

ALOITE

HAWORTH®

DESIGN BOOKLET

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HAWORTH

INTRODUCTION

Haworth is a Toronto based, office manufacturer that designs furniture, storage and adaptable workspaces. One of their main focuses as a company is creating organic workspaces, which helps create a workplace that helps their employees succeed. Haworth's new office will be located at the North-East corner of Commissioners Street and Carlaw Avenue. The space will display a open office, showroom and warehouse.

This booklet will provide all the important details and appropriate information related to Haworth's office design. The information that will be discussed are the client requirement and solutions, concept statement, department layout, bubble diagram, space allocation, furniture systems and lighting fixtures.

CLIENT REQUIREMENTS:

- Must accommodate 76 existing employees, and 20 expected employees
- Open Showroom to display products
- Employees must have their own private, semi-private and open space depending on their department
- Private offices for leadership teams (CEO, VP of Sales and Marketing, VP of Resource and Risk) are required
- A boardroom that can accommodate 18 people, and a meeting room for 12 people
- Light-duty mail and print room must be accessible to all employees
- Personal employee storage, as well as a general storage room for supplies
- Main lounge area for employee downtime and small rooms for personal phonecalls
- Kitchen or coffee/snack bar for employees to take breaks and relax
- Washrooms and at least one Universal washroom

SOLUTIONS:

In order to create the best design possible for our client, some solutions we made are:

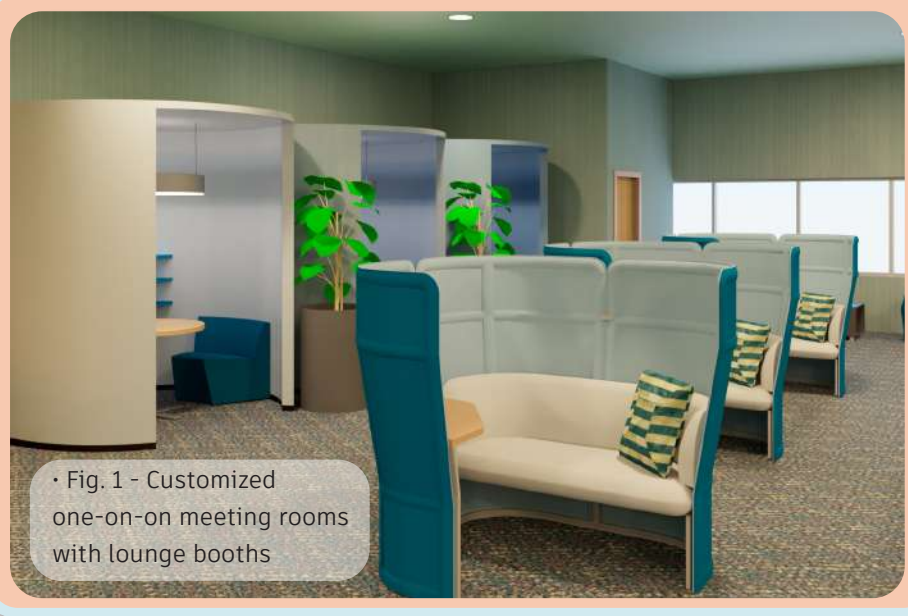
- Front entrance doors changed to a revolving door, another regular door is used beside as well for accessibility
- Dividing the five main departments into sections based on the different work cultures (collaborate, compete, create and control)
- Cafe Lounge area
- Centralized Boardroom that accommodates 18 people, also allows close accessibility for all departments
- Video game area

CONCEPT STATEMENT


The design for the Haworth office will be based on the concept of “Hierarchy”. Hierarchy is part of Haworth’s work culture, which makes it relevant for incorporating it into the office design. Hierarchy will be incorporated into the design by organizing the floorplan into circular divisions, with the most important people in the center. The CEO and Senior Vice Presidents will have their own private offices in this area. Then, each circle will ripple outwards to the edges of the plan. The directors of departments will be surrounding the highest level employees with semi-closed desks. The remaining employees will be along the outer edges in their coordinating departments. There will also be multiple lounges and huddle spaces for employees to work in. The four main sections of the office will focus on the different work cultures. These cultures are collaborative, create, compete and control.

