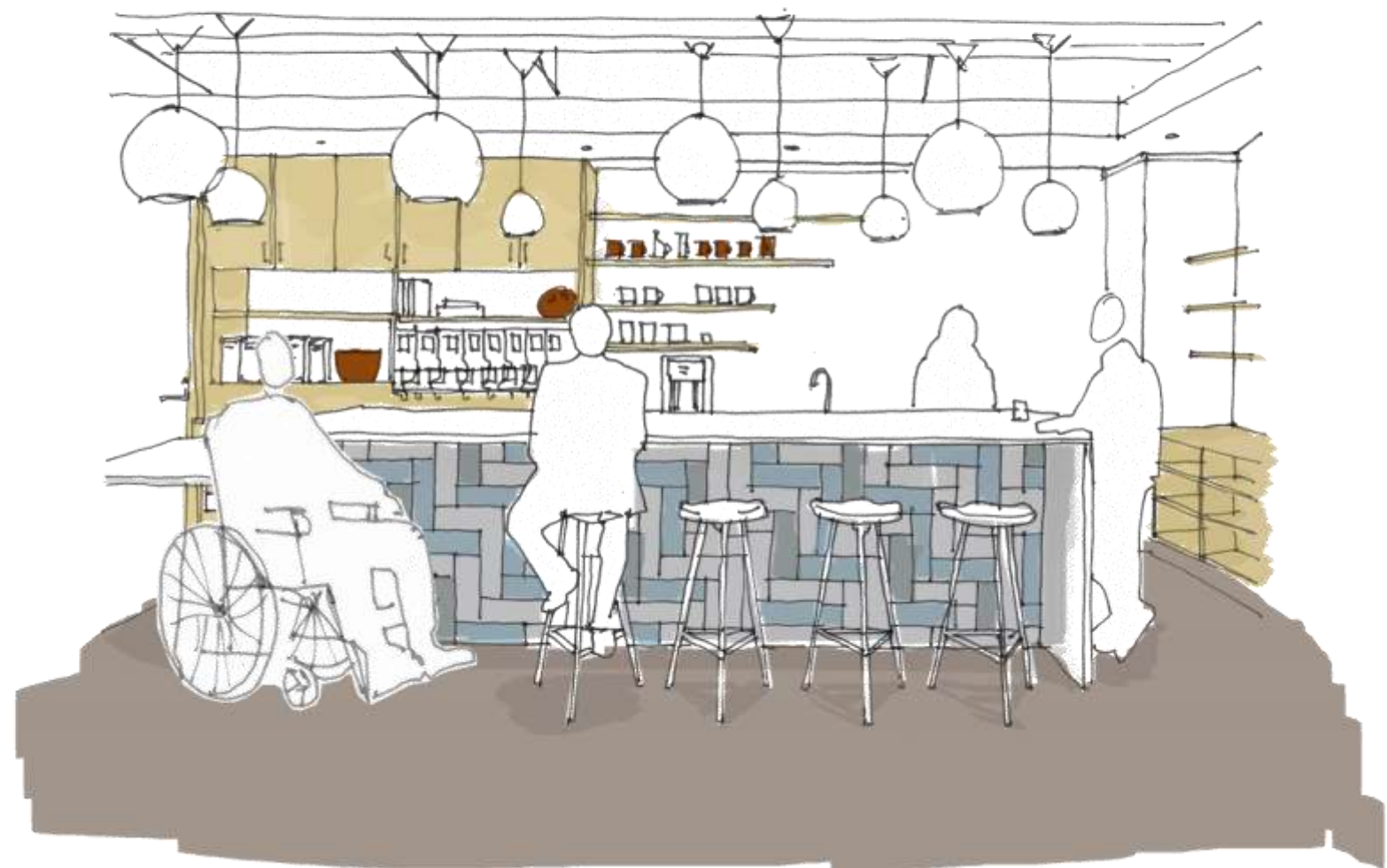
Metrics

Ideal size:	15-23sqm
Capacity:	Varies
Acoustics:	Grade C
Bookable:	N/A
Time of use:	All day

Plan



Refresh Counter



* For acoustic specification please refer to Section 3

FEATURE WALL OPTIONS

75% White Paint
RAL 9010
PT-01



25% Wall Paint -
Accent Colour
(Feature Wall)

PT-02



Counter splash
back

T-02



Counter splash
back - Mirror

T-03



Black board wall

PT-06

HARD SURFACES



Timber Flooring
TF-01



Tiled flooring
T-01



Woven vinyl tile
RF-01

JOINERY



Refresh Counter

ACC-03-TMC

LIGHTING



Suspended
Acoustic Baffles

AB-01



Pendant Light
ACC-01-LT

DESKTOP

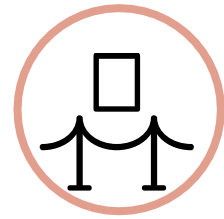


Integrated power access
Project specific

Furniture

Technology

Learn



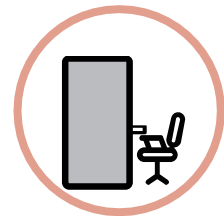
EVENTS SPACE



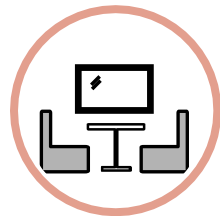
MULTI PURPOSE ROOM



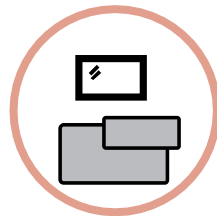
REFERENCE LIBRARY



STUDY ROOM



BREAK OUT



CONCIERGE

Learning and development space supporting group learning, syndicate, self study and e-learning



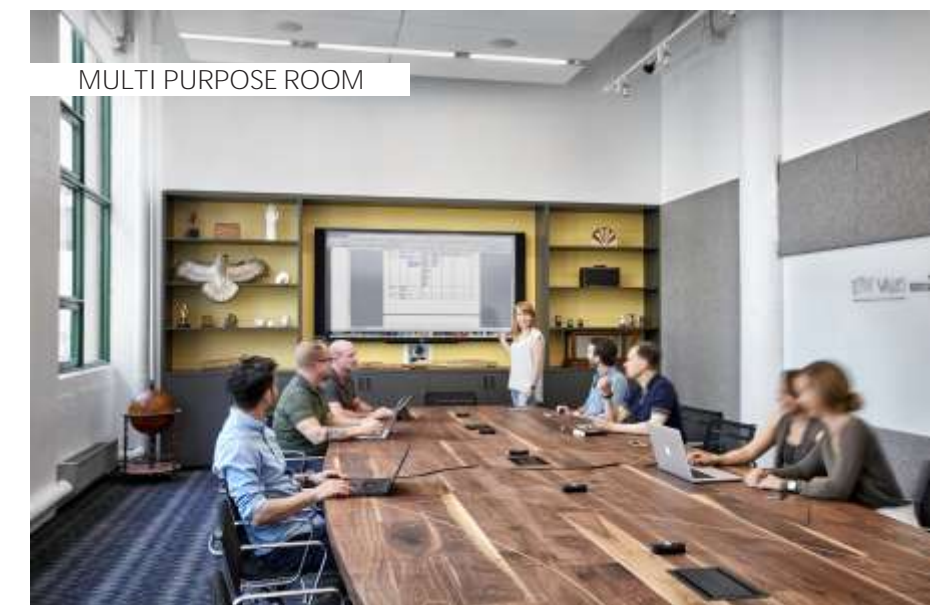
STUDY BOOTH



EVENT SPACE



REFERENCE LIBRARY



MULTI PURPOSE ROOM



MULTI PURPOSE ROOM

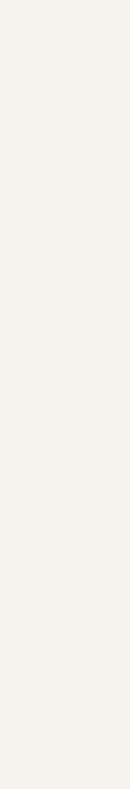


CONCIERGE

Learn | Typical Wall Finishes


Wall Finishes

Field – Coverage: 75%




Field Colour
Finish: Paint
Colour: White
RAL 9010
PT-01

Feature Wall Types




Flexible acoustic partition wall
Project specific




Writable walls
WC-03


Feature Wall Options




Accent colour
Colours:
A1 Range
PT-02



Acoustic finishes
AF-01




Resilient pinnable surface
WC-02




Wallpaper
WC-01

Floor Finishes

Carpet




Open plan carpet
Type: Carpet tile
Colour: Mid tone
Pattern: No
Texture: Loop pile
CP-01




Circulation carpet
Type: Carpet tile
Colour: Alternative grey to open plan
Pattern: No
Texture: Loop pile
CP-02

Ceiling Finishes

Ceiling options



Plaster board ceiling
Colour: White
PT-01




Exposed ceiling
Finish: Cleaned with services and soffit painted if required


Learn | Typical Furniture

System Furniture

Seating




Stacking Chair
LEARN-01-STK




Mobile training chair
LEARN-01-STC


Desking



Folding mobile table
LEARN-01-TFT




Sit-Stand desking
LEARN-01-TWD



Work booth
LEARN-03-TWD


Work table



Work table
LEARN-02-TWD


Loose Furniture

Lounge seating




Lounge seating
LEARN-01-SLC

Upholstered flexible




Upholstered flexible
LEARN-01-SOT

Informal meeting chair



Informal meeting chair
LEARN-01-SSC


Coffee table



Coffee table
LEARN-01-TCE


Joinery

Library Book Shelves



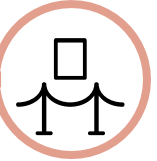
Library Book Shelves
LEARN-01-RMC

Credenza – Storage



Credenza – Storage
LEARN-02-RMC

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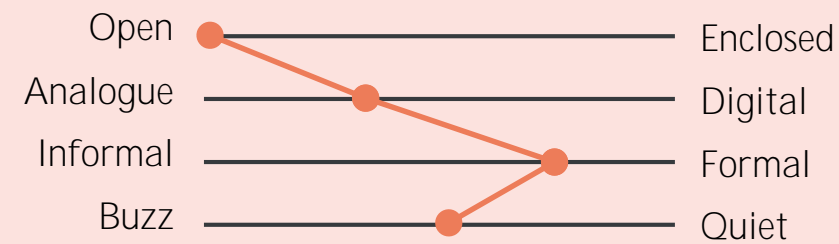


Description

A large multi-purpose space created through flexible walls of smaller spaces. It is centrally located in the building.

It requires Wi-Fi and power access.

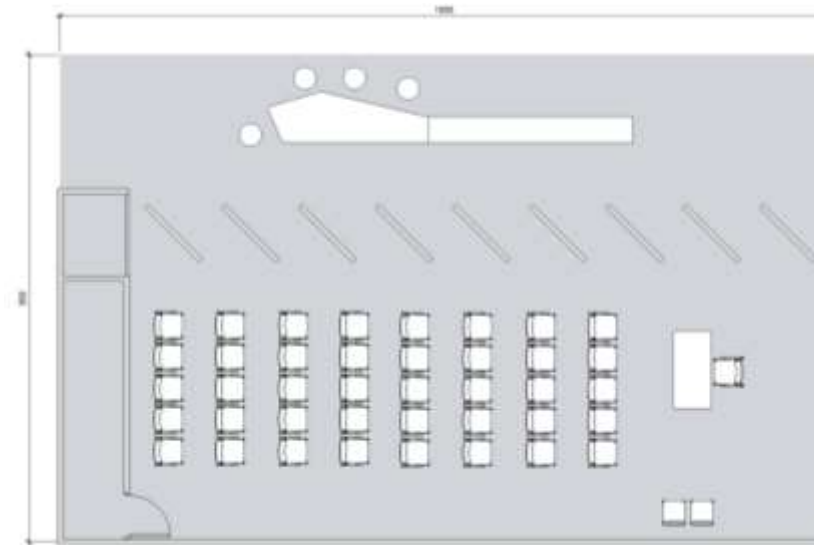
Characteristics



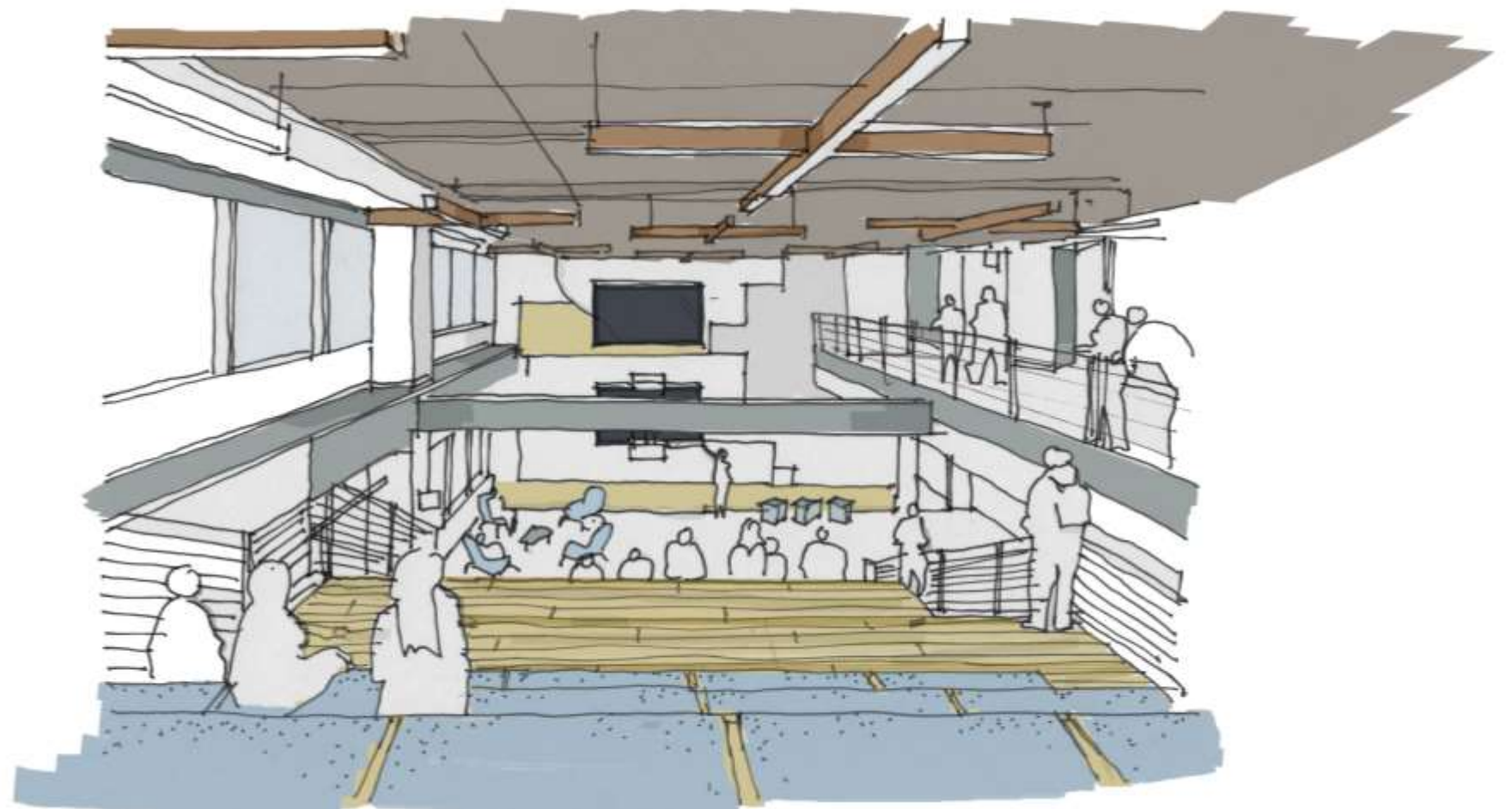
Metrics

Ideal size:	140sqm
Capacity:	50+ ppl
Acoustics:	Grade C
Bookable:	Yes
Time of use:	4– 8 hrs

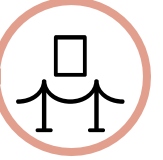
Plan



Large flexible open space with supporting teapoint



* For acoustic specification please refer to Section 3



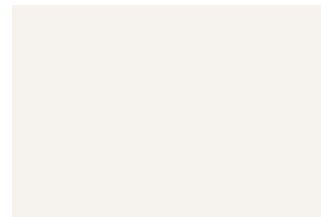
Wall Finishes

PAINT/WALL APPLICATIONS



Flexible acoustic
partition walls

Project specific



75% White
Paint - RAL 9010

PT-01



25% Wall Paint -
*Accent Colour
(Feature Wall)*

PT-02

FEATURE WALL OPTIONS



Direct adhesive
sheet acoustic
material

AF-01



Environmental
Graphics

EG-01

Floor Finishes

SOFT SURFACES



Circulation
Carpet

CP-02



Feature carpet

CP-03

HARD SURFACES



Timber Flooring

TF-01



Tiled flooring

T-01

Furniture

SEATING



Stacking Chair

LEARN-01-STK

DESKING



Flexible
mobile tables

LEARN-01-TFT

Technology

LIGHTING



Room Booking
Screen



AV Credenza

LEARN-02-RMC



Speakers
podium

DESKTOP



Flip-top power
module

* For furniture specifications please refer to Section 3

Learn | Multi purpose room (MPR)

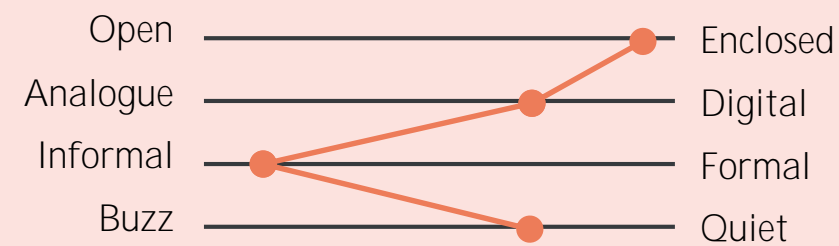


Description

An enclosed, flexible room specifically for meetings, presentations, workshops, lectures, training and learning purposes. It is located centrally in the building.

Requires flexible floor power access grid.

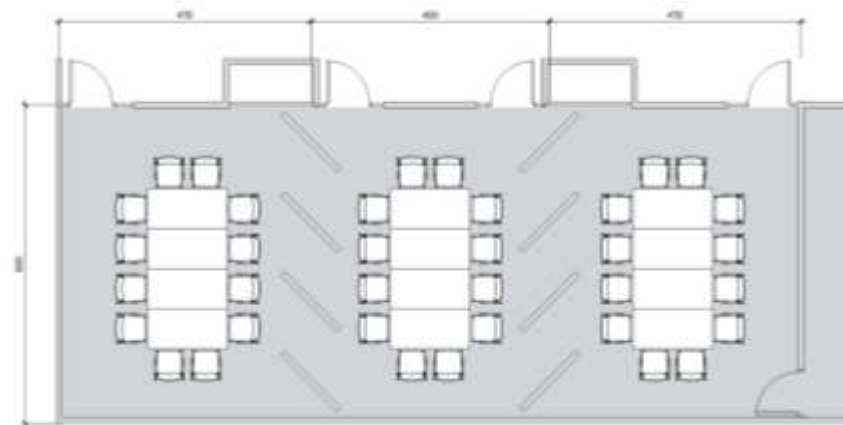
Characteristics



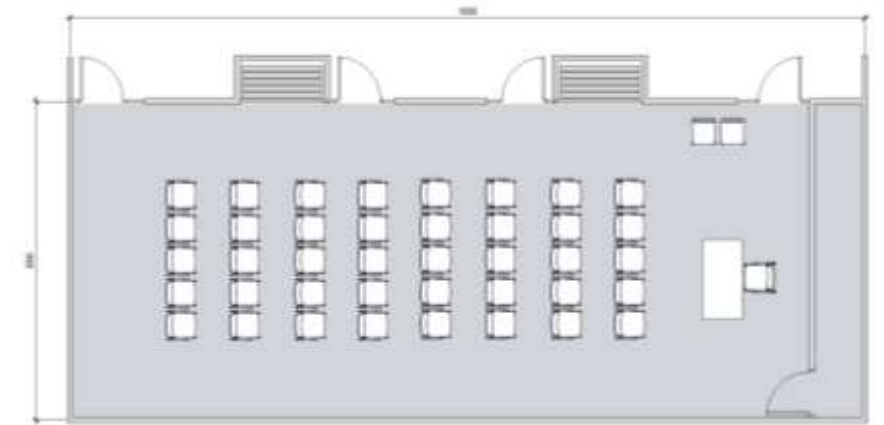
Metrics

Ideal size:	88sqm
Capacity:	12 ppl (40 ppl training room)
Acoustics:	Grade C
Bookable:	Yes
Time of use:	1– 8 hrs

Plan



Large meeting rooms with flexible partitions and furniture store



Conference configuration



* For acoustic specification please refer to Section 3

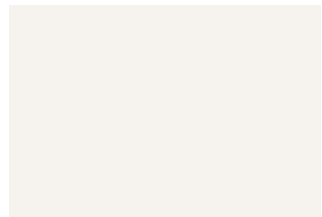


Wall Finishes

PAINT/WALL APPLICATIONS



Flexible acoustic partition walls
Project specific



75% White Paint - RAL 9010
PT-01



25% Wall Paint - *Accent Colour (Feature Wall)*
PT-02

FEATURE WALL OPTIONS



Fabric Wrapped Panels
Colour range A1
Project specific



Direct adhesive sheet acoustic material
AF-01



Backpainted Glass
WC-03

Floor Finishes

SOFT SURFACES



Circulation Carpet
CP-02



Feature carpet
CP-03

HARD SURFACES



Timber Flooring
TF-01

Furniture

SEATING



Stackable seating
LEARN-01-STK



Mobile training chair
LEARN-01-STC

DESKING



Flexible mobile table
LEARN-01-TFT

Technology

LIGHTING



Room Booking Screen



AV Credenza
LEARN-02-RMC



Suspended Acoustic Baffles
AB-01

DESKTOP



Flip-top power module

* For furniture specifications please refer to Section 3

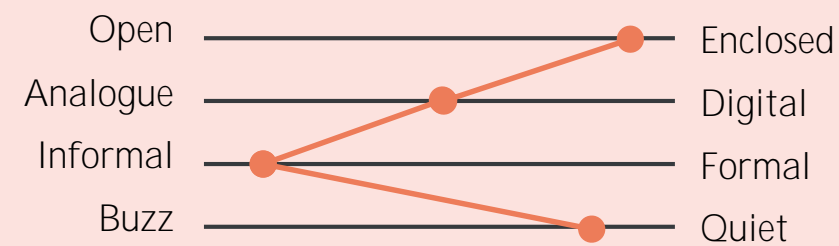


Description

Informal library-like environment, with supporting work tables and lounge chairs to review reference documents and material located in neighbouring shared bookcases.