For the design elements of the space, triangle shaped lighting and furniture will be used throughout many parts of the design to strengthen the concept.


The comfortability for the employees is an important quality for Haworth’s company. Therefore, a variety of comfortable flooring materials, furniture and colour palette have been selected. The flooring materials for social areas will consist of recycled carpet tile to help with comfort and acoustics. For the furniture, couches, ottomans and armchairs will be placed throughout the office. Desks will also be height adjustable to suit all employees. The colour palette that has been selected will incorporate a variety of blues, pinks and greens.



· Fig. 1 - Customized one-on-one meeting rooms with lounge booths



· Fig. 2- Custom Bar/Cafe with highstools



· Fig. 3- Huddle Space for employees

FLOORPLAN

1 Showroom



2 Design Department



3 Boardroom



4 Director Department



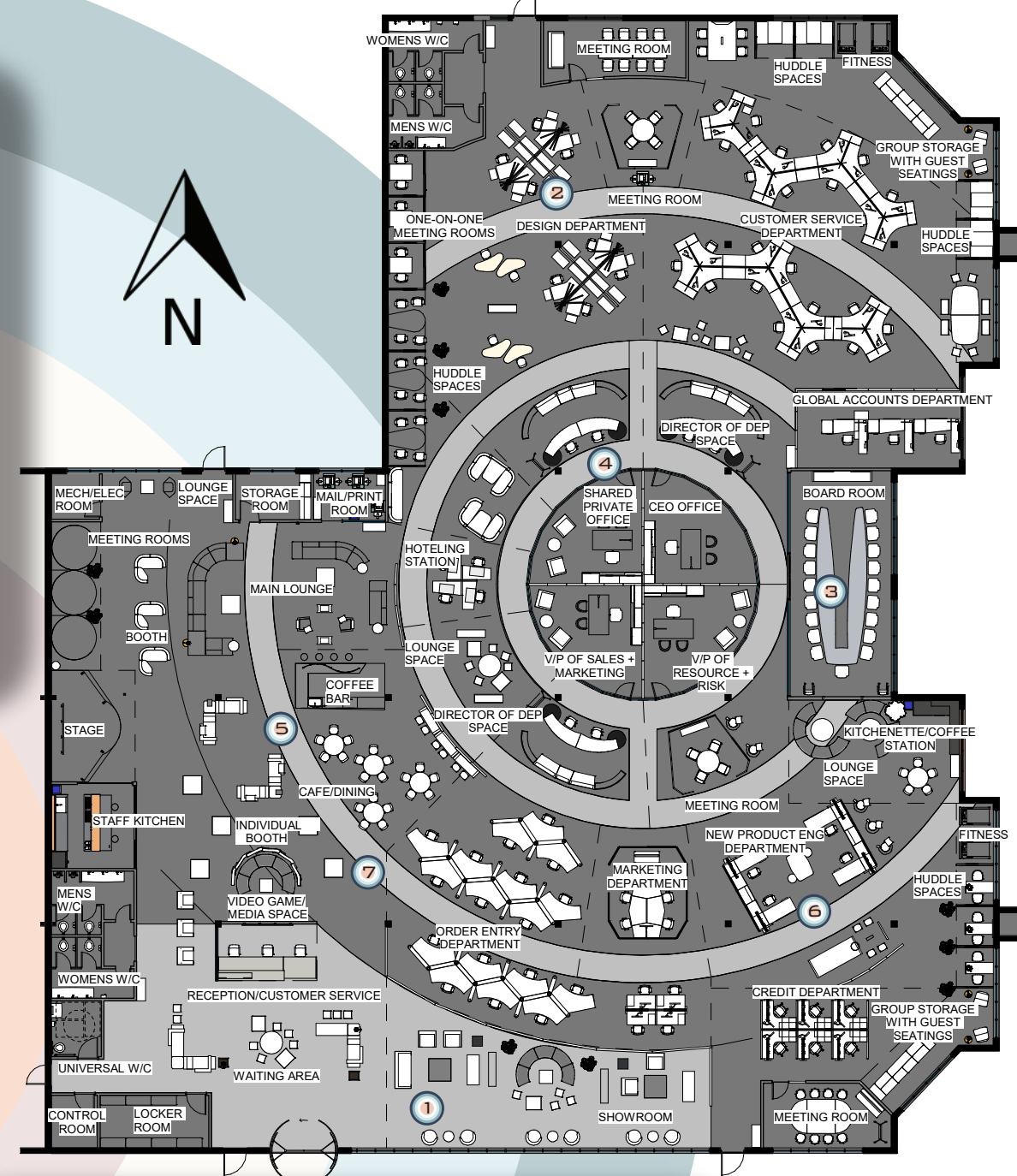
5 Cafe / Dining



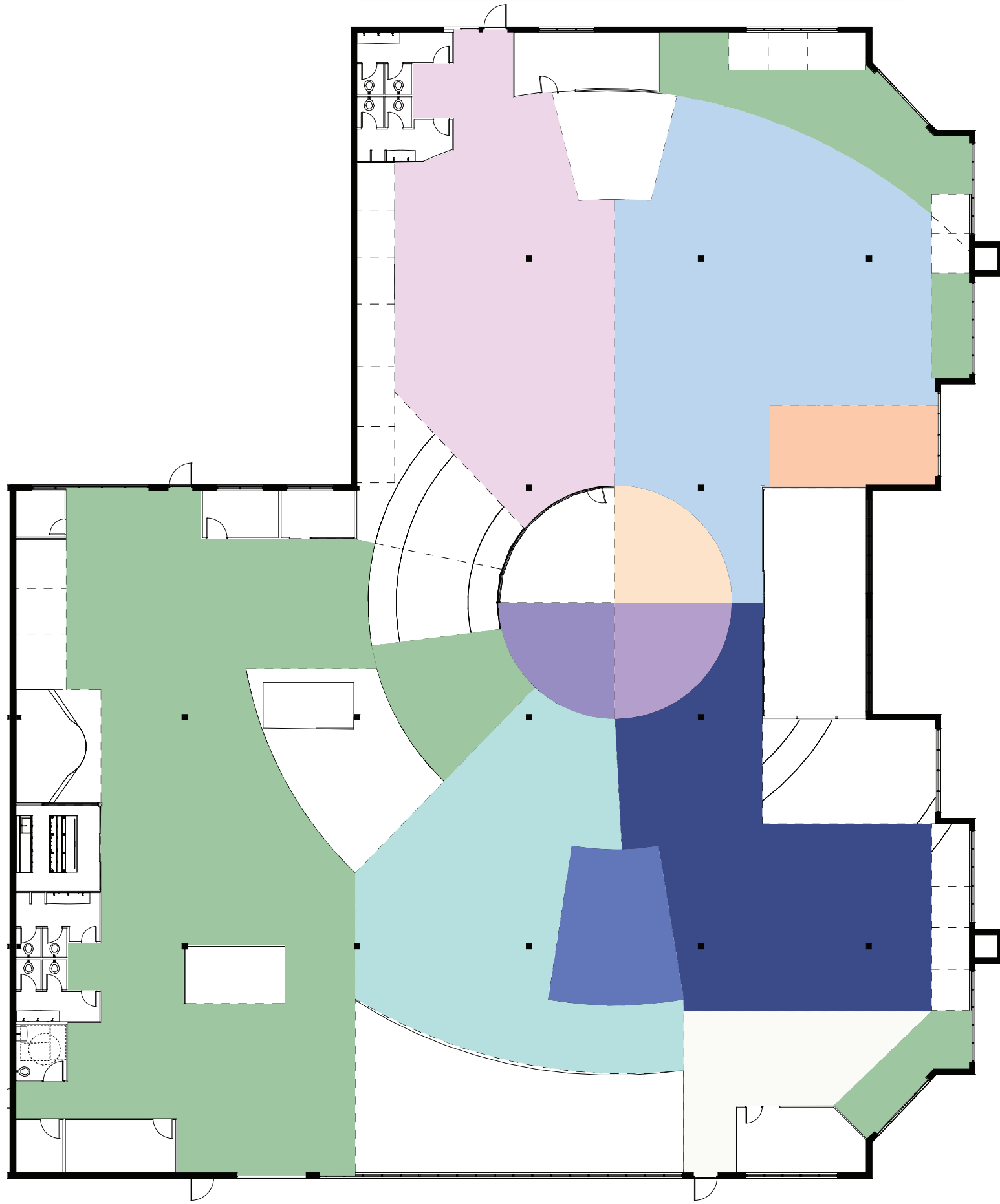
6 New Product Eng Department



7 Order Entry Department



DEPARTMENT PLAN



DEPARTMENT LEGEND

- DESIGN SPECIFICATION DEPARTMENT
- CUSTOMER SERVICE DEPARTMENT
- GLOBAL ACCOUNTS DEPARTMENT
- ORDER ENTRY DEPARTMENT