This space provides full power access and Wi-Fi.

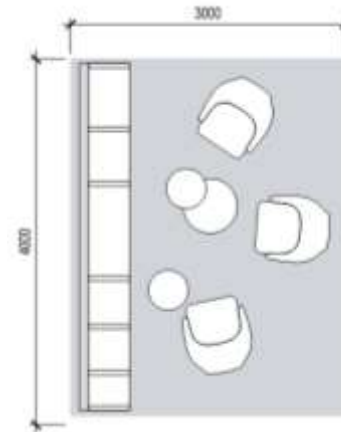
Characteristics



Metrics

Ideal size:	12sqm – 20sqm
Capacity:	3-6 ppl
Acoustics:	Grade B
Bookable:	No
Time of use:	30 mins - 4 hrs

Plan



Open informal reference library



* For acoustic specification please refer to Section 3



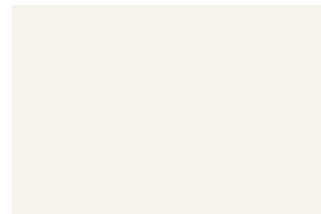
Wall Finishes

PAINT/WALL APPLICATIONS



25% Glazed partitions

GM-01



75% White Paint - RAL 9010

PT-01



25% Wall Paint - Accent Colour (Feature Wall)

PT-02

FEATURE WALL OPTIONS



Direct adhesive sheet acoustic material

AF-01



Environmental Graphics

EG-01



Joinery bookcase

LEARN-01-RMC

Floor Finishes

SOFT SURFACES



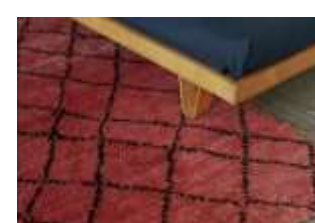
Circulation Carpet

CP-02



Accent Carpet

CP-04



Zoning Rug

Project specific

HARD SURFACES



Timber Flooring

TF-01

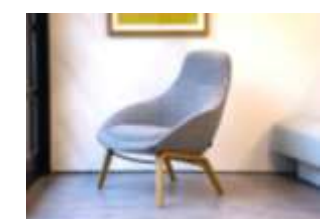
Furniture

SEATING



Informal meeting chair

LEARN-01-SSC



Lounge Seating

LEARN-01-SLC

DESKING



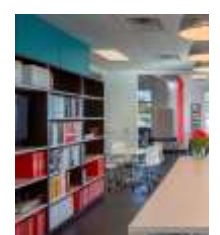
Work table

LEARN-02-TWD



Coffee table

LEARN-01-TCE



Library Book Shelves

LEARN-02-RMC

Technology

LIGHTING



Directional floor standing light

Project specific



Suspended Acoustic Baffles

AB-01



Acoustic Pendant Light

AP-01

DESKTOP



Flip-top power module

* For furniture specifications please refer to Section 3

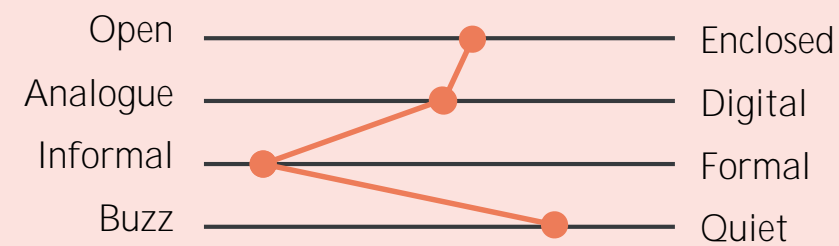


Description

Single workstations with high acoustic separation, located in quieter area within the team zones. These spaces are shared and should be easily accessible to all, during and after work hours.

This space provides full power access and Wi-Fi.

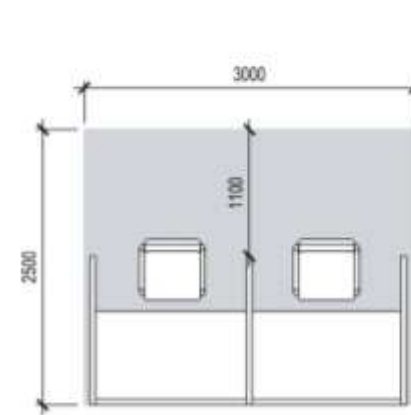
Characteristics



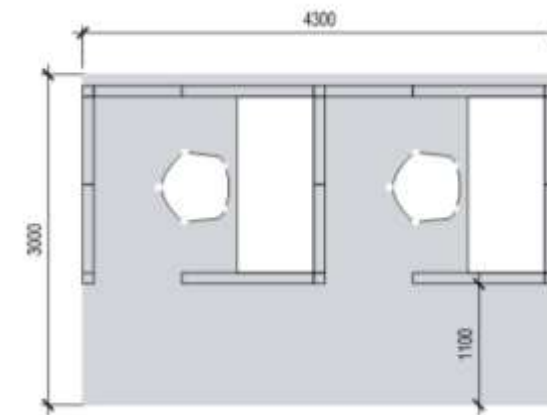
Metrics

Ideal size:	7sqm – 13sqm
Capacity:	1 person
Acoustics:	N/A
Bookable:	No
Time of use:	1 hr -2 hrs

Plan



Single open study booths



Single semi enclosed study booths with acoustic partitions

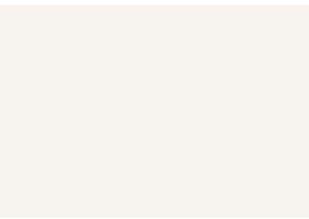



* For acoustic specification please refer to Section 3





Wall Finishes

PAINT/WALL APPLICATIONS

	75% White paint - RAL 9010 PT-01
	25% Colour paint - Accent Colour PT-02

FEATURE WALL OPTIONS

	Direct adhesive sheet acoustic material AF-01
	Environmental Graphics EG-01

Floor Finishes

SOFT SURFACES

	Open plan Carpet CP-01
	Circulation Carpet CP-02

Furniture

SEATING



	Task chair CORE-01-STC
---	---------------------------

DESKING



	Sit Stand Desking LEARN-01-TWD
	Work Booth LEARN-03-TWD

Technology

LIGHTING

	Task light Project specific
	Suspended Acoustic Baffles AB-01

DESKTOP

	Dual Monitor Arm CORE-01-MS
	Desktop power module

* For furniture specifications please refer to Section 3



Description

Informal, flexible and inviting lounge break out spaces that create a living room-like environment for ad-hoc encounters and social interactions. Ideally located within high traffic zones to encourage inter-connectivity across teams.

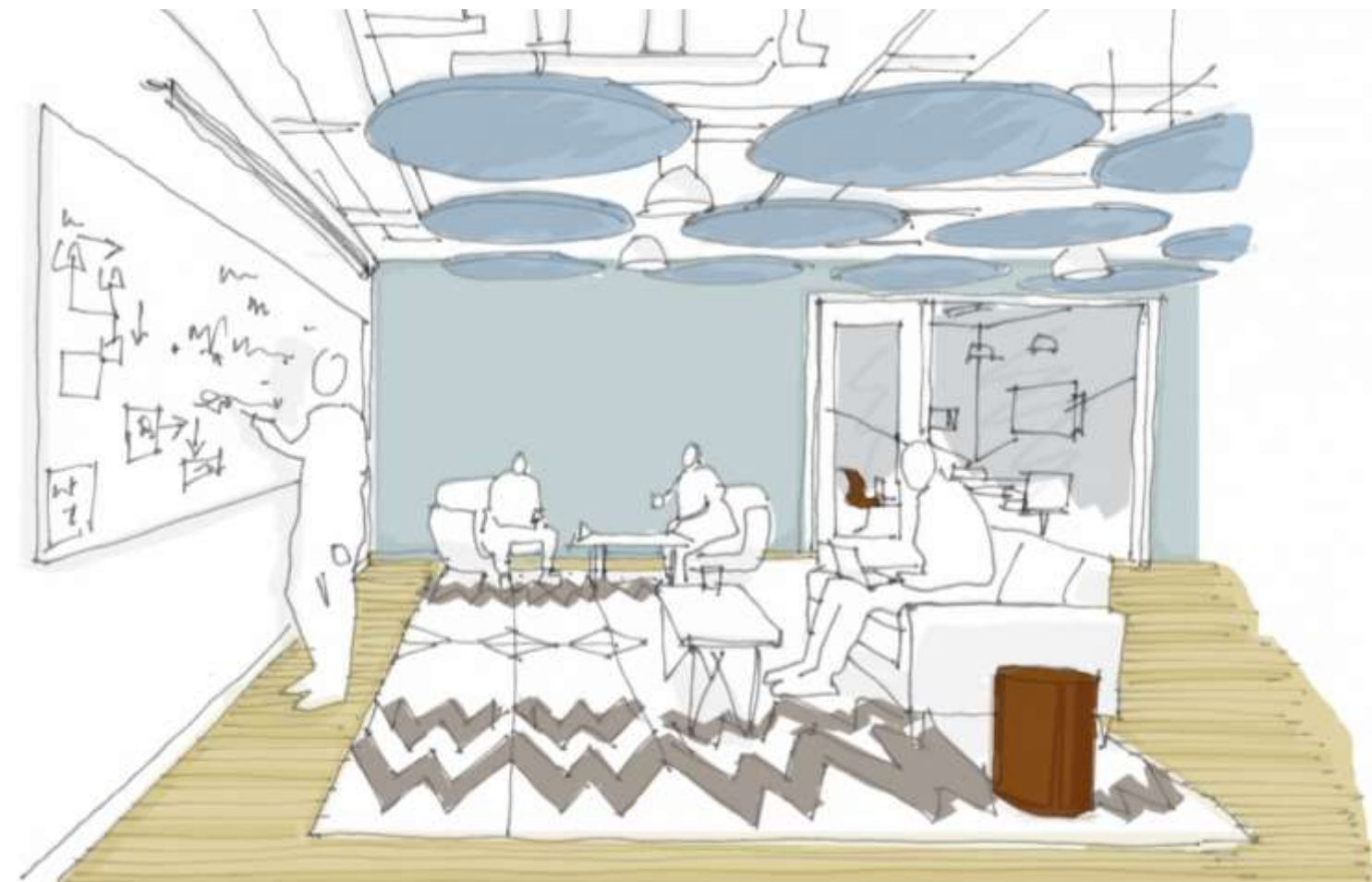
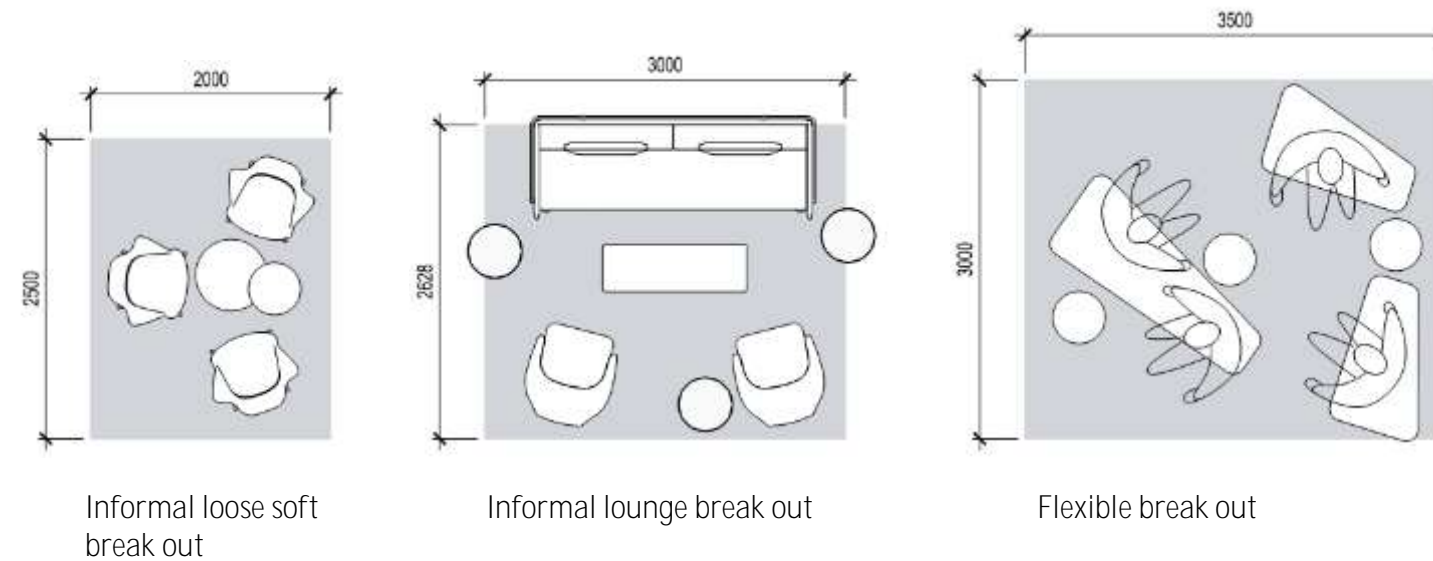
Characteristics



Metrics

Ideal size: 5sqm – 10sqm
Capacity: 3-8 ppl
Acoustics: N/A
Bookable: No
Time of use: 15mins - 1 hr

Plan

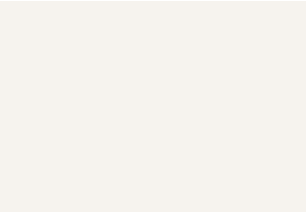




* For acoustic specification please refer to Section 3



Wall Finishes



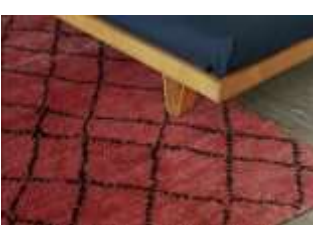
PAINT/WALL APPLICATIONS

	75% White paint - RAL 9010 PT-01
	25% Colour paint - Accent Colour PT-02
	Writable Wall PT-05



FEATURE WALL OPTIONS

	Direct adhesive sheet acoustic material AF-01
	Environmental Graphics EG-01
	Wallpaper WC-01

SOFT SURFACES




	Circulation Carpet CP-02
	Accent carpet CP-04
	Zoning Rug Project specific

HARD SURFACES

	Timber Flooring TF-01
	Tiled flooring T-01

Floor Finishes




SEATING

	Informal meeting chair LEARN-01-SSC
	Lounge seating LEARN-01-SLC
	Flexible soft seating LEARN-01-SOT

DESKING

	Coffee table LEARN-01-TCE
--	------------------------------

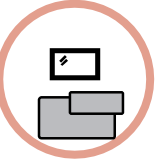
LIGHTING

	Directional floor standing light Project specific
	Suspended Acoustic Baffles AB-01
	Acoustic Pendant Light AP-01

Technology

Furniture

* For furniture specifications please refer to Section 3

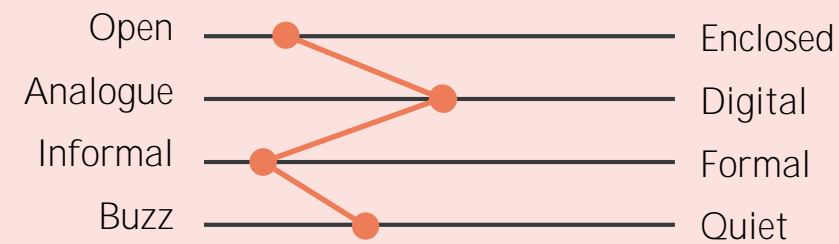


Description

The concierge space is a welcoming and inviting satellite reception located near the main entrance to the multi-purpose rooms. A support space should be located within close proximity for coats and print services.

This space should function like a reception, with full power and Wi-Fi, as well as a task chair for the receptionist.