- MARKETING DEPARTMENT
- NEW PRODUCT ENGINEERS DEPARTMENT
- CREDIT DEPARTMENT
- CEO OFFICE
- VP OF SALES AND MARKETING OFFICE
- VP OF SALES AND MARKETING OFFICE
- LOUNGE

Space Allocation Chart

Department	Staff	Original Area Sq.ft(min)	New Area Sq.ft(min)	Designation	Workplace	Comments	Adjacency
<u>Executive Managers</u>							
3 Staff	CEO	240	240	Closed	Private	Private office with meeting space	
	Senior Vice President of Sales and Marketing	240	240	Closed	Private	Private office with ample meeting space, A/V integration, media-sharing capabilities, and space for conference calls	Marketing Team
	Senior Vice President of Resource and Risk	240	240	Closed	Private	Manages the credit department	Credit department, customer service and order entry team
<u>Design Specification</u>							
9 Staff	1 Team Leader	100	100	Semi-closed	Team	White board space, amount of on the phone	
	8 Designers	600	600	Open	Team	Completing drawing, computer work, meeting area, A/V, Printer	
<u>Order Entry</u>							
21 Staff	1 Head of Department	100	100	Closed	Social	Meeting space and host conference calls	
	4 Order Entry Specialists	300	300	Open	Social	Heads-down computer work	
	16 Order Conditioners	880	880	Semi-closed	Social	75% of heads-down work, and 25% on the phone	
<u>Customer Service</u>							
23 Staff							Design Specification Team
	20 Customer Service Specialists	1100	1100	Semi-closed		Audible privacy and ample space for paper work	
	1 VIP Projects Manager	100	100	Semi-closed		Meeting space and host conference calls	
	1 Team Leader	100	100	Closed	Team		
	1 Director of Sales and Operations	75	75	Semi-closed	Team	Solving high-level client issues	
<u>Marketing</u>							
4 Staff	4 Marketing Specialists	300	300	Open	Team	White Board, a/v and video conference	
<u>Credit</u>							
6 Staff	2 Credit Supports Specialists	150	150	Open	Team	Heads-down computer work, Shared office	
	2 Credit Supports Specialists	150	150	Open	Team	On the phone, Audible privacy, Shared office	
	2 Credit Supports Specialists	150	150	Open	Team	Multiple responsibilities and ever changing work function	
<u>Global Accounts</u>							
4 Staff							Customer Service
	1 Director of Global Accounts	75	75	Closed	Private	Solving high-level client issues, Private office	
	3 Customer Service	165	165	Open	Social	High-level customer support work, On the phone and computer work	
<u>New Product Engineers</u>							
4 Staff	4 Product Engineers	300	300	Open	Team	Shares a workspace to collaborate	
<u>Security</u>							
2 Staff	2 Security	80	80	Semi-open	Social		Front Reception