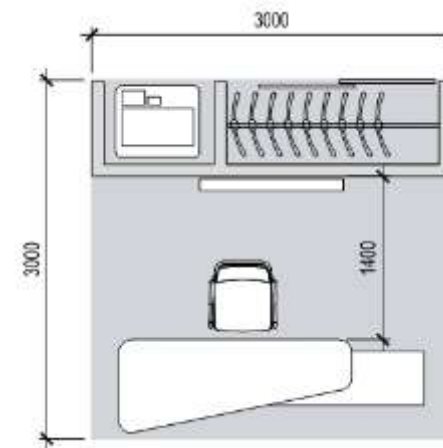
Characteristics



Metrics

Ideal size:	9sqm
Capacity:	1 person
Acoustics:	N/A
Bookable:	N/A
Time of use:	1 hr – 8hrs

Plan



Satellite small reception zone adjacent to MPRs

Furniture



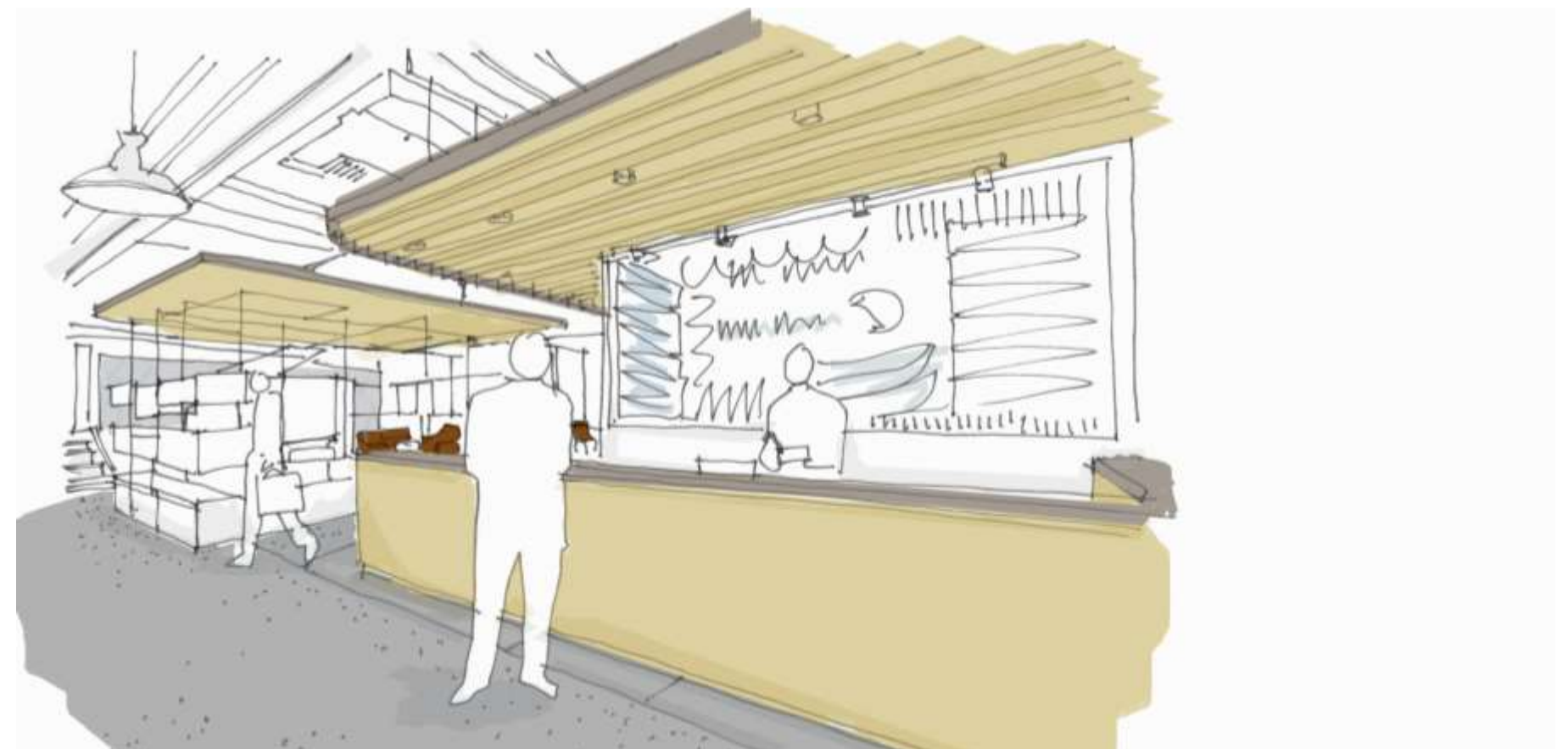
Task Chair
CORE-01-STC



MFD Printer



Reception Desk
ACC-01-TMC



* For acoustic specification please refer to Section 3

Concentrate



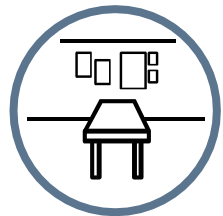
QUIET WORK SPACE



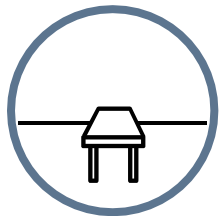
WORK BOOTH



WORK WITH A VIEW

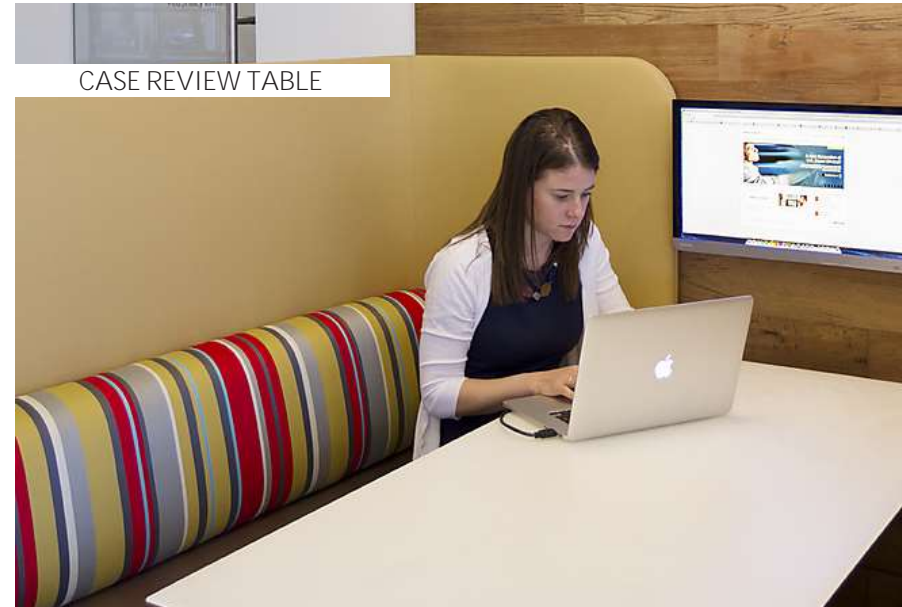


CASE ROOM



CASE REVIEW TABLE

Space in which individuals can concentrate, consider and work with complex information



CASE REVIEW TABLE



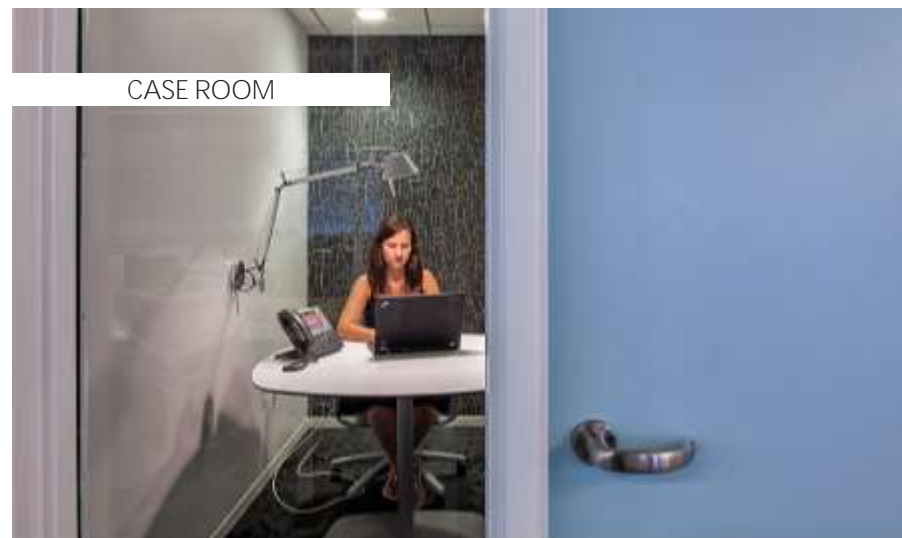
CASE ROOM



QUIET WORK SPACE



WORK WITH A VIEW



CASE ROOM

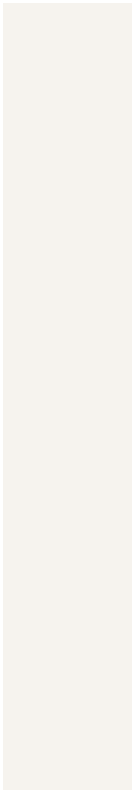


WORK BOOTHS

Concentrate | Typical Finishes

Wall Finishes

Field – Coverage: 75%



Field Colour


Finish: Paint

Colour: White

RAL 9010

PT-01


Feature Walls – Coverage: 25%



Accent colour

Colours: B1 Range


PT-03



Acoustic finishes


Direct adhesive sheet acoustic material

AF-02



Resilient pinnable surface

WC-02




Wallpaper

Accent Colour and pattern

WC-01

Floor Finishes

Carpet




Open plan carpet

Type: Carpet tile

Colour: Mid tone

CP-01




Accent Carpet

Texture: Deep cut pile

CP-04

Ceiling Finishes

Acoustic Ceiling Tile




Suspended ACE Tile

Size: 600 x 600 module

Colour: White

Material: Perforated metal




Suspended Acoustic Baffle

Colour: Grey / White

Material: Felt

AB-01













Acoustic Pendant

AP-01

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Concentrate | Typical Furniture

Systems Furniture	Seating		Desking			
		<div>Task chair CONC-01-STC</div>		<div>Sit stand work desk CONC-02-TWD</div>		<div>Work table CONC-03-TWD</div>
		<div>Fully upholstered chair CONC-01-SMC</div>		<div>Touch down desk with acoustic dividers CONC-01-TWB</div>		<div>Case review work table CONC-04-TWD</div>
Loose Furniture	Soft Seating / Occasional					
		<div>High back acoustic seating CONC-01-SSO</div>		<div>Side table CONC-01-TCE</div>		
		<div>High back lounge seating CONC-01-SLC</div>		<div>Work booth CONC-01-TWD</div>		

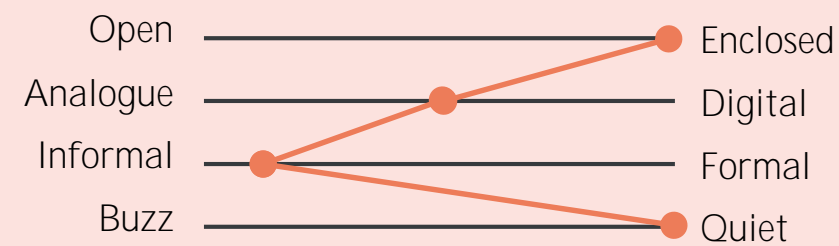


Description

The quiet room is an enclosed space, designed for short periods of work, for 1 or 2 persons. Typically used for tasks that require concentration or confidentiality. Should be located in a quietest zone of the floor plate, furthest away from the traffic nodes.

This space requires Wi-Fi and power should be integrated into the furniture, where possible.

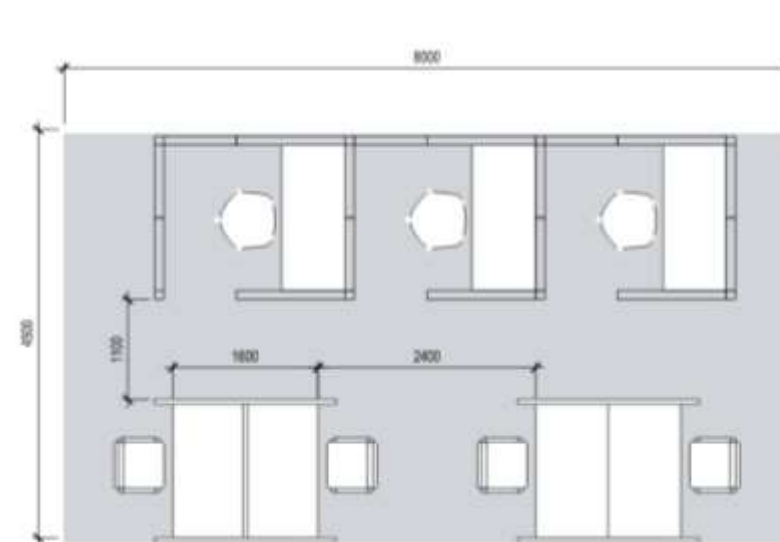
Characteristics



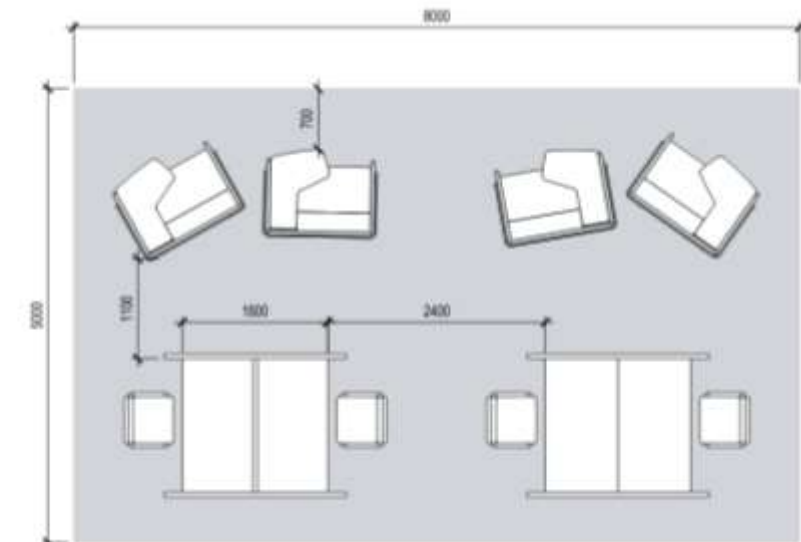
Metrics

Ideal size:	Between 36sqm – 40sqm
Capacity:	5-8 ppl
Acoustics:	Grade B
Bookable:	No
Time of use:	1 hr – 4hrs

Plan



Quiet work space with work booths



Quiet work space with single soft furniture

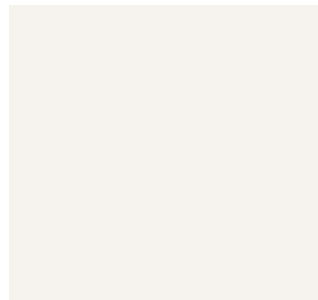


* For acoustic specification please refer to Acoustic Standards.



Wall Finishes

PAINT/WALL APPLICATIONS



75% White paint
RAL 9010
PT-01



25% Colour paint
Accent Colour (Feature Wall)
PT-03

FEATURE WALL OPTIONS



Direct adhesive sheet acoustic material
AF-02



Environmental Graphics
EG-01



Wallpaper
WC-01

Floor Finishes

SOFT SURFACES



Open plan Carpet
CP-01



Circulation Carpet
CP-02

Furniture

SEATING



Task chair
CONC-01-STC



High back acoustic seating
CONC-01-SSO

DESKING



Sit stand work desk
CONC-02-TWD



Work booth
CONC-01-TWD

Technology

LIGHTING



Task light
Project specific



Suspended Acoustic Baffles
AB-01

DESKTOP



Dual Monitor Arm
Arms to move independently



Desktop power module

* For furniture specifications please refer to Furniture Standards.

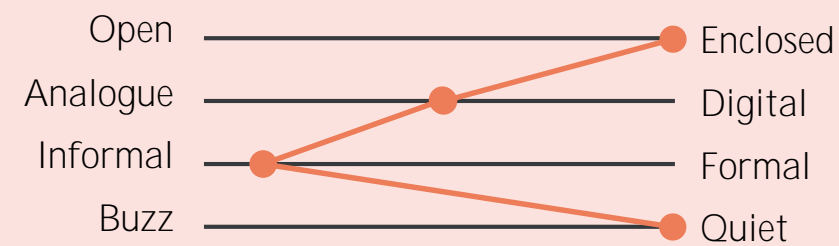
Concentrate | Work booth



Description

Proprietary furniture installations for use in the open plan for moments of concentration. Close proximity to the core work area to allow users access to a concentrate work area, as required and for a short period of time.

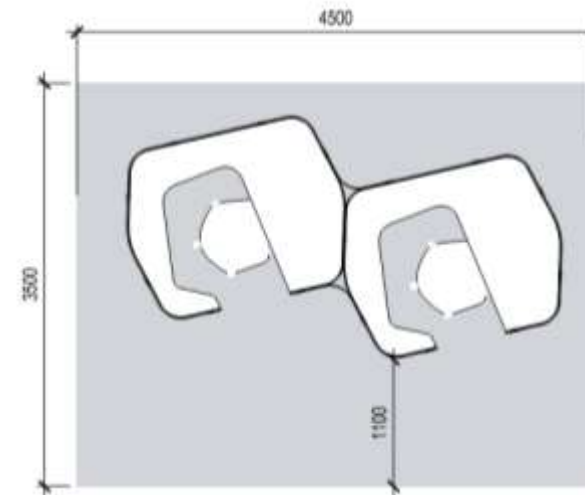
Characteristics



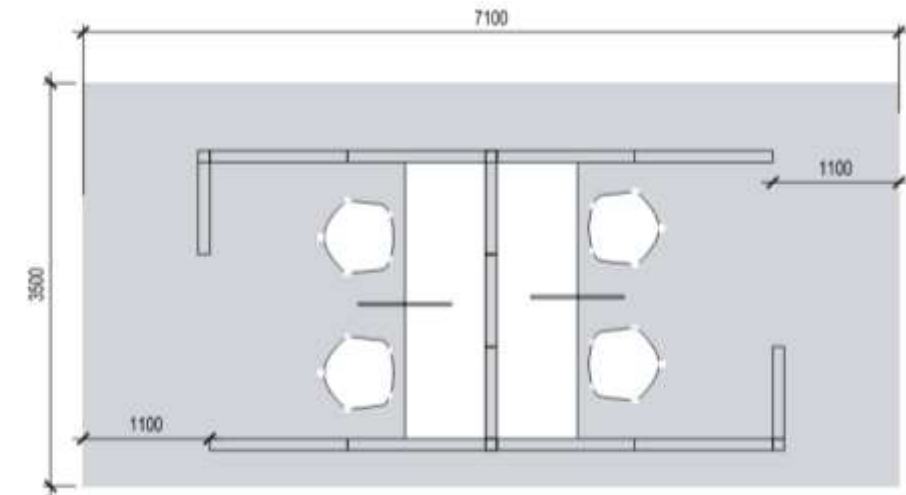
Metrics

Ideal size:	Varies
Capacity:	1 – 2ppl
Acoustics:	N/A
Bookable:	No
Time of use:	30 mins – 2 hr

Plan



Single work booths



2 person work booths with acoustic separation

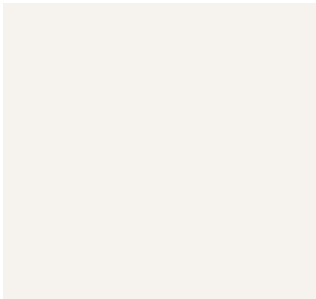


* For acoustic specification please refer to Acoustic Standards.




Wall Finishes

PAINT/WALL APPLICATIONS




75% White paint
RAL 9010
PT-01




25% Colour paint
Accent Colour (Feature Wall)
PT-03

FEATURE WALL OPTIONS




Direct adhesive sheet acoustic material
AF-02




Environmental Graphics
EG-01

Floor Finishes

SOFT SURFACES




Open plan Carpet
CP-01



Circulation Carpet
CP-02


Furniture

SEATING




Task chair
CONC-01-STC

DESKING




Sit stand work desk
CONC-02-TWD




Touch down desk w/ acoustic dividers
CONC-01-TWB

Technology

LIGHTING




Task light
Project specific




Suspended Acoustic Baffles
AB-01

DESKTOP



Dual Monitor Arm
Arms to move independently



Desktop power module

* For furniture specifications please refer to Furniture Standards.

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Concentrate | Work with a view

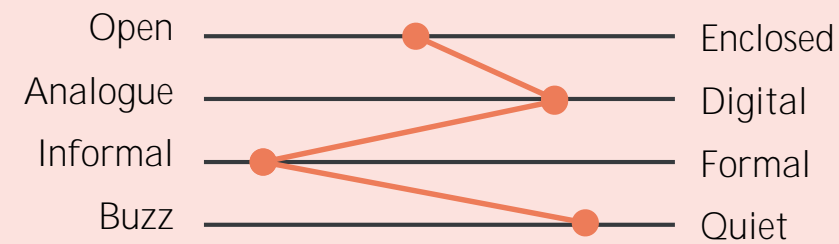


Description

An open, small living room-like work space with a interesting view to support concentration.

It provides power access and Wi-Fi.