Department	Staff	Original Area Sq.ft(min)	New Area Sq.ft(min)	Designation	Workplace	Comments	Adjacency
<u>General Area</u>							
	Reception	80	80	Semi-closed	Social		
	Customer Service	80	64	Semi-closed	Social		
	Storage Rooms	150	150	Closed	Private	Office supplies	
	Lounges & Game Area	200	1450	Open	Social	Proper acoustics, variety of seating	
	Cafe	500	900	Open	Social		
	Control Room	55	64	Closed	Private	Ventilated	
	Mechanical/Electrical Room	30	50	Closed	Private	Ventilated	
	Mail/Print Room	120	120	Semi-closed	Social	Ventilated	
	Locker room	180	180	Closed	Private	Personal items	
	Boardroom	650	885	Closed	Private	Soundproofed, Ventilated, accomidate 18	
	Booked Meeting Rooms	450	450	Closed	Private	Accomidate 8-12 people, whiteboard space	
	One on One Meeting Rooms	0	395	Closed	Private		
	Meeting/breakrooms	450	450	Closed	Private	Multiple	
	Hoteling Stations	200	100	Open	Social	In open/team areas, multiple desks	
	Kitchen	120	180	Open	Social	As Required	
	Snack Bar	0	338	Open	Social		
	Huddle Spaces	0	858	Semi-closed	Social		
	Washroom	300	300	Closed	Private		
	Circulation (1/3 of total)		4360.65				
Employed Staff: 76			12459				
Others Expecting: 20			16819.65				

SPACE ALLOCATION CHANGES:

- Eliminated the security at the front of entrance, since it could make employees and clients visiting feel uncomfortable
- Video Game space was added to the design to incorporate more social places for employees during their break-time

FURNITURE SYSTEMS

A variety of furniture systems have been incorporated into the new office design.

Here are a few of the most important ones we chose:

OPENEST CONFERENCE BOOTHS

These conference booths were chosen for the collaborative design space since they allow employees to have their own small private meetings without scheduling a larger meeting room. The panels around the seats are a great sound absorber.



CURVED COUCH SEATING

The Haworth curved couches were chosen for this design because they reflect the overall hierarchy concept of the office. These couches are used in the social areas of the office and the showroom. They are a great place for employees to socialize and also host smaller group meetings. The material of the couches consist of grey, green and blue fabrics.



IDEA STARTER OFFICE DESKS





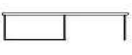

These desks are used in the order entry department. These were incorporated into the design because it allows for employees to have their own privacy, but others are close by to help with work if needed.



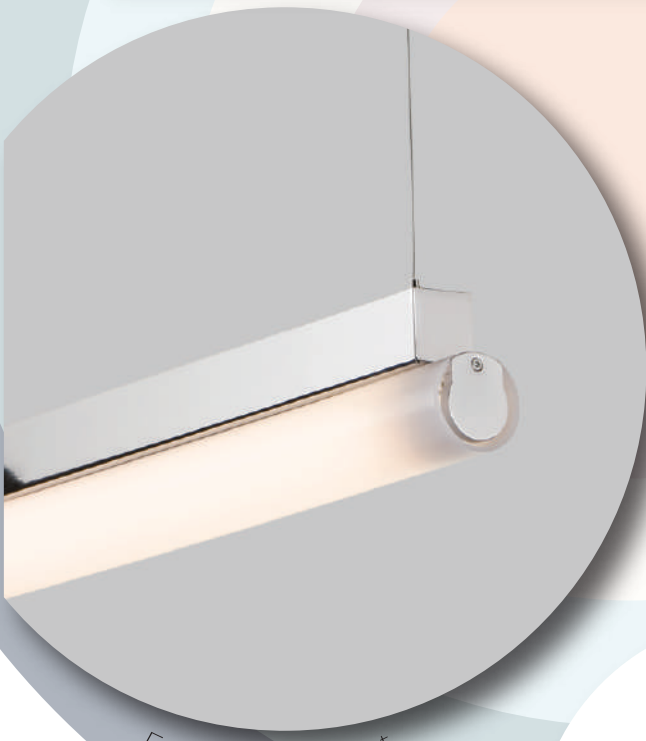
SEMI-CLOSED MEETING ROOMS

The semi-closed meeting rooms were chosen since the head of the departments needed a space to host smaller meetings with their team members. The cubical includes four gliding office chairs and also a storage space for office supplies.