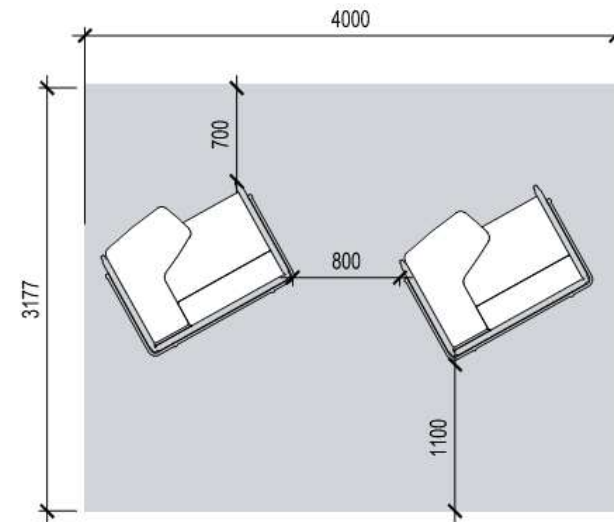
Characteristics



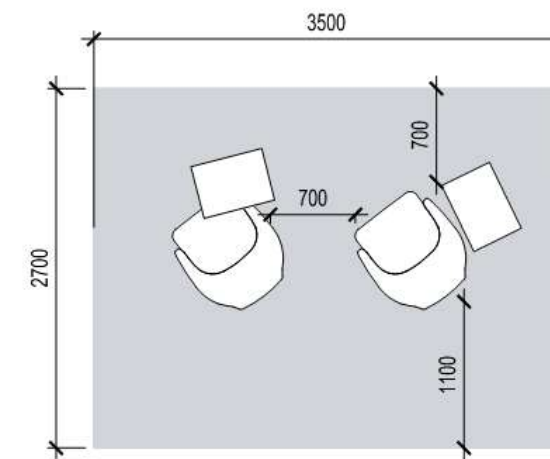
Metrics

Ideal size:	9sqm – 13 sqm
Capacity:	1-2ppl
Acoustics:	N/A
Bookable:	No
Time of use:	30 mins – 2 hrs

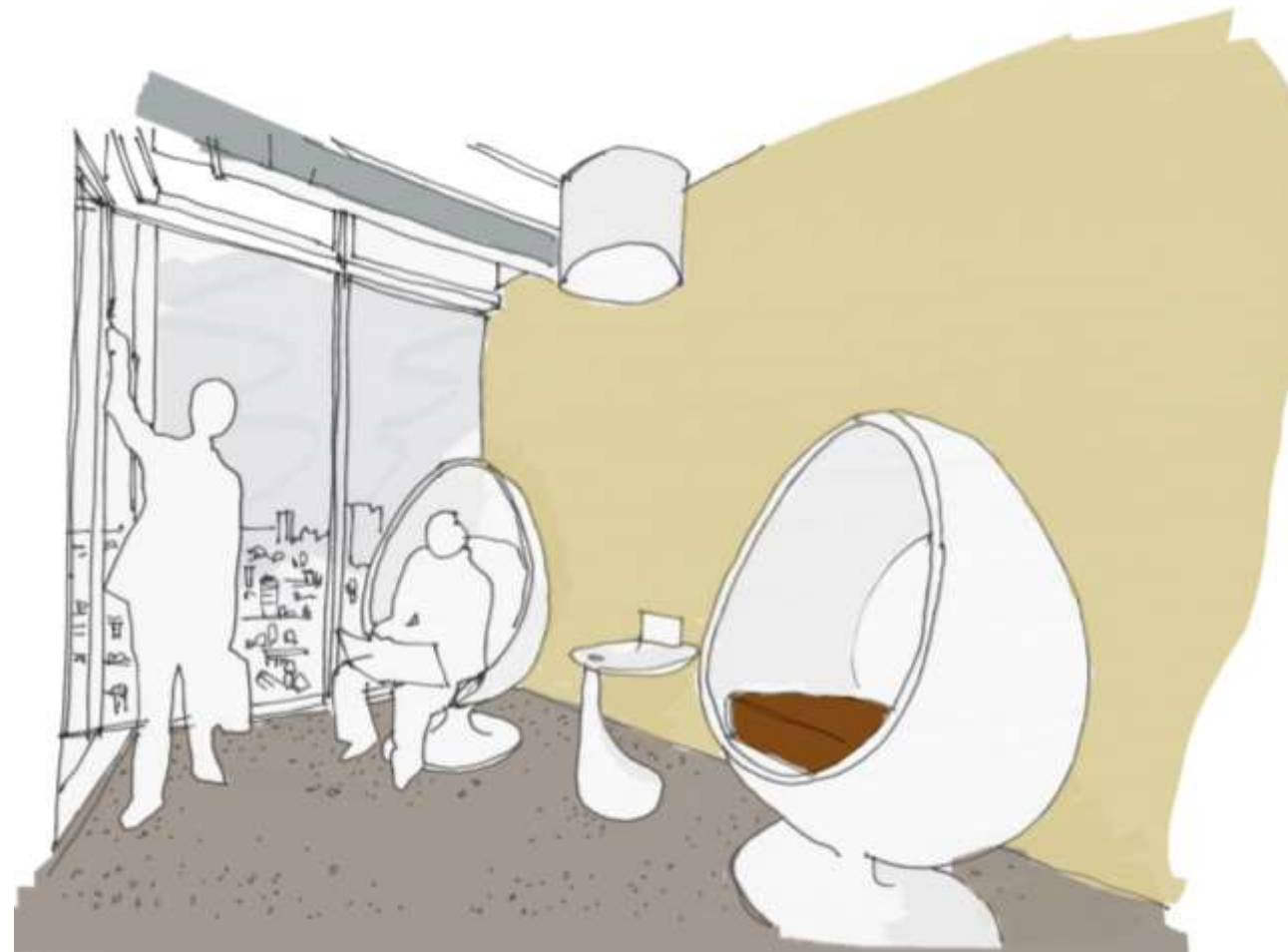
Plan



Single work acoustic work booths with integrated table



Loose acoustic lounge furniture with supporting laptop table

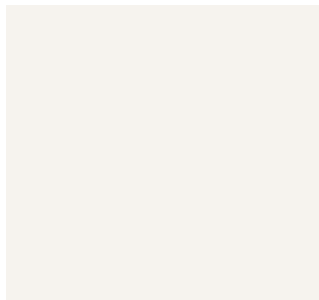


* For acoustic specification please refer to Acoustic Standards.



Wall Finishes

PAINT/WALL APPLICATIONS



75% White paint
RAL 9010
PT-01



25% Colour paint
Accent Colour (Feature Wall)
PT-03

FEATURE WALL OPTIONS



Direct adhesive sheet acoustic material
AF-02



Environmental Graphics
EG-01



Wallpaper
WC-01

Floor Finishes

SOFT SURFACES



Open plan Carpet
CP-01



Circulation Carpet
CP-02

Furniture

SEATING



High back acoustic seating
CONC-01-SSO



High back lounge seating
CONC-01-SLC

DESKING



Side table
CONC-01-TCE

Technology

LIGHTING



Directional floor standing light
Project specific



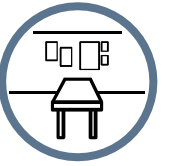
Suspended Acoustic Baffles
AB-01

Power



Accessible power unit
Project Specific

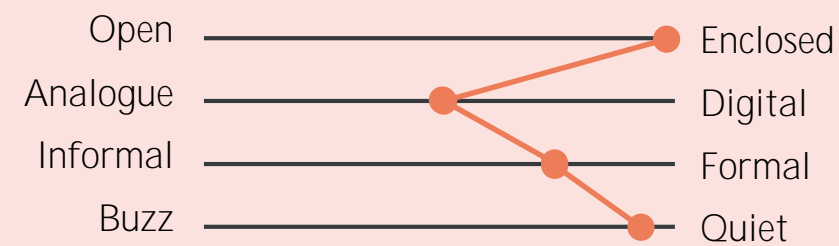
* For furniture specifications please refer to Furniture Standards.



Description

An enclosed space to review confidential and potentially sensitive documents. The room is equipped with a work table and pinnable surfaces, and provides power access and Wi-Fi.

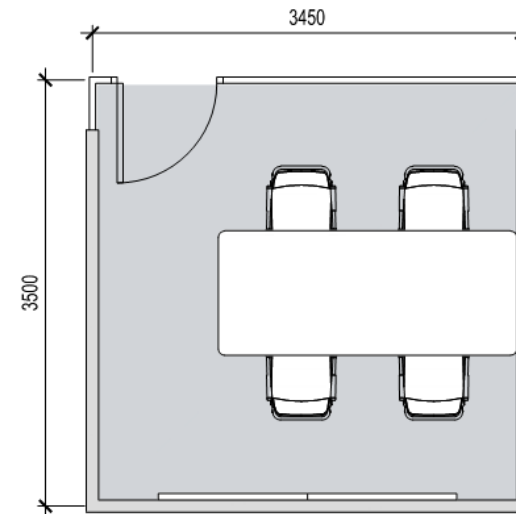
Characteristics



Metrics

Ideal size:	11sqm
Capacity:	1 - 4ppl
Acoustics:	Grade C
Bookable:	Yes
Time of use:	4 hrs – 1 week

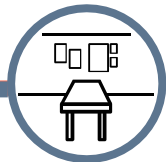
Plan



Enclosed case room



* For acoustic specification please refer to Acoustic Standards.

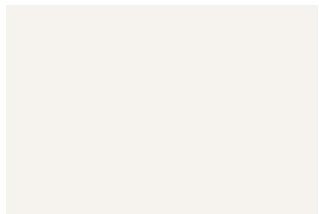


Wall Finishes

PAINT/WALL APPLICATIONS



25% Glazed partitions
GM-01



75% White Paint - RAL 9010
PT-01



25% Wall Paint - Accent Colour (Feature Wall)
PT-03

FEATURE WALL OPTIONS



Direct adhesive sheet acoustic material
AF-02



Backpainted Glass- Writeable wall panels
G-02



Resilient pinnable surface
WC-02

Floor Finishes

SOFT SURFACES



Circulation Carpet
CP-02



Accent Carpet
CP-04

HARD SURFACES



Timber Flooring
TF-01



Woven vinyl tile
RF-01

Furniture

SEATING



Task chair
CONC-01-STC



Fully upholstered chair
CONC-01-SMC

DESKING



Work table
CONC-03-TWD

Technology

LIGHTING



Room Booking Screen

DESKTOP

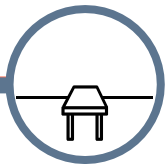


Integrated power access
Project specific



VOIP Handset

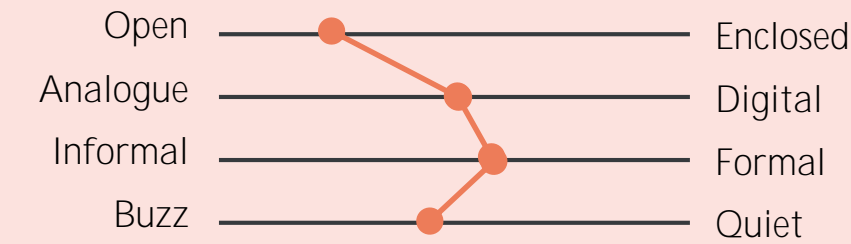
* For furniture specifications please refer to Furniture Standards.



Description

Large table, with full power access and Wi-Fi located within the open environment. Utilise neighbouring walls for supporting pinnable surfaces.

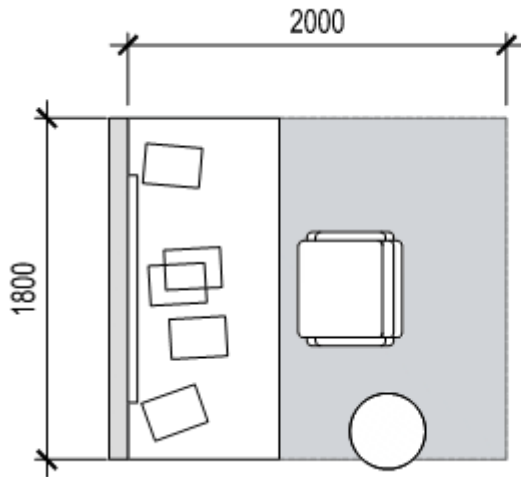
Characteristics



Metrics

- Ideal size:** 3sqm
- Capacity:** 1-2 ppl
- Acoustics:** Grade B
- Bookable:** Yes
- Time of use:** 2 hrs – 4 hrs

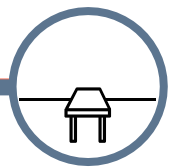
Plan

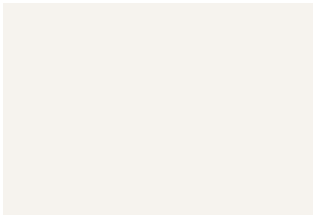












Open plan work desk



* For acoustic specification please refer to Acoustic Standards.



Wall Finishes	<div>PAINT/WALL APPLICATIONS</div> <div><div></div><div>75% White Paint - RAL 9010 PT-01</div></div> <div><div></div><div>25% Wall Paint - Accent Colour (Feature Wall) PT-03</div></div>	<div>FEATURE WALL OPTIONS</div> <div><div></div><div>Direct adhesive sheet acoustic material AF-02</div></div> <div><div></div><div>Resilient pinnable surface WC-02</div></div>	Floor Finishes	<div>SOFT SURFACES</div> <div><div></div><div>Open plan Carpet CP-01</div></div> <div><div></div><div>Circulation Carpet CP-02</div></div>	
	<div>SEATING</div> <div><div></div><div>Task chair CONC-01-STC</div></div>	<div>DESKING</div> <div><div></div><div>Case review work table CONC-04-TWD</div></div>		<div>LIGHTING</div> <div><div></div><div>Task light Project specific</div></div> <div><div></div><div>Suspended Acoustic Baffles AB-01</div></div>	<div>DESKTOP</div> <div><div></div><div>Desktop power module</div></div>
Furniture			Technology		

* For furniture specifications please refer to Furniture Standards.

Core



WORK SPACE



TOUCH DOWN



WORK STORAGE



PRINT AND
COPY

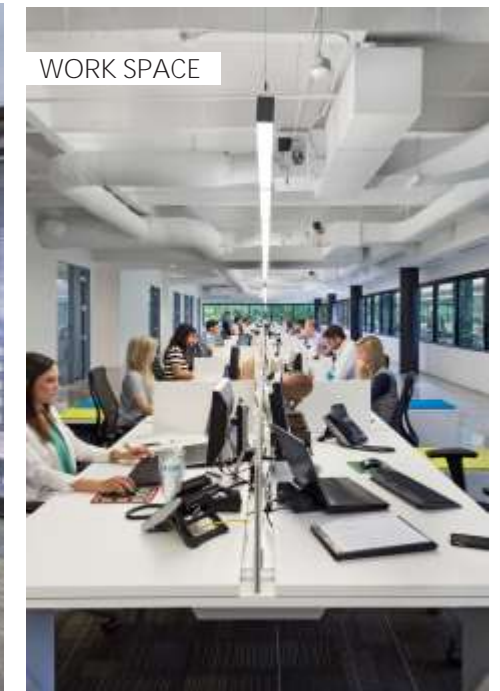
Space with facilities to enable the bulk of our routine work with HMRC systems and customers



WORK SPACE



WORK SPACE



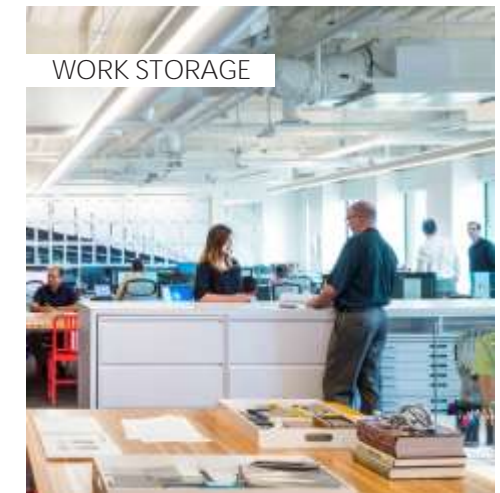
WORK SPACE



WORK STORAGE



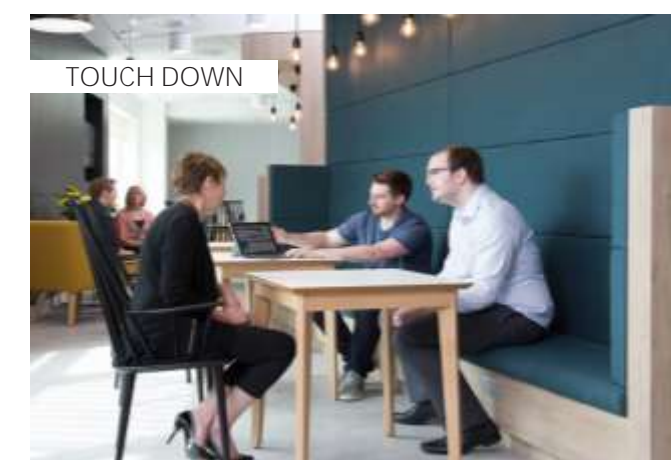
WORK STORAGE



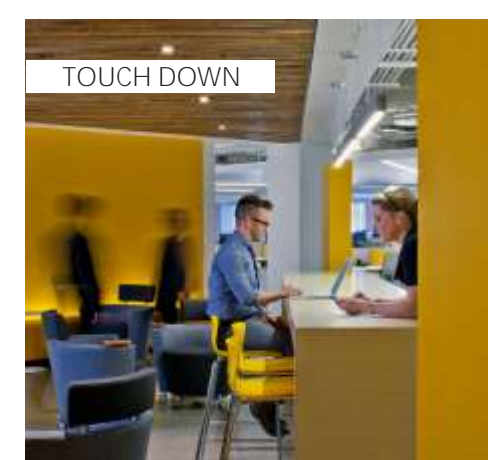
WORK STORAGE



TOUCH DOWN



TOUCH DOWN

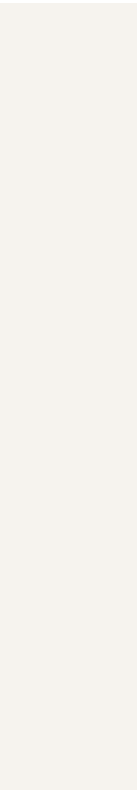


TOUCH DOWN

Core | Typical Finishes

Wall Finishes

Field – Coverage: 75%



Field Colour


Finish: Paint

Colour: White

RAL 9010

PT-01

Feature Walls – Coverage: 25%





Accent Colour


Finish: Paint


Colour: B1 Range


PT-03













Acoustic Wall


Finish: Felt panels


Colour: B1 Range


PT-03












Pin & Acoustic Wall

Finish: Fabric wrapped panel with cork substrate

AF-02





Pin Wall


Finish: Linoleum board

Colour: Warm Range

Wc-02








Writable Wall


Finish: Backpainted glass

G-02



Environmental Graphics

EG-01




Wallpaper

WC--01

Floor Finishes

Carpet



Open plan carpet


Type: Carpet tile

Colour: Mid tone

Pattern: No

Texture: Loop pile

CP-01



Circulation carpet


Type: Carpet tile

Colour: Alternative grey to open plan

Pattern: No

Texture: Loop pile

CP-02




Acoustic Ceiling Tile

Suspended ACE Tile

Size: 600 x 600 module

Colour: White

Material: Perforated metal



Suspended Acoustic Baffle











Colour: Grey / White

Material: Felt

AB-01

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Core | Typical Furniture

System Furniture	Seating		<div>Task Chair CORE-01-STC</div>	Desking		<div>Sit-Stand CORE-01-TWD</div>	Storage		<div>Filing Units CORE-01-RMC</div>	
					<div>Benching CORE-01-TWB</div>		Equipment		<div>Dual Monitor Arm CORE-01-MS</div>	
Loose Furniture	Informal Seating/Desking		<div>Informal Benching Project specific</div>			<div>Informal Seating Project specific</div>			<div>Touch Down Counter CORE-01-TIM</div>	
			<div>Informal Benching Project specific</div>			<div>Informal Seating Project specific</div>				

* For furniture specifications please refer to Section 3



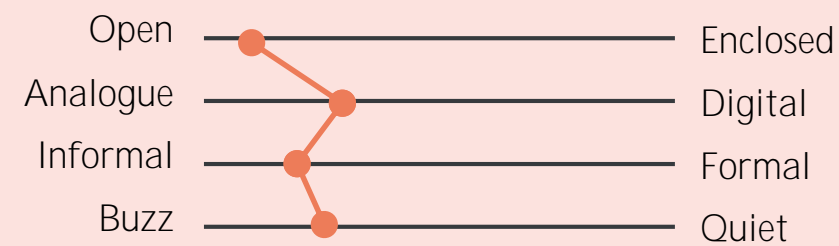
Description

Shared open plan working environments allowing the individual and teams to conduct their core work.

A variety of work settings including height adjustable desks; dock-in-stations and desktop-on-demand stations.

To ensure an adequate ratio of sit/stand and fixed desks, desk groupings to include a minimum of 4 sit/stand units, towards the centre of the bay.