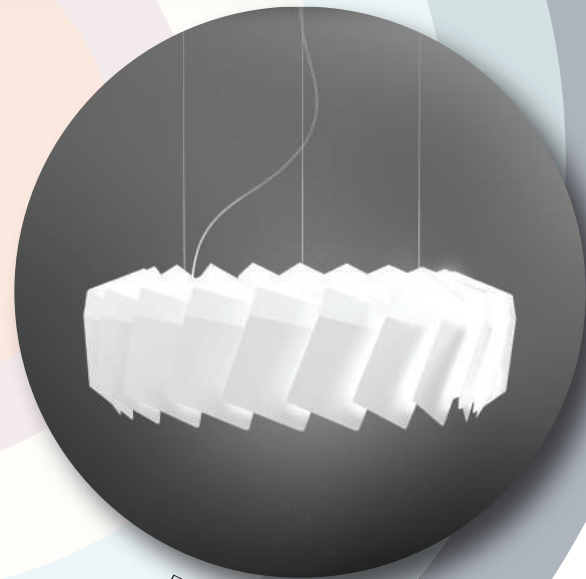
ITEM	GRAPHIC	MANUFACTURER	PRODUCT NAME	FINISH	DIMENSION	QTY.	REMARKS	ITEM	GRAPHIC	MANUFACTURER	PRODUCT NAME	FINISH	DIMENSION	QTY.	REMARKS
Table		Haworth	Haworth Compose Table Round	White Laminate	1219mm DIA	6		Chair		Haworth	Haworth Tulip Chair	Black Fabric	832mmx863mm	6	- Displayed in the showroom
Lounge Chair		Haworth	Haworth Small Lounge Cube	Cream and Pink Fabric	381mmx406mm	7		Lounge Chair		Haworth	Haworth Lounge Chair	Cream Fabric	939mmx863mm	10	- Displayed in the showroom and private offices
Lounge Chair		Haworth	Haworth Small Lounge Cube	Pink Fabric	381mmx406mm	18									
Side Table		Haworth	Haworth LTB Linear Table	Wood Espresso Metal Stormy	508mmx508mm	2	- Located in front Reception waiting area	Table		Haworth	Haworth Glass Table	Black Laminate Glass Chrome	1206.5mm x 1206.5mm	1	
Side Table		Haworth	Haworth LTB Link Table	Black Polymer	644mmx644mm	4		Office Chair		Haworth	Haworth Low-back Swivel Chair	Black Leather and Mesh	678mmx678mm		- Located behind the reception/customer service desk
Square Table		Haworth	Haworth Torei Square Table	Metal Brushed Alum	990mmx990mm	2	- Located in Main Lounge	Side Table		Haworth	Haworth Cannot Round Side Table	Metal Brushed Alum	289mm Radius	6	
Lounge Chair		Haworth	Haworth Seating Lounge Chair	Geranium Fabric Metal Chrome	939mmx863mm	3		Lounge Bench		Haworth	Haworth Large Lounge Bench	Sky Fabric	812mmx711mm		
Lounge Sofa		Haworth	Haworth Seating Lounge Sofa	Pink Leather Metal Chrome	1981mm x 863mm	2	- Located in Showroom	Bar		Custom	Bar System	Granite, and Black Laminate	3791mm x 2420mm	1	
Workwall Organizer		Haworth	Haworth Architectural Workwall	Wood Ebony and Fabric Band	3200mm x 558mm	1	- Includes whiteboard and TV monitor for video game area	Shelving Unit		Haworth	Haworth NCB Resonate	Grey Paint	1219mm x 1828mm	2	
Square Table		Haworth	Haworth Square Table	Black Mumbai Wood	711mmx711mm	2		Dining Chair		Haworth	Haworth Hi-pad Chair	Black Leather	431mmx533mm	24	- Located in Lounge/Cafe
Private Booths		ROOM	Acoustical Sound Booths	MDF Glass	1000mm x 977mm	5	- Located near video game area and lounge	Sofa		Haworth	Haworth Kennedee Two Seating Sectional	Cream Leather	2356mm x 920mm		- Located in Lounge - Connected to Kennedee Sofa corner piece
Coffee Table		Swedese	Coffee Bean Table	Oak Top finish Steel black structure lacquer	920mmx820mm	2	- Two heights of table top - Located near video game area and lounge	Sofa Corner		Haworth	Haworth Kennedee Two Seating Sectional Corner	Cream Leather	916mm x 577mm	5	- Located in Lounge
Bench		Haworth	Haworth Shetland Bench Rocker	Brista Leather and Walnut Wood	431mmx812mm	2	- Located in Lounge	Dining Table		Haworth	Haworth Branch Table Round Small	Glass and Black Paint	1295mm x 1295mm	5	
Lounge Chair		Haworth	Haworth Hello Lounge Chair	Green Fabric	774mmx768mm	2		Two Seater Booth		Haworth	Haworth Openest Double Booth	Blue and Grey Fabric	2971mm x 736mm	1	
Acoustic Screens		Haworth	Haworth Openest 6 Screens	Blue Fabric and Paint	3727mm x 3727mm	1	- Located behind video game couches								
Open Kitchen		Custom	Mobile Cabinet with Folding Counter	Laminate	3048mm x 1436mm	1	- Located in the staff kitchen	Conference Booth		Haworth	Haworth Openest Conference Booth	Blue and Grey Fabric	2387mm x 1714mm	2	
Kitchen Cabinet		Custom	Kitchen Counter Moblie Counter	Laminate	3032mm x 889mm	1	- Located in the staff kitchen	Desk		Johnathan Furlong	Curved Desk	Black and White Laminate	1912mm x 775mm	6	- Two tables are connected together - Used by head of department employees
Kitchen Stools		Haworth	Haworth Ribbon Stool High	Blue Fabric and Blue Paint	368mmx368mm	6	- Located in the staff kitchen and cafe bar	Office Chair		Haworth	Haworth Zody Task Chair	Cream and Mesh Fabric	736mmx36mm	28	
								Curved Bench		Haworth	Haworth LTB Curved Seating Bench	Blue Fabric	660mm Depth	18	- Connected together to form one curved couch - Grey versions are also attached
Lounge Booths		Haworth	Haworth Openest Corner Booth	Blue and Grey Fabric	1657mm x 1505mm	3	- Located in Lounge	Curved Bench		Haworth	Haworth LTB Curved Seating Bench	Grey Fabric	660mm Depth	2	