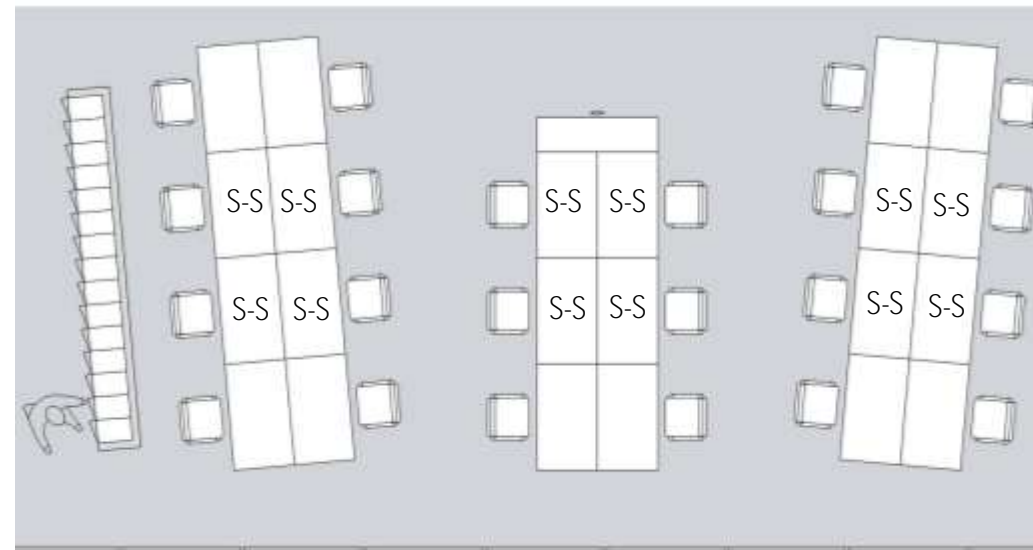
Characteristics



Metrics

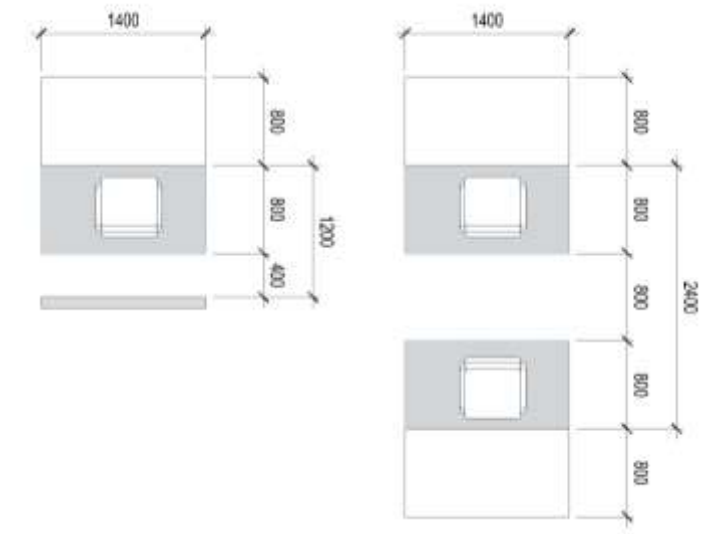
Ideal size:	1400 x 800 desking
Capacity:	1 ppl
Acoustics:	N/A
Bookable:	No
Time of use:	1 – 8 hrs

Plan



* S-S: Sit-Stand desking

Desk Requirements



Single row condition

Back-to-back condition

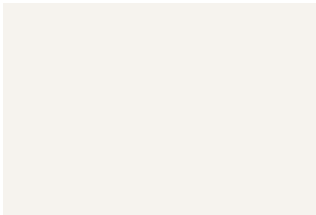


* For acoustic specification please refer to Section 3




Wall Finishes

PAINT/WALL APPLICATIONS




75% White paint - RAL 9010
PT-01




25% Colour paint - Accent Colour
PT-03


FEATURE WALL OPTIONS



Direct adhesive sheet acoustic material
AF-02




Environmental Graphics
EG-01




Wallpaper
WC-01

Floor Finishes

SOFT SURFACES




Open plan Carpet
CP-01



Circulation Carpet
CP-02


Furniture

SEATING




Task chair
CORE-01-STC

STORAGE




Filing Units
CORE-01-RMC

DESKING




Sit-Stand Desking
CORE-01-TWD




Fixed Benching
CORE-01-TWB

Technology

LIGHTING




Task light
Project specific




Suspended Acoustic Baffles
AB-01


DESKTOP



Dual Monitor Arm
CORE-01-MS



Desktop power module



VOIP Handset

* For furniture specifications please refer to Section 3

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Description

Unassigned work bench, located adjacent to the workspace zone.

This area requires Wi-Fi and power should be integrated into the furniture, acoustic dividers could be provided for privacy.

Ratio of informal seating with:without back support should be 4:1.

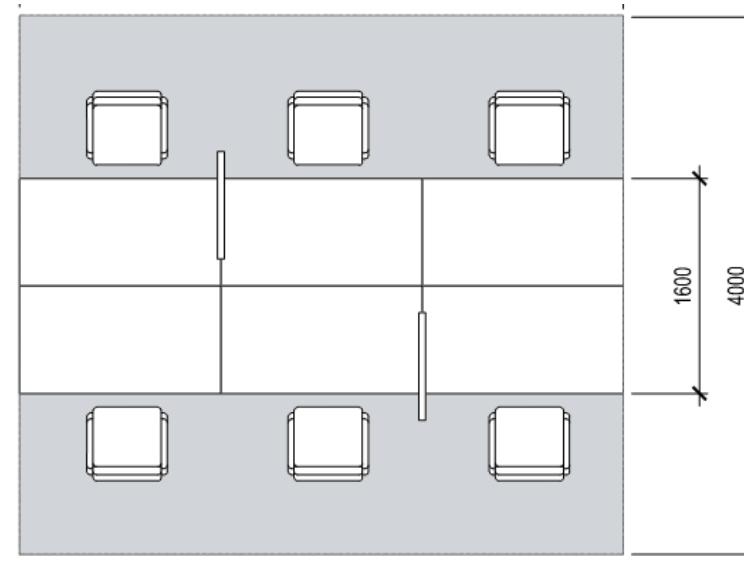
Characteristics

Open	Enclosed
Analogue	Digital
Informal	Formal
Buzz	Quiet

Metrics

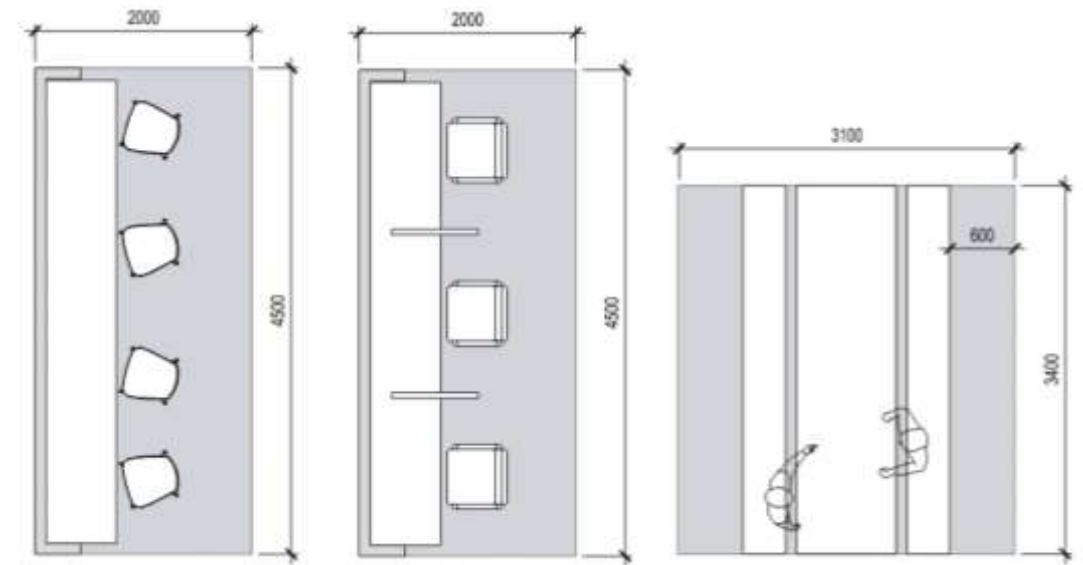
Ideal size:	800 – 1400 x 800 desking
Capacity:	1 ppl
Acoustics:	N/A
Bookable:	No
Time of use:	15 mins – 2 hrs

Plan



Work table

Alternative layouts



Counter

Work cells

Picnic bench

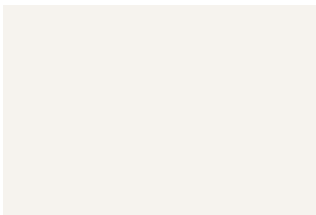



* For acoustic specification please refer to Section 3






Wall Finishes

PAINT/WALL APPLICATIONS


	75% White paint - RAL 9010 PT-01
	25% Colour paint - Accent Colour PT-03

FEATURE WALL OPTIONS



	Acoustic separation AD-01
	Environmental graphics EG-01
	Wallpaper WC-01

Floor Finishes

SOFT SURFACES



	Open plan Carpet CP-01
	Circulation Carpet CP-02

HARD SURFACES




	Timber Flooring TF-01
	Woven vinyl tile RF-01

Furniture

SEATING


	Task chair CORE-01-STC
	Informal Seating Project specific

DESKING



	Team Benching CORE-01-TWB
	Informal benching Project specific
	Counter High Benching CORE-01-TIM

Technology

LIGHTING

	Acoustic Pendant Light AP-01
---	-------------------------------------

DESKTOP

	Desktop power module
	Integrated power access

* For furniture specifications please refer to Section 3



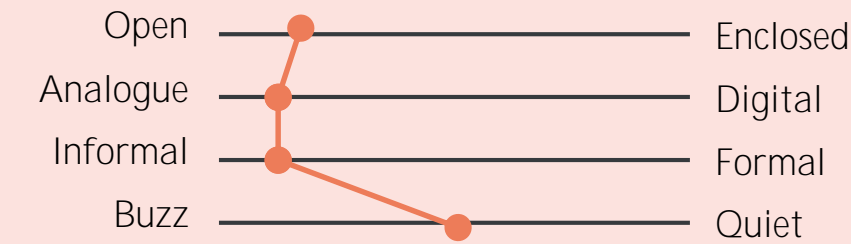
Description

The print and copy area can be an open or enclosed space that provides printing, scanning, copying, recycling and other paperwork facilities.

Centrally located to team workspace, it is preferred to be located near the tea points or less desirable darker areas of the floorplate.

Work counters to include integrated storage for paper goods.

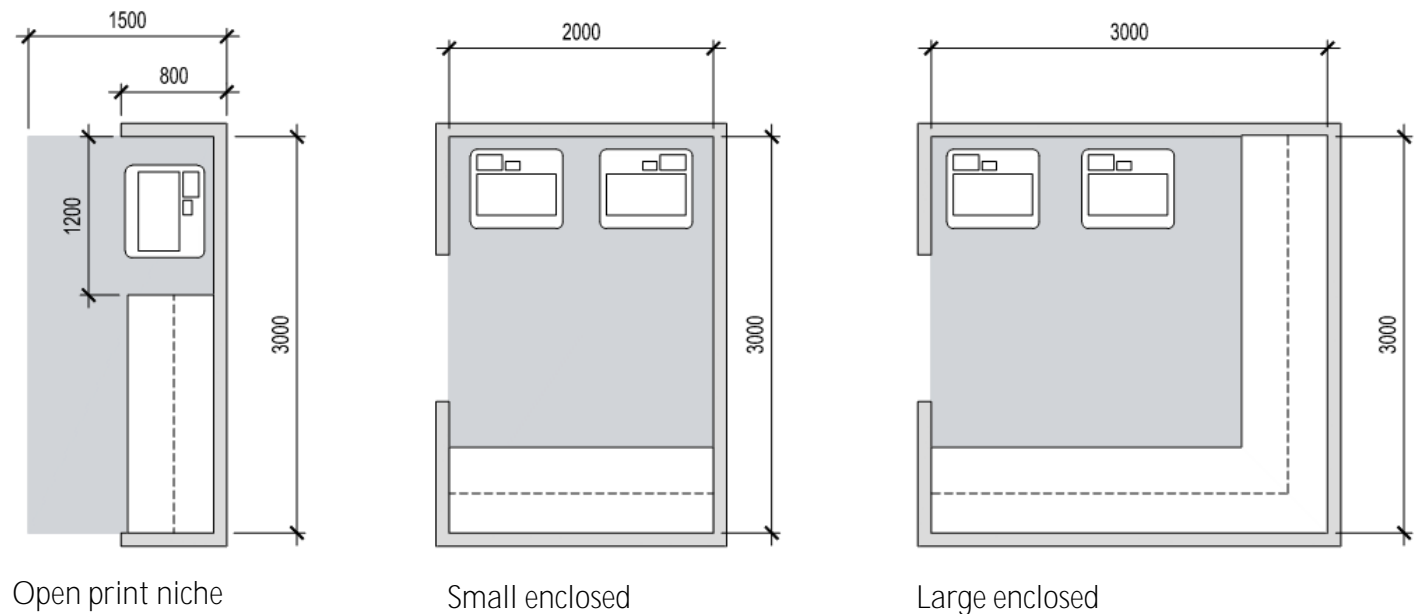
Characteristics



Metrics

Ideal size:	Varies
Capacity:	N/A
Acoustics:	N/A
Bookable:	No
Time of use:	5 – 20 mins

Plan



Furniture



MFD Printer



Work Counter



Upper Cupboard Storage

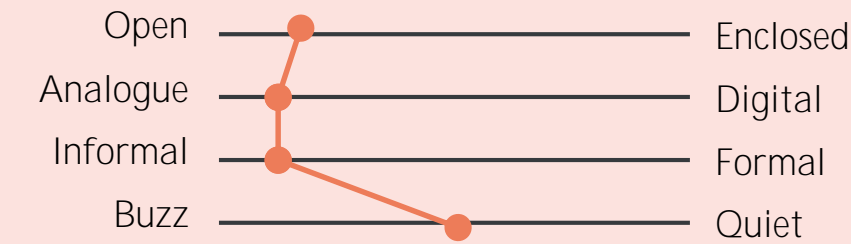
* For acoustic and furniture specification please refer to Section 3



Description

Centralized storage, can be located in the open area, or if required an enclosed room.

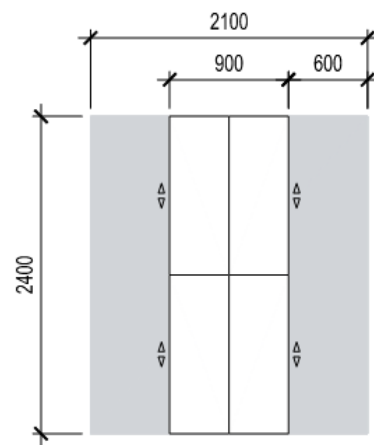
Characteristics



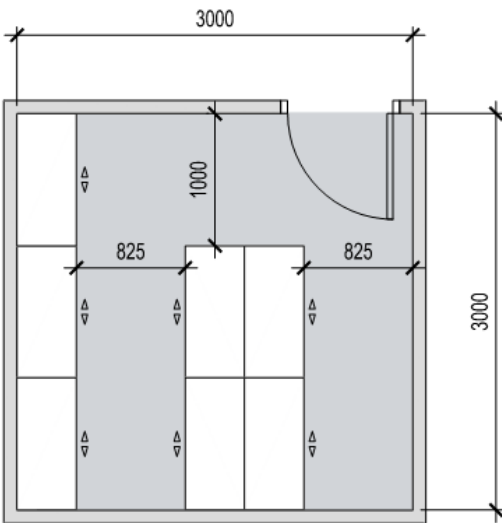
Metrics

Ideal size:	Varies
Capacity:	-
Acoustics:	N/A
Bookable:	No
Time of use:	5 – 20 mins

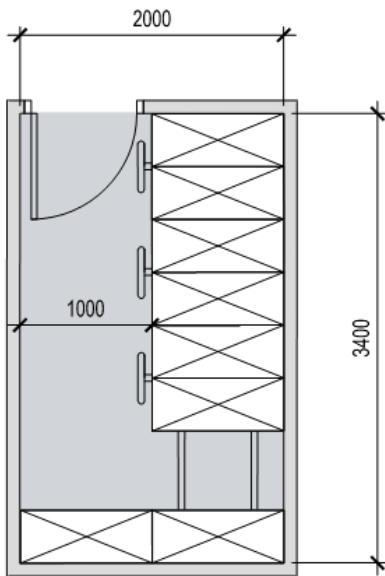
Plan



File island



File room



High-density file room

Furniture



Filing Units
CORE-01-RMC



High density
filing - Roller
racking
Project
Specific

* For acoustic and furniture specification please refer to Section 3

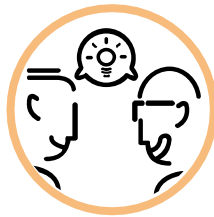
Collaborate



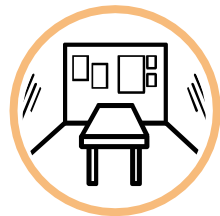
CONFERENCE ROOM



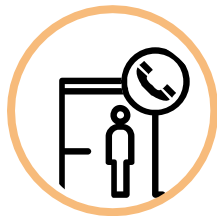
MEETING ROOM



HUDDLE



PROJECT/OPS ROOM



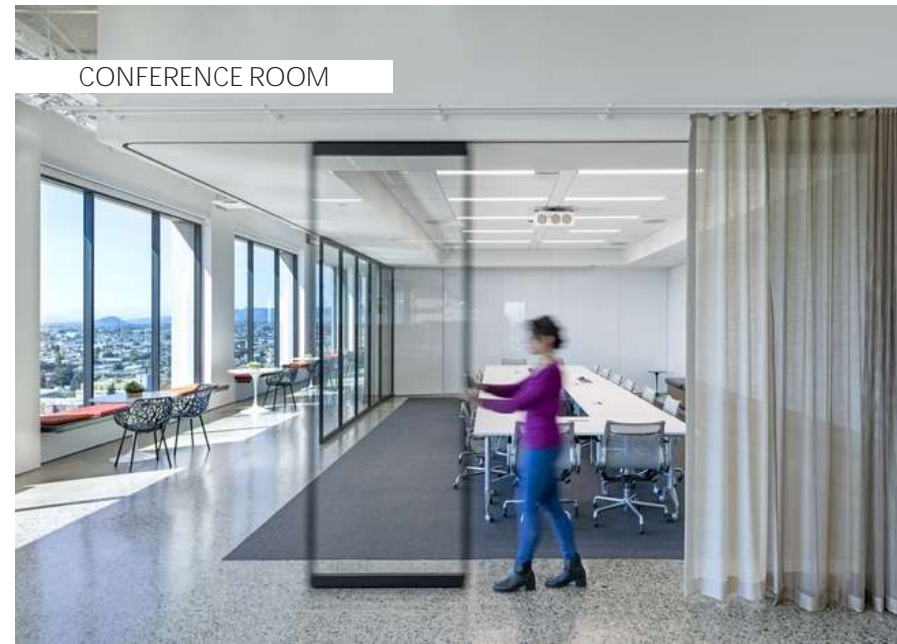
PHONE ROOM



OPEN MEETING



BREAK OUT SPACE



CONFERENCE ROOM



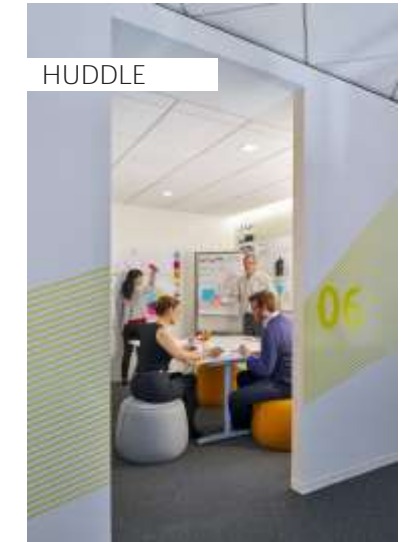
MEETING ROOM



PROJECT ROOM



BREAK OUT SPACE



HUDDLE



PHONE ROOM



OPEN MEETING

Versatile spaces that enable groups to meet and work together, either in person or remotely

Collaborate | Typical Finishes

Wall Finishes

Field – Coverage: 75%

Field Colour

Finish: Paint

Colour: White

RAL 9010

PT-01

Feature Walls – Coverage: 25%

Accent colour

Colours: C1 Range

PT-04

Acoustic finishes

Colours: A1 Range

AF-01

Acoustic Walls

Colours: C1 Range

AF-03

Glass manifestation

Colours: White 20% Opacity – writable on non-film side

GM-01

Environmental Graphics

Colours: C1 Range

EG-01

Wallpaper

Colour and pattern: A1 Range + abstract patterns

WC-01

Floor Finishes

Open Plan Carpet

Open plan carpet

Type: Carpet tile

CP-01

Feature Carpet

Colour carpet tile

Colour: C1 Range

Project specific

Texture carpet tile

Colour: A1 Range

CP-03

Pattern carpet tile

Colour: A1 Range

CP-04

Ceiling Finishes

Acoustic Tiles and Pendants

Suspended ACE Tile

Size: 600 x 600 module

Colour: White

Material: Perforated metal

Suspended Acoustic Baffle

Colour: Grey / White

Material: Felt

AB-01

Acoustic Divider

Colour: Off-white

Pattern: Off-white abstract

AD-01

Acoustic Pendant

Colour: C1 Range

AP-01

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Collaborate | Typical Furniture

System Furniture

Seating



Meeting chair
COLAB-02-SMC



Cantilever meeting chair

COLAB-02-SMC



Task Chair
COLAB-01-STC

Desking



Joinery desk

COLAB-02-TWD



Sit-Stand desk
COLAB-03-TWD



Meeting table
COLAB-01-TIM



Coffee table

COLAB-02-TCE



Side table
COLAB-01-TCE



Banquette benching
COLAB-01-SBQ



Foldable mobile table

COLAB-01-TFT



Meeting Table
COLAB-01-TIM



Meeting Booth
COLAB-01-TWD



AV Storage Credenza
COLAB-01-RMC



Acoustic Pendant Light

COLAB-01-LT



Media-scape
COLAB-02-TIM

Technology

Loose Furniture

Soft Seating / Occasional



Soft Seating
System

COLAB-01-SSO



Lounge seat
COLAB-01-SLC



Side chair

COLAB-01-SSC

Collaborate | Conference room

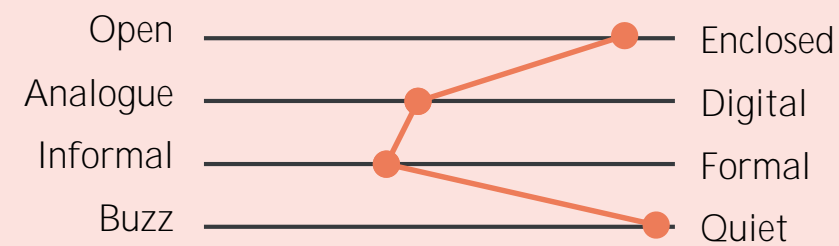


Description

An enclosed, flexible room specifically for meetings, presentations, workshops, lectures, training and learning purposes. It is located centrally in the building with close proximity to the core zone.

Requires flexible floor power access grid.

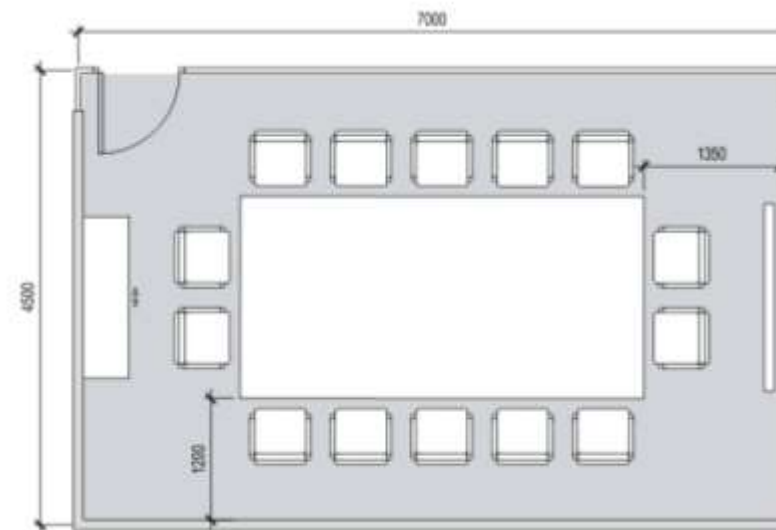
Characteristics



Metrics

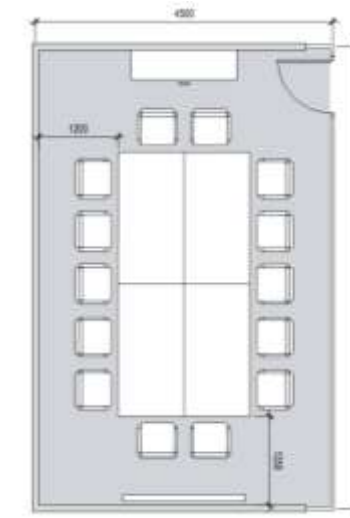
Ideal size:	31.5 sqm
Capacity:	14 ppl
Acoustics:	Grade C
Bookable:	Yes
Time of use:	1 - 8 hrs

Plan

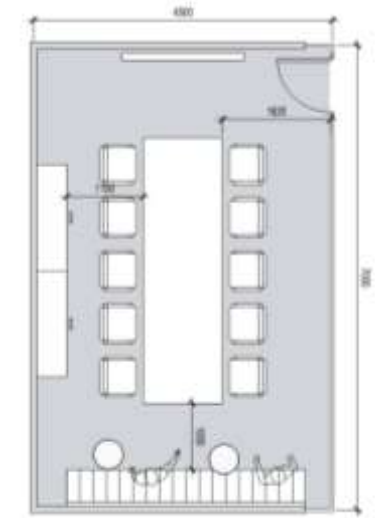


Formal

Alternative layouts



Flexible



High Capacity



* For acoustic specification please refer to Section 3



Wall Finishes

PAINT/WALL APPLICATIONS

25% Glazed partitions
GM-01

75% White Paint - RAL 9010
PT-01

25% Wall Paint - Accent Colour (Feature Wall)
PT-04

FEATURE WALL OPTIONS

Fabric Wrapped Panels
Colours: C1 Range

Direct adhesive sheet acoustic material
AF-03

Backpainted Glass
G-02

Floor Finishes

SOFT SURFACES

Open plan Carpet
CP-01

Accent Carpet
CP-04

HARD SURFACES

Woven vinyl tile
RF-01

Furniture

SEATING

Meeting chair
COLAB-01-SMC

Cantilever chair
COLAB-02-SMC

DESKING

Mobile table
COLAB-01-TFT

Meeting table
COLAB-01-TIM

Technology

LIGHTING

Room Booking Screen

AV Credenza
COLAB-01-RMC

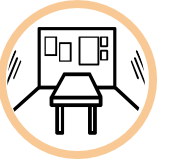
DESKTOP

Fliptop power module - 2 x power, 2 x data, 2 x USB power

VOIP Handset

* For furniture specifications please refer to Section 3

Collaborate | Project room

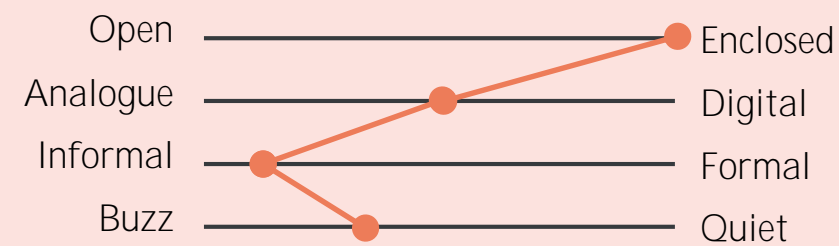


Description

Enclosed room for intense collaboration, brainstorm and work sessions. Teams can spend between a few hours to several days working in this space, therefore daylight access is preferred. To support teamwork, this room should be equipped with pinnable or writable wall-surfaces, screens, and webcam to trigger an active behaviour.

In some rooms, smart surfaces could be provided and power should be integrated into furniture.

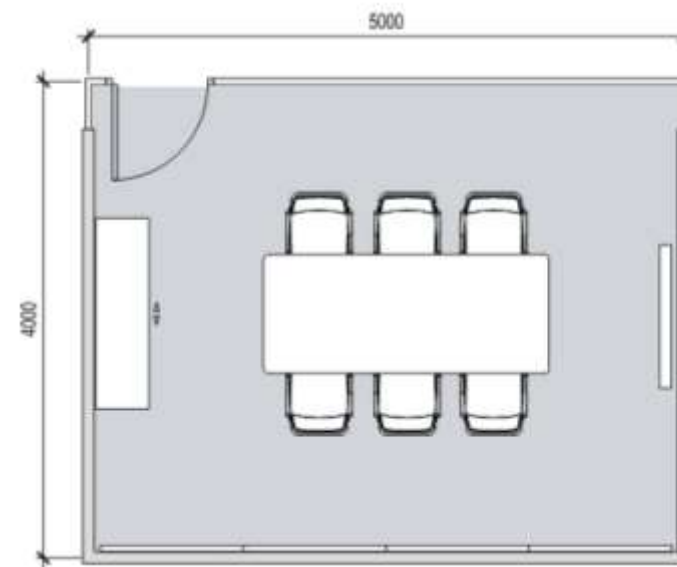
Characteristics



Metrics

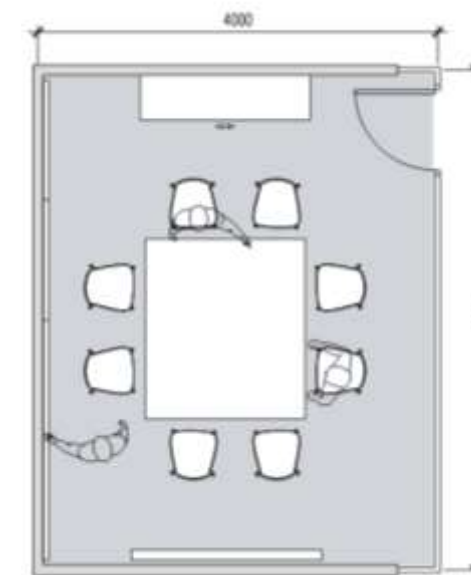
Ideal size:	20 sqm
Capacity:	6 – 10 ppl
Acoustics:	Grade C
Bookable:	Yes
Time of use:	4 hrs to 1 week

Plan

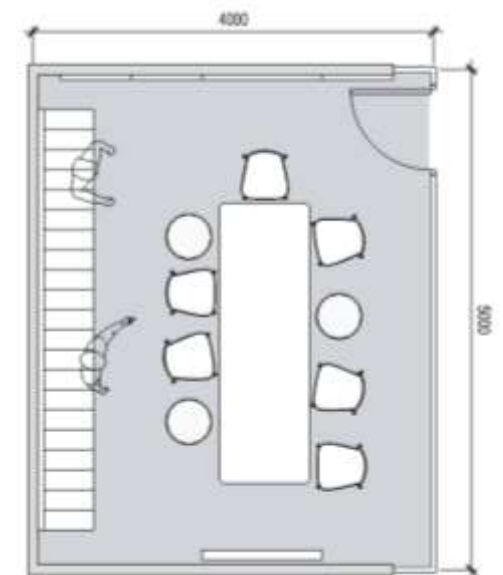


Formal

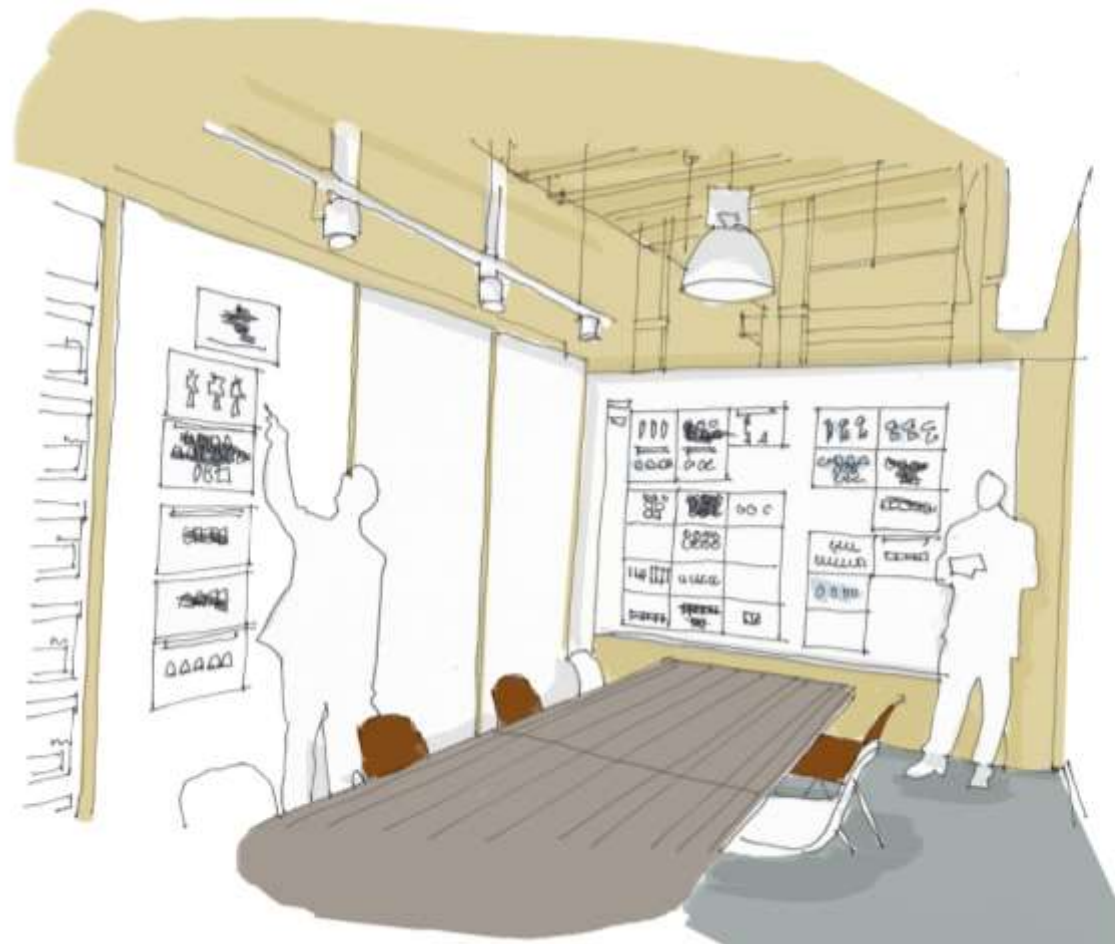
Alternative layouts



Standing



High capacity



* For acoustic specification please refer to Section 3

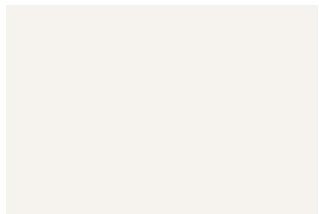


Wall Finishes

PAINT/WALL APPLICATIONS



25% Glazed partitions
GM-01



75% White Paint - RAL 9010
PT-01



25% Wall Paint - Accent Colour (Feature Wall)
PT-04

FEATURE WALL OPTIONS



Fabric Wrapped Panels
Colours: C1 Range



Direct adhesive sheet acoustic material
AF-03



Backpainted Glass
G-02

Floor Finishes

SOFT SURFACES



Open plan Carpet
CP-01



Accent Carpet
CP-04

HARD SURFACES



Woven vinyl tile
RF-01

Furniture

SEATING



Meeting chair
COLAB-01-SMC



Side chair
COLAB-01-SSC



Banquette benching
COLAB-01-SBQ

DESKING



Meeting table
COLAB-01-TIM



Side Table
COLAB-01-TCE

Technology

LIGHTING

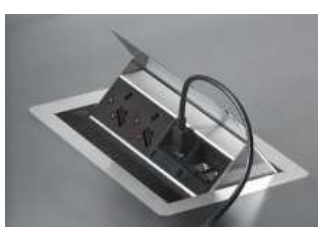


Room Booking Screen



AV Credenza
COLAB-01-RMC

DESKTOP



Fliptop power module - 2 x power, 2 x data, 2 x USB power



VOIP Handset

* For furniture specifications please refer to Section 3

Collaborate | Phone room

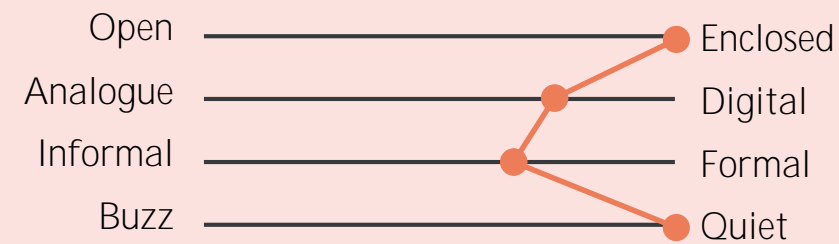


Description

Phone rooms are enclosed spaces with high acoustic performance, for 1-2 people, phone rooms should be centrally located to easily access by the teams. Used to have video/ phone calls and having confidential conversations.

This room requires Wi-Fi and power should be integrated into the furniture when possible.

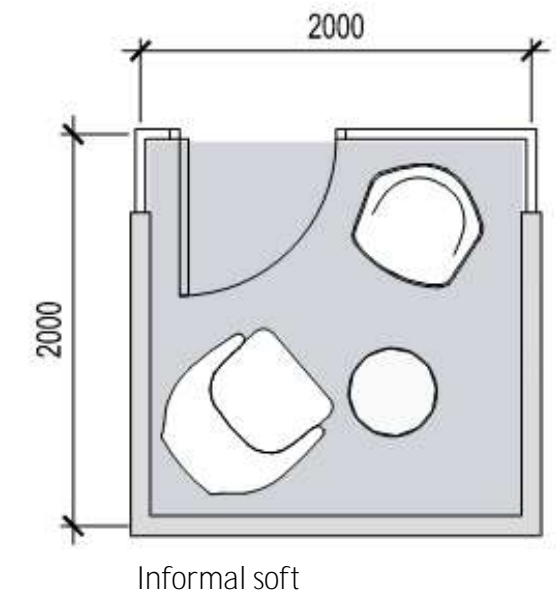
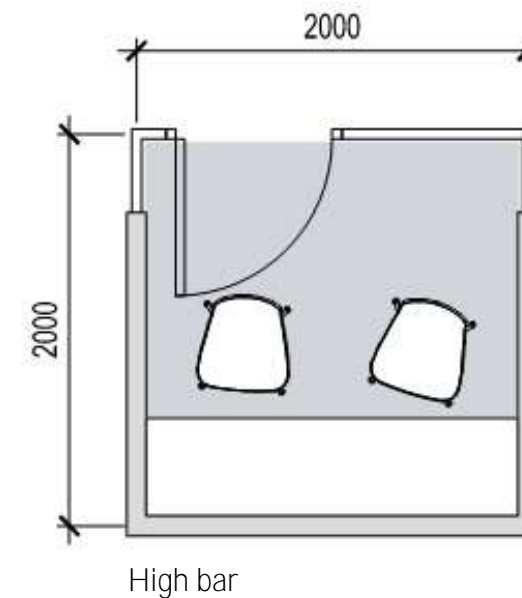
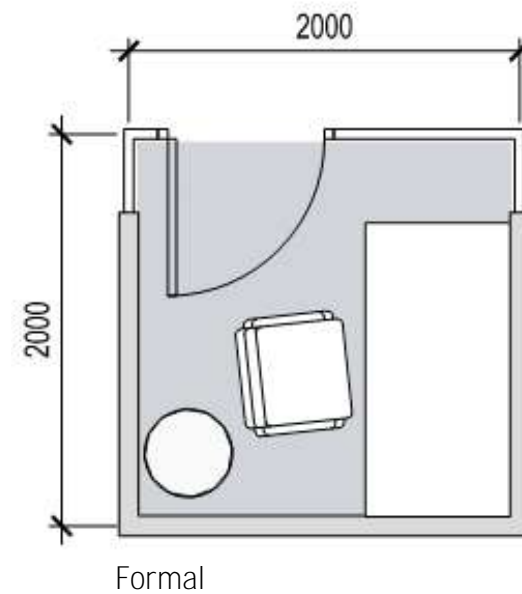
Characteristics



Metrics

Ideal size:	2m x 2m (4sqm)
Capacity:	1 - 2 ppl
Acoustics:	Grade B
Bookable:	No
Time of use:	15 min – 2hrs

Plan



* For acoustic specification please refer to Section 3



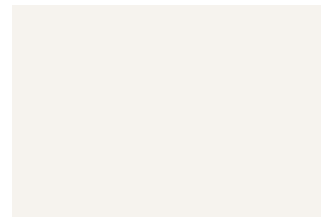
Wall Finishes

PAINT/WALL APPLICATIONS



25% Glazed partitions

GM-01



75% White Paint - RAL 9010

PT-01



25% Wall Paint - Accent Colour (Feature Wall)

PT-04

FEATURE WALL OPTIONS



Fabric Wrapped Panels

Colours: C1 Range



Direct adhesive sheet acoustic material

AF-03



Compressed felt tiles

AF-05

Floor Finishes

SOFT SURFACES



Open plan Carpet

CP-01



Accent Carpet

CP-04

Furniture

SEATING



Task chair

COLAB-01-STC



Meeting chair

COLAB-01-SMC



Lounge chair

COLAB-01-SLC

DESKING



Joinery desk

COLAB-02-TWD



Sit-Stand desk

COLAB-03-TWD



Side table

COLAB-01-TCE

Technology

LIGHTING



Task light

Project specific



Wall mounted light

Project specific



Pendant

Project specific

DESKTOP



Desktop power module



VOIP Handset

* For furniture specifications please refer to Section 3



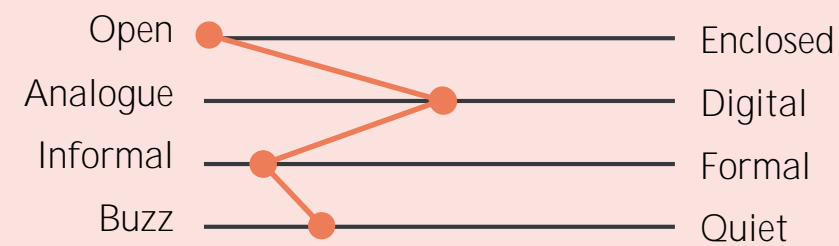
Description

A meeting space located centrally on the open floorplan. It is visually and acoustically separated from the rest of the floor and mostly used for informal meetings.

The open meeting spaces are flexible to provide different settings for different purposes.

Wi-Fi and power access are required.

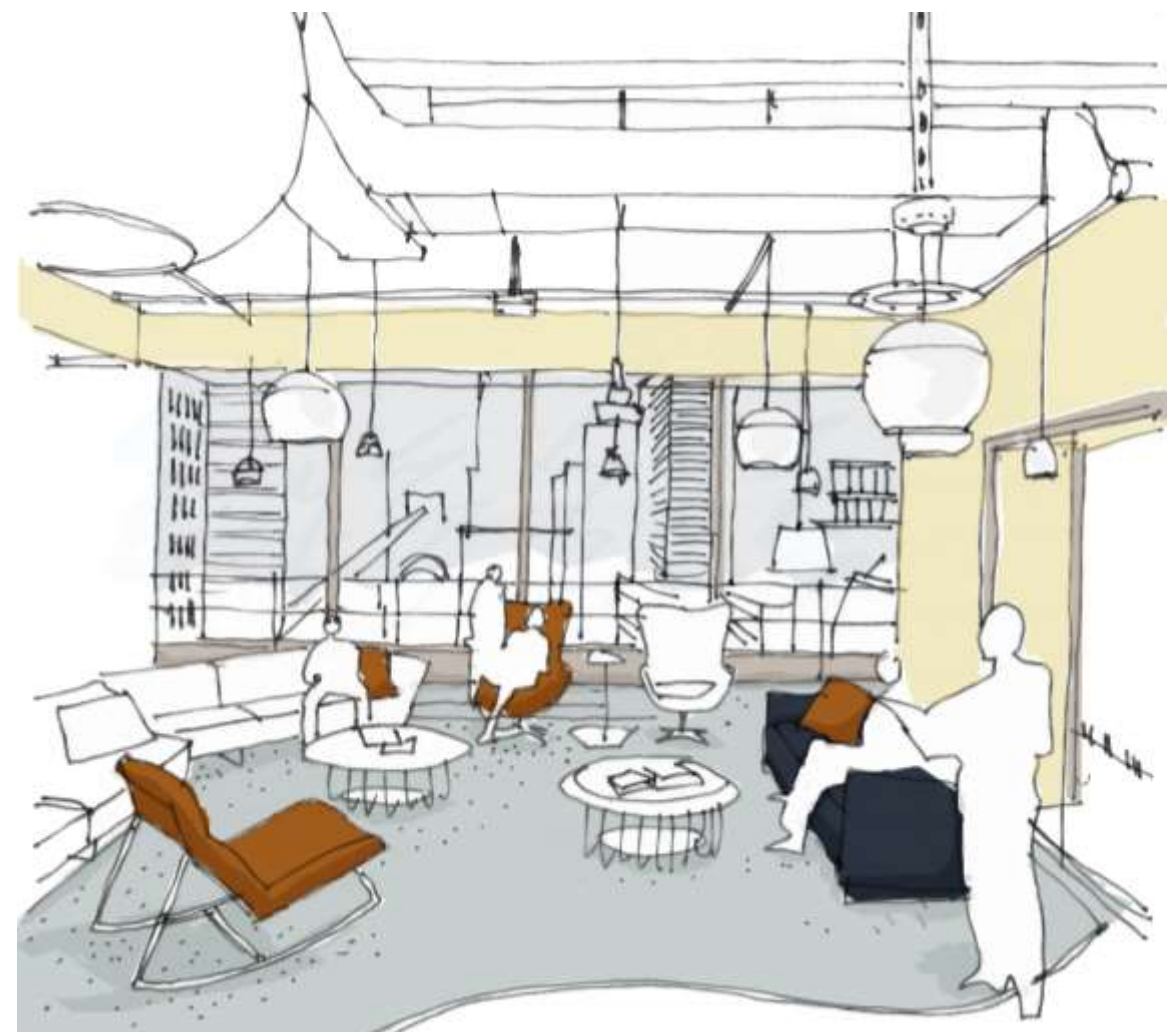
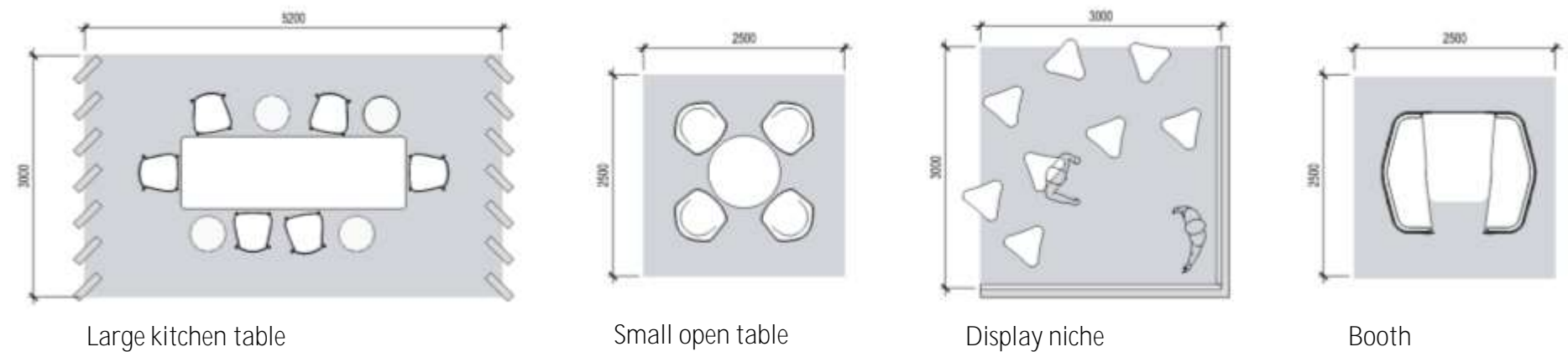
Characteristics



Metrics

Ideal size:	Varies
Capacity:	4 – 10 ppl
Acoustics:	N/A
Bookable:	No
Time of use:	15mins – 2 hrs

Plan

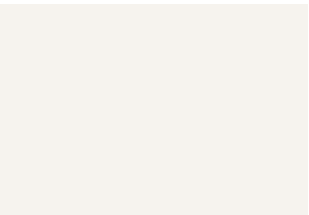



* For acoustic specification please refer to Section 3






Wall Finishes

PAINT/WALL APPLICATIONS



	75% White Paint - RAL 9010 PT-01
	25% Wall Paint - Accent Colour (Feature Wall) PT-04

FEATURE WALL OPTIONS



	Direct adhesive sheet acoustic material AF-03
	Acoustic separators AD-01
	Backpainted Glass - Writeable wall panels G-02

Floor Finishes

SOFT SURFACES




	Open plan Carpet CP-01
	Accent Carpet CP-04

HARD SURFACES

	Timber Flooring TF-01
	Woven vinyl tile RF-01

Furniture

SEATING



	Meeting chair COLAB-01-SMC
	Side chair COLAB-01-SSC
	Meeting Booth COLAB-01-TWD

DESKING

	Meeting table COLAB-01-TIM
	Side Table COLAB-01-TCE

Technology

LIGHTING

	Suspended Acoustic Baffles AB-01
	Acoustic Pendant Light COLAB-01-LT

DESKTOP

	Integrated power access Project specific
---	---

* For furniture specifications please refer to Section 3

Collaborate | Break-out space



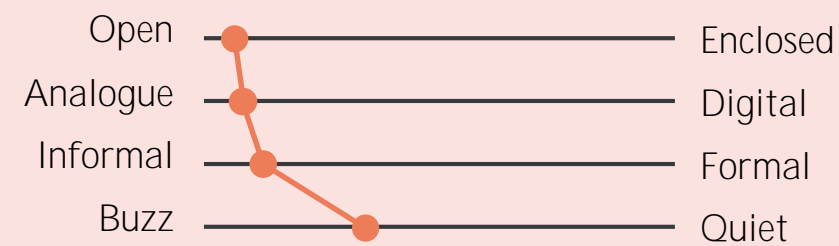
Description

An open, comfortable environment that triggers employees to take breaks and offers them an alternative working and informal meeting area.

The break out space is acoustically and visually separated from the active work space zones and have access to direct daylight.

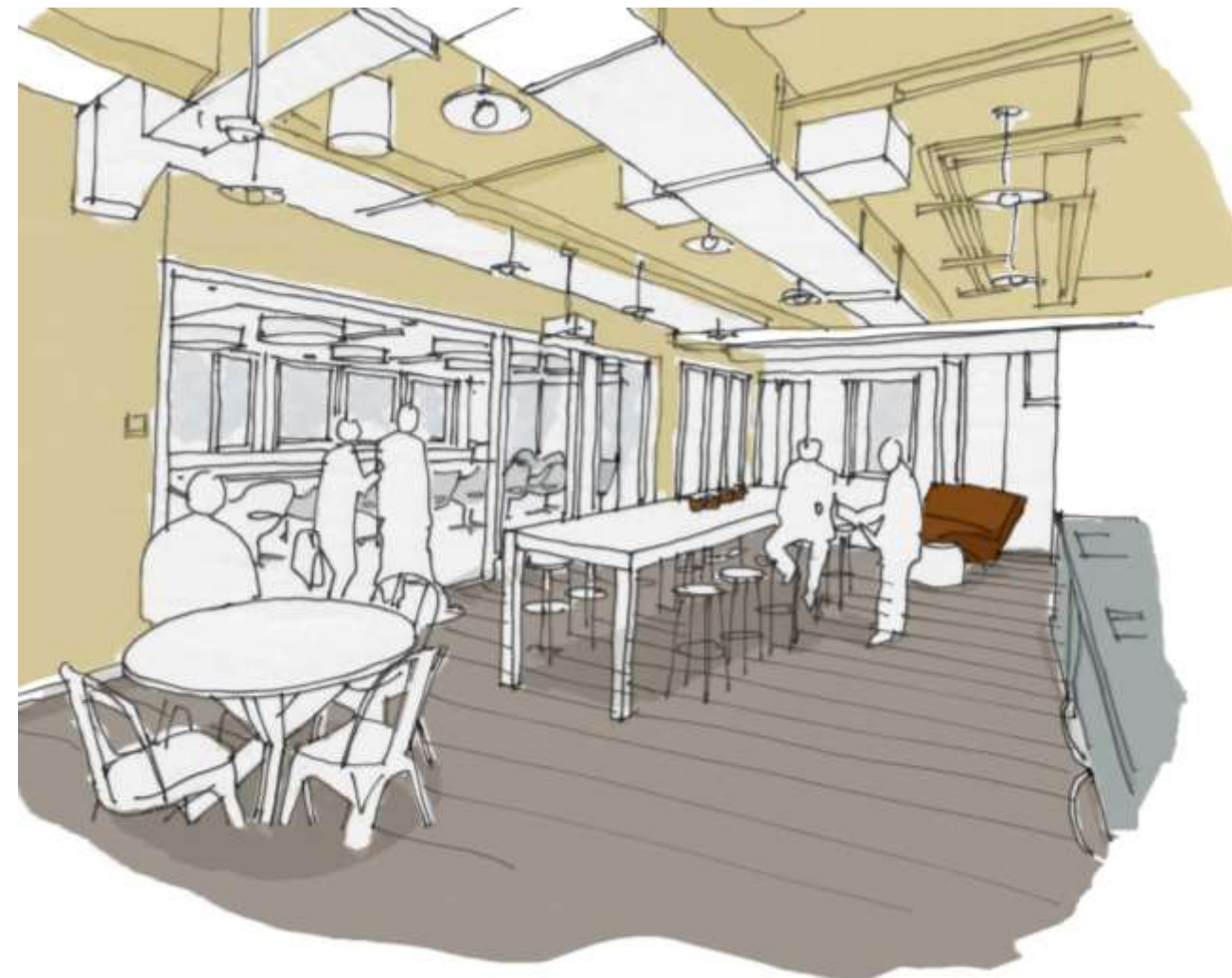
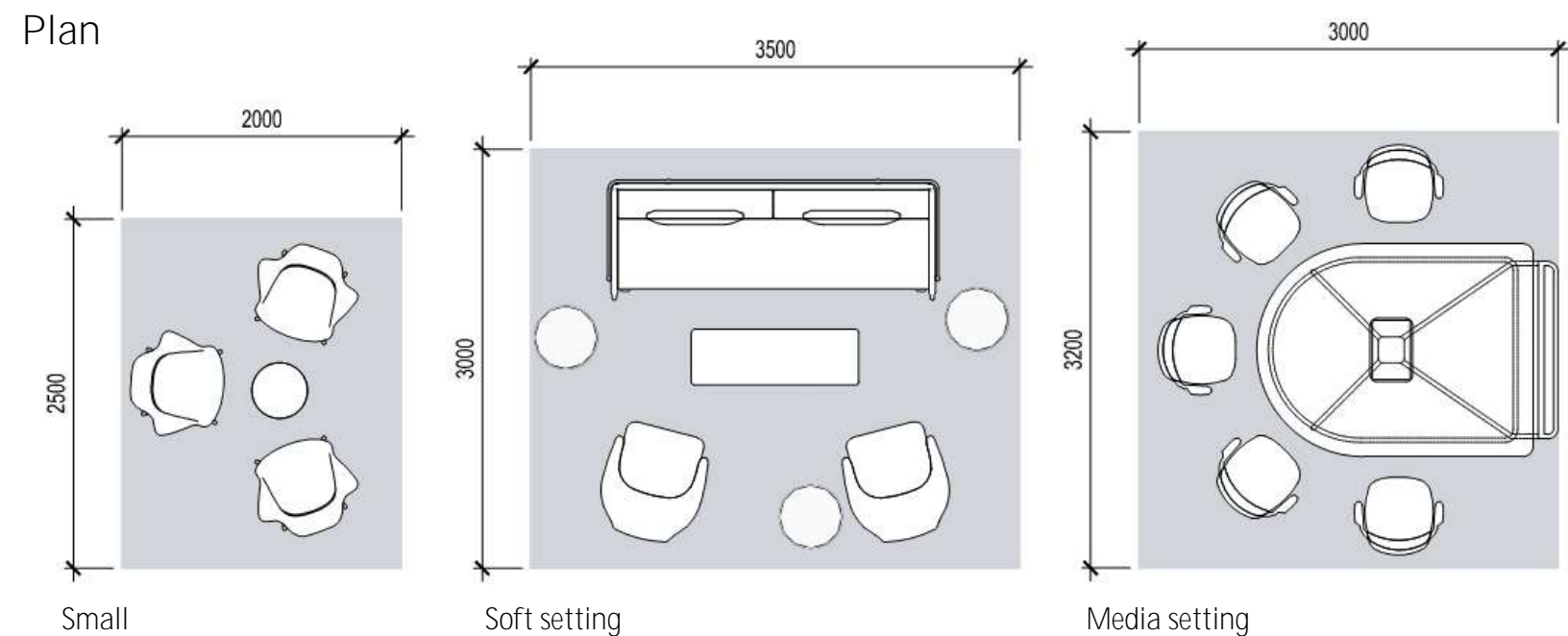
Wi-Fi and power access are necessary.

Characteristics



Metrics

Ideal size:	Varies
Capacity:	3 – 6 ppl
Acoustics:	N/A
Bookable:	No
Time of use:	30 mins – 2 hrs

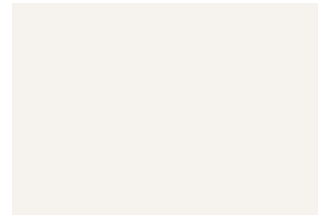


* For acoustic specification please refer to Section 3



Wall Finishes

PAINT/WALL APPLICATIONS



75% White
Paint - RAL 9010
PT-01



25% Wall Paint -
Accent Colour
(Feature Wall)
PT-04

FEATURE WALL OPTIONS



Direct adhesive
sheet acoustic
material
AF-03



Environmental
Graphics
EG-01



Wallpaper
WC-01

Floor Finishes

SOFT SURFACES



Circulation
Carpet
CP-02



Accent carpet
CP-04



Zoning Rug
Project specific

HARD SURFACES



Timber Flooring
TF-01



Tiled flooring
T-01

Furniture

SEATING



Soft Seating
System
COLAB-01-SSO



Lounge seat
COLAB-01-SLC

DESKING



Coffee table
COLAB-02-TCE



Side table
COLAB-01-TCE



Media-scape
COLAB-02-TIM

Technology

LIGHTING



Directional floor
standing light
Project specific



Acoustic
Pendant Light
COLAB-01-LT

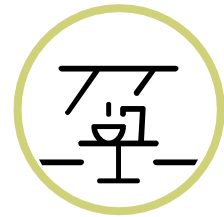
DESKTOP



Integrated
power access
Project specific

* For furniture specifications please refer to Section 3

Amenities



EATERY



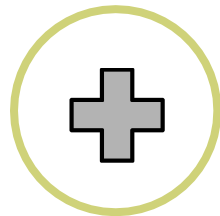
RECREATION
SPACE



BIKE AREA



BELIEF ROOM



WELLBEING
ROOM



CHANGING
AREA



RECREATION SPACE



EATERY



EATERY



BIKE AREA



CHANGING ROOM



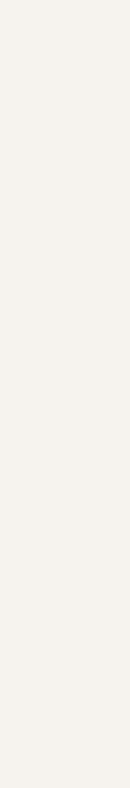













BELIEF ROOM



WELLBEING ROOM

A variety of non-directly work related spaces for people to meet and relax, including cafes and other services

Amenities | Typical Finishes

Finishes	Field – Coverage: 75%		Feature Walls – Coverage: 25%			
		<div>Field Colour Finish: Paint Colour: White RAL 9010 PT-01</div>		<div>Accent colour Colours: C1 Range PT-04</div>	 <div>Acoustic finishes Direct adhesive sheet acoustic material AF-03</div>	 <div>White Tiles T-02</div>
					 <div>Resilient pinnable surface WC-02</div>	 <div>Mirror Splashback G-01</div>
					 <div>Cork pinnable surface WC-03</div>	 <div>Wallpaper Colour and pattern: Vibrant patterns WC-01</div>
Floor Finishes	Resilient Floor Options		Ceiling options			
		<div>Resilient Colour: White Oak RF-02</div>		<div>Plaster board ceiling Colour: A1 Range PT-01</div>		<div>Suspended ACE Tile Size: 600 x 600 module Colour: White Material: Perforated metal</div>
		<div>Resilient Colour: Dark Neutral RF-01</div>		<div>Exposed ceiling Finish: Cleaned with services and soffit painted if required</div>		

Amenities | Typical Furniture

Loose Furniture

Seating



Café chairs
AMENI-01-STK



High stools
AMENI-01-SHC



Banquette Seating
AMENI-01-SBQ



Lounge Seating
AMENI-01-SLC



Daybed
AMENI-01-SSO

Tables



Long dining bench & table
AMENI-01-TIM



Counter High table
AMENI-02-TIM



Dining table
AMENI-01-TCA



Coffee table
AMENI-02-TCA

Storage



Low storage unit
AMENI-02-RMC

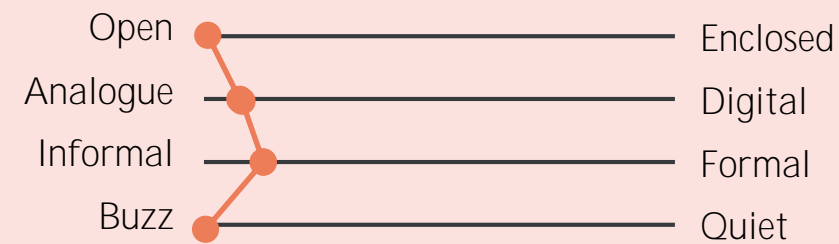


Description

A large, engaging, bright and open social space for having breakfast, lunch, informal meetings, tea / coffee and social gatherings.

It provides power access and Wi-Fi.

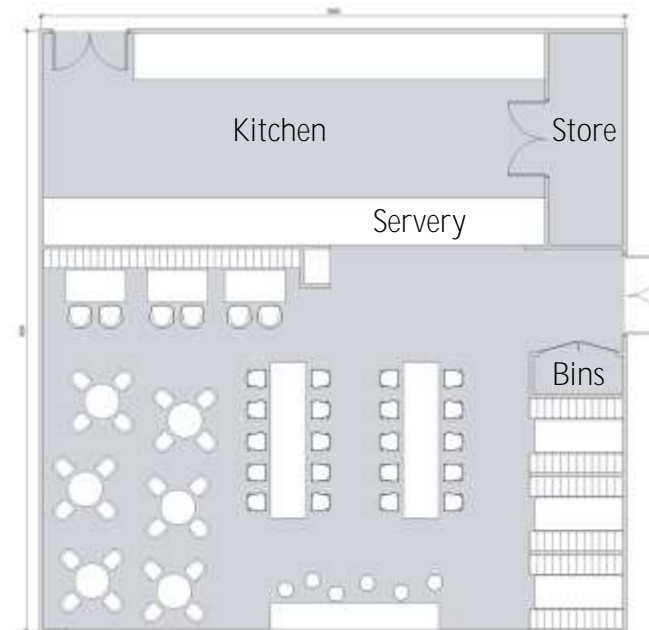
Characteristics



Metrics

Ideal size:	230sqm
Capacity:	75+ ppl
Acoustics:	Grade B
Bookable:	No
Time of use:	30mins - 1 hr

Plan



Eatery with integrated kitchen and serving counter



* For acoustic specification please refer to Acoustic Standards.



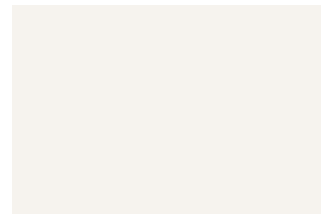
Wall Finishes

PAINT/WALL APPLICATIONS



25% Glazed partitions

GM-01



75% White Paint - RAL 9010

PT-01



25% Wall Paint - Accent Colour (Feature Wall)

PT-04

FEATURE WALL OPTIONS



Direct adhesive sheet acoustic material

AF-03



Environmental Graphics –

EG-01



Black board wall

PT-06

Floor Finishes

HARD SURFACES



Timber Flooring

TF-01



Tiled flooring

T-01



Woven vinyl tile

RF-01

Furniture

SEATING



Café/Bistro chairs

AMENI-01-STK



High stools

AMENI-01-SHC



Banquette Seating

AMENI-01-SBQ

DESKING



Long dining bench & table

AMENI-01-TIM



Counter High table

AMENI-02-TIM



Dining table

AMENI-01-TCA

Technology

LIGHTING



Suspended Acoustic Baffles

AB-01



Pendant Light

Feature lighting

ACC-01-LT

DESKTOP



Integrated power access

Project specific

* For furniture specifications please refer to Furniture Standards.



Description

A large multi-purpose space for disconnecting and energizing activities (e.g. yoga, meditation, relaxation) while being at work, with built-in storage.

Furniture specifications and storage requirements to be project specific based on programme needs.

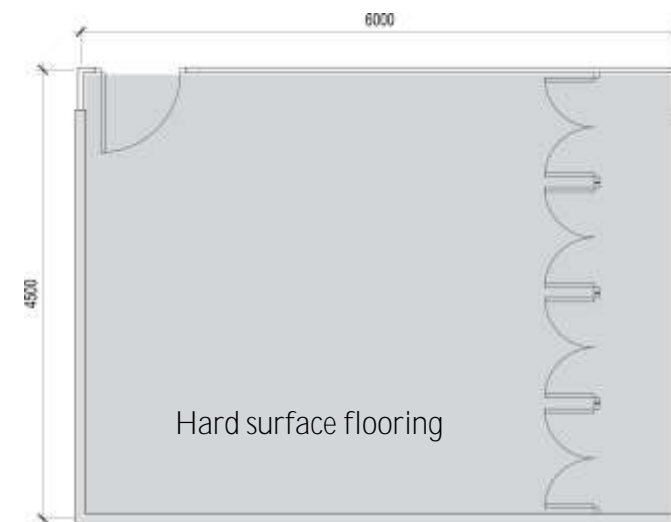
Characteristics



Metrics

Ideal size:	26+ sqm
Capacity:	Varies
Acoustics:	Grade C
Bookable:	Yes
Time of use:	1hr - 2hrs

Plan



Large open plan enclosed room to support a variety of recreational activities



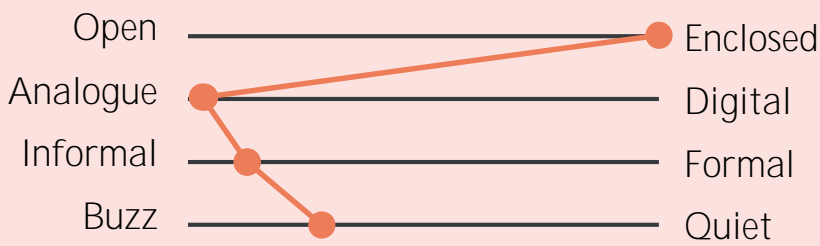
* For acoustic specification please refer to Acoustic Standards.



Description

Bike store area located either in the basement or in the back of house area.

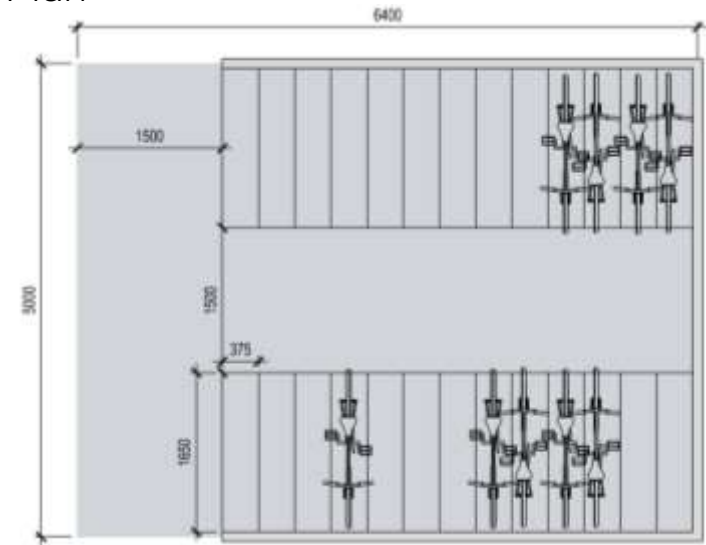
Characteristics



Metrics

Ideal size:	32 sqm
Capacity:	26 modules
Acoustics:	N/A
Bookable:	No
Time of use:	8hrs

Plan



Large semi-enclosed bike store with wall mounted racks

Features



Movable bike rack
Project specific

Note:
Furniture and finishes shown are for look & feel direction only, refer to Furniture Specification Standards for performance guidance

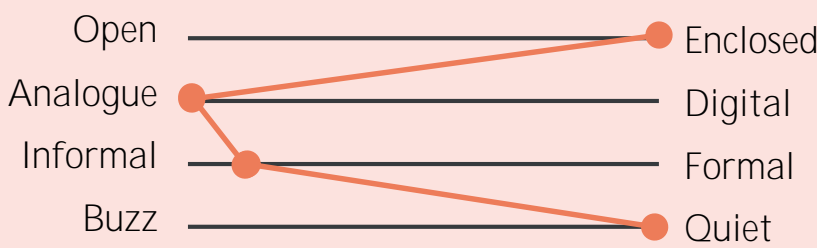




Description

Enclosed room for private practice of one's beliefs and daily religious worship. The space should be neutral and muted.

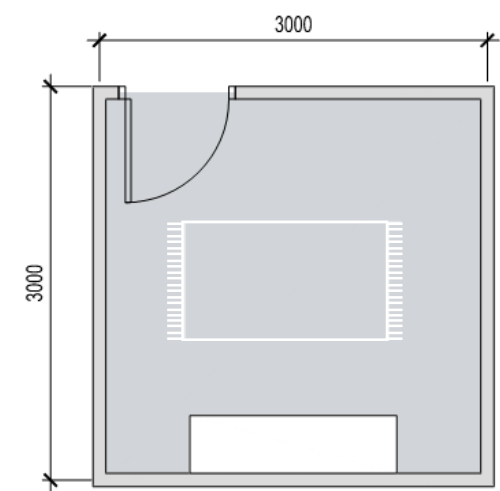
Characteristics



Metrics

Ideal size:	9sqm
Capacity:	Varies
Acoustics:	Grade B
Bookable:	No
Time of use:	10mins – 15mins

Plan



Enclosed belief room with storage

Furniture

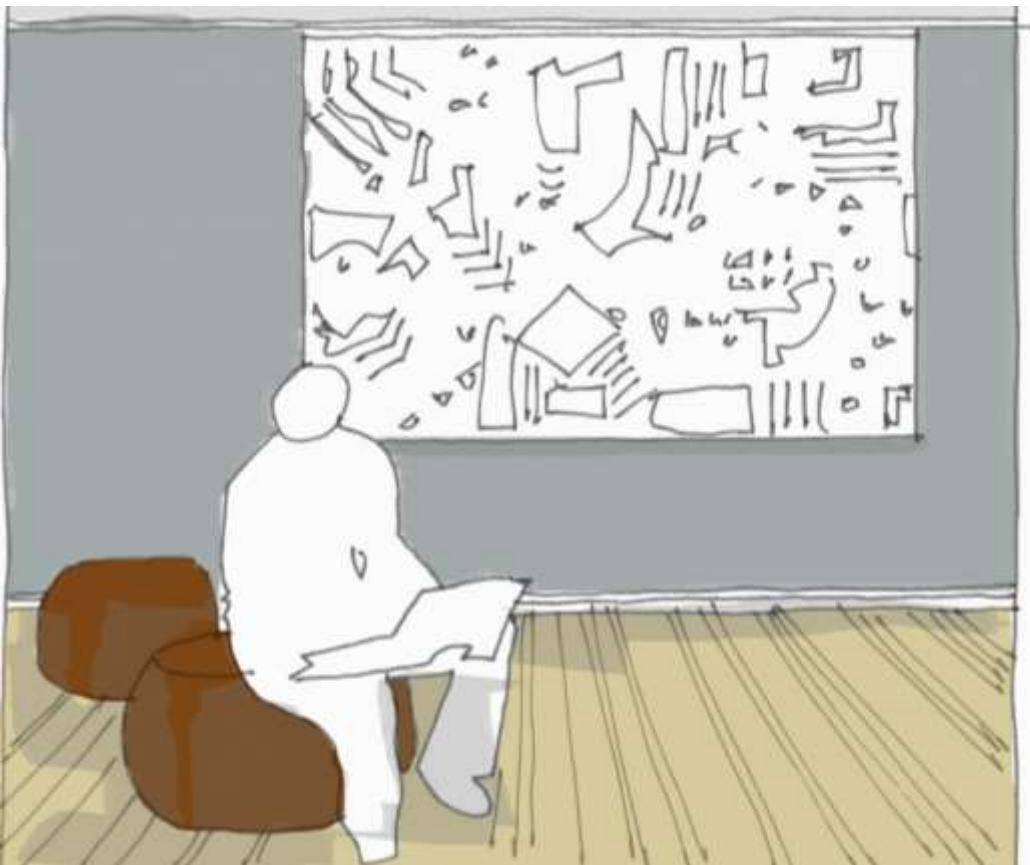


Storage credenza
Project specific



Zoning Rug
Project specific

Note:
Furniture and finishes shown are for look & feel direction only, refer to Furniture Specification Standards for performance guidance



Amenities | Wellbeing room

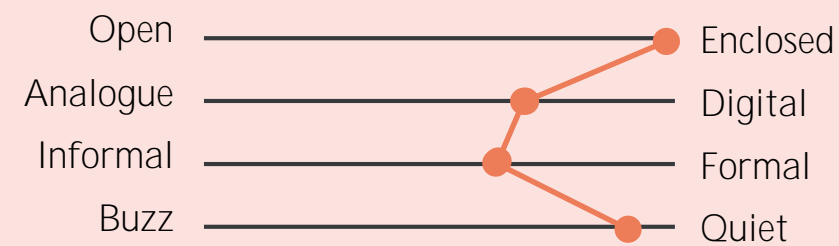


Description

Comfortable and neutral enclosed room, with relaxing soft furnishings and cabinet to store first aid kit and blankets.

When not in use, this room will function as an enclosed lounge meeting space, providing full power access and Wi-Fi.

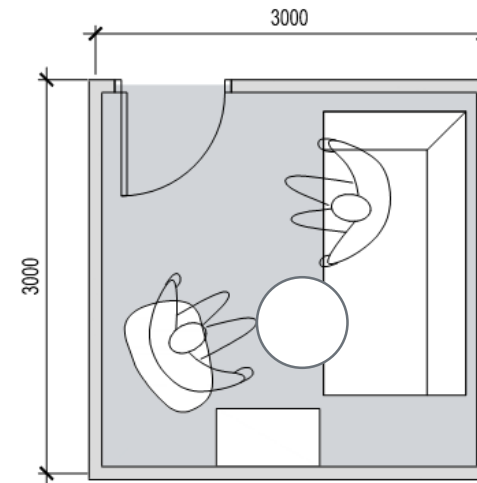
Characteristics



Metrics

Ideal size:	9sqm
Capacity:	1-3ppl
Acoustics:	Grade C
Bookable:	No
Time of use:	30mins – 1hr

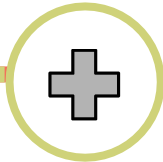
Plan



Enclosed lounge room

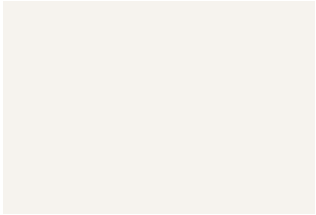


* For acoustic specification please refer to Acoustic Standards.




Wall Finishes

PAINT/WALL APPLICATIONS




75% White Paint - RAL 9010
PT-01




25% Wall Paint - Accent Colour (Feature Wall)
PT-04

FEATURE WALL OPTIONS




Direct adhesive sheet acoustic material
AF-03




Environmental Graphics
EG-01

Floor Finishes

HARD SURFACES




Timber Flooring
TF-01




Tiled flooring
T-01

Furniture

SEATING




Daybed
Durable and wipeable upholstery
AMENI-01-SSO




Lounge Seating
AMENI-01-SLC

DESKING




Coffee table
AMENI-02-TCA



Low storage unit
AMENI-02-RMC


Technology

LIGHTING




Directional floor standing light
Project specific

EQUIPMENT



Small Refrigerator
Project specific



Well-point health kiosk
Project specific

* For furniture specifications please refer to Furniture Standards.

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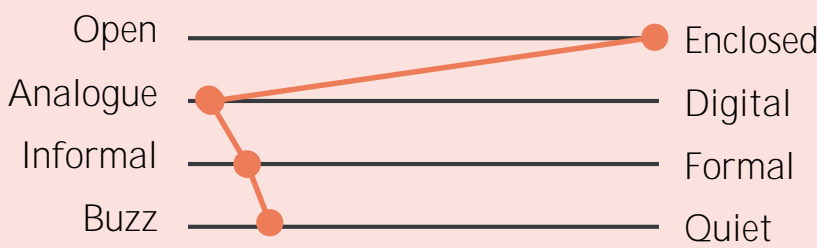
Amenities | Changing area



Description

Enclosed space integrating shower, changing and locker facilities. Minimise area required by positioning male and female changing rooms parallel in order to share waste and water services. Locate cleaners closet within the module to maximise space efficiency.

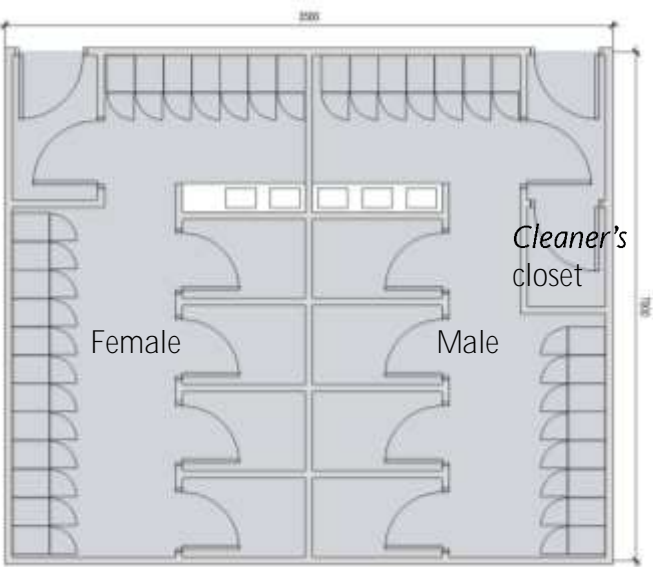
Characteristics



Metrics

Ideal size:	60sqm
Capacity:	Varies
Acoustics:	N/A
Bookable:	No
Time of use:	15mins – 30mins

Plan



Male and Female integrated changing, shower and locker area

Furniture

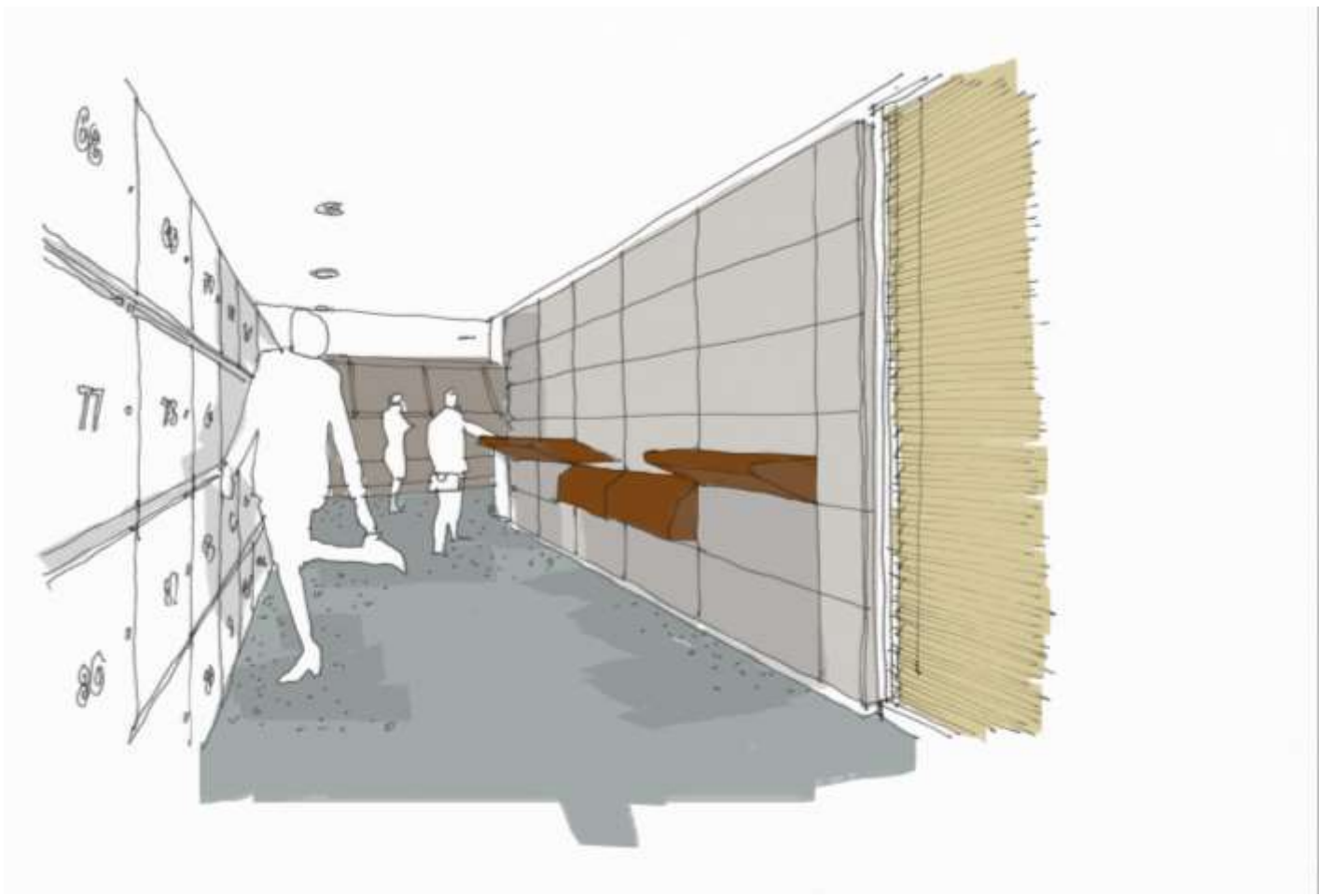


Storage lockers
AMENI-01-RLK

Floor Finishes



Tiled flooring
T-01



* For acoustic specification please refer to Acoustic Standards.