ITEM	GRAPHIC	MANUFACTURER	PRODUCT NAME	FINISH	DIMENSION	QTY.	REMARKS
Work Surface		Haworth	Haworth Premise Concentrative Table	White Laminate	1066mm x 1066mm	4	
Work surface		Haworth	Haworth Polygon Worksurface	Maple Laminate	1966mm Depth	4	- Connected together for meeting room table
Work surface		Haworth	Haworth Wedge Worksurface	White Laminate	1524mm x 605mm	7	- Hoteling Station Desks and Global Accounts Department
Bookcase		Custom	Curved Bookcase	White Laminate	1685.5mm x 330mm	6	- Surrounding the head of department seating/desks
Work Surface		Haworth	Haworth Compose Rectangle Worksurface	White Laminate Black Metal	1520mm x 751mm	4	- Order Entry Department work surface desks
Work Surface		Haworth	Haworth Remise Corner Worksurface	White Chalk Paint	1066mm x 1524mm	6	- Credit Department work surface desks
Work Surface		Haworth	Haworth Compose Bent Worksurface	White Chalk Paint	914mm x 762mm	8	- Located in Design Department - Connects together creating collaborative desks
Work Surface		Haworth	Haworth Teardrop Table	Black and Maple Laminate	2375mm x 1575mm	3	- Located in the Huddle spaces near the Design Department
		Haworth	Haworth Reside Rectangle Worksurface	Maple Laminate Black Metal	1219mm x 1609mm	8	- Located in Order Entry Department and Customer Service Department
Work Surface		Haworth	Haworth Race Corner Worksurface	White Laminate	1524mm x 813mm	40	- Located in Order Entry Department and Customer Service Department - Connected together to create full desk area
Work Surface		Haworth	Haworth Rectangle Table	White Laminate	1524mm x 609mm	3	- Located in the Huddle spaces near the New Project Eng. Department
Storage		Haworth	Haworth Beside Storage	White Laminate	1524mm x 305mm	3	
Boardroom Table		Haworth	Boardroom Conference Table	Blue Laminate and Glass	6096mm x 1524mm	1	- Accommodates 18 employees
Office Chair		Haworth	Haworth Chancellor Swivel President Chair	Brown Fabric	762mmx711mm	4	- Used in private offices (CEO, VP of Departments)
Booth		Haworth	Haworth Patterns Booth	Black and White Fabric	2171mm x 1244mm	4	- Located in the Huddle spaces near Customer Service Department
Office Chair		Haworth	Haworth Juil Task Chair	Sky Fabric	504mmx537mm	8	- Located in Meeting Room near Credit Department
Lounge Chair		Haworth	Haworth Hello Chair Fully Loaded	Green Fabric	395mm Radius	3	

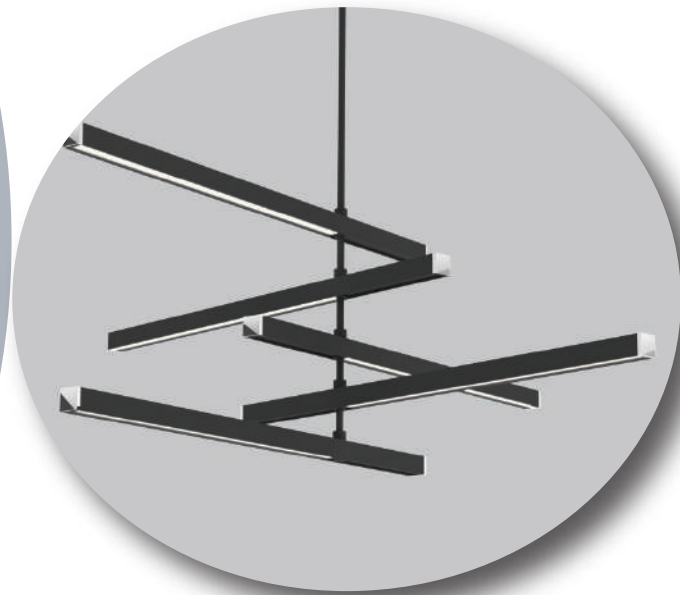
RCP + LIGHTING FIXTURES



Eureka Flare Light



Eureka Motto Light



Eureka Five Switch



Zero Fisherman Pendant

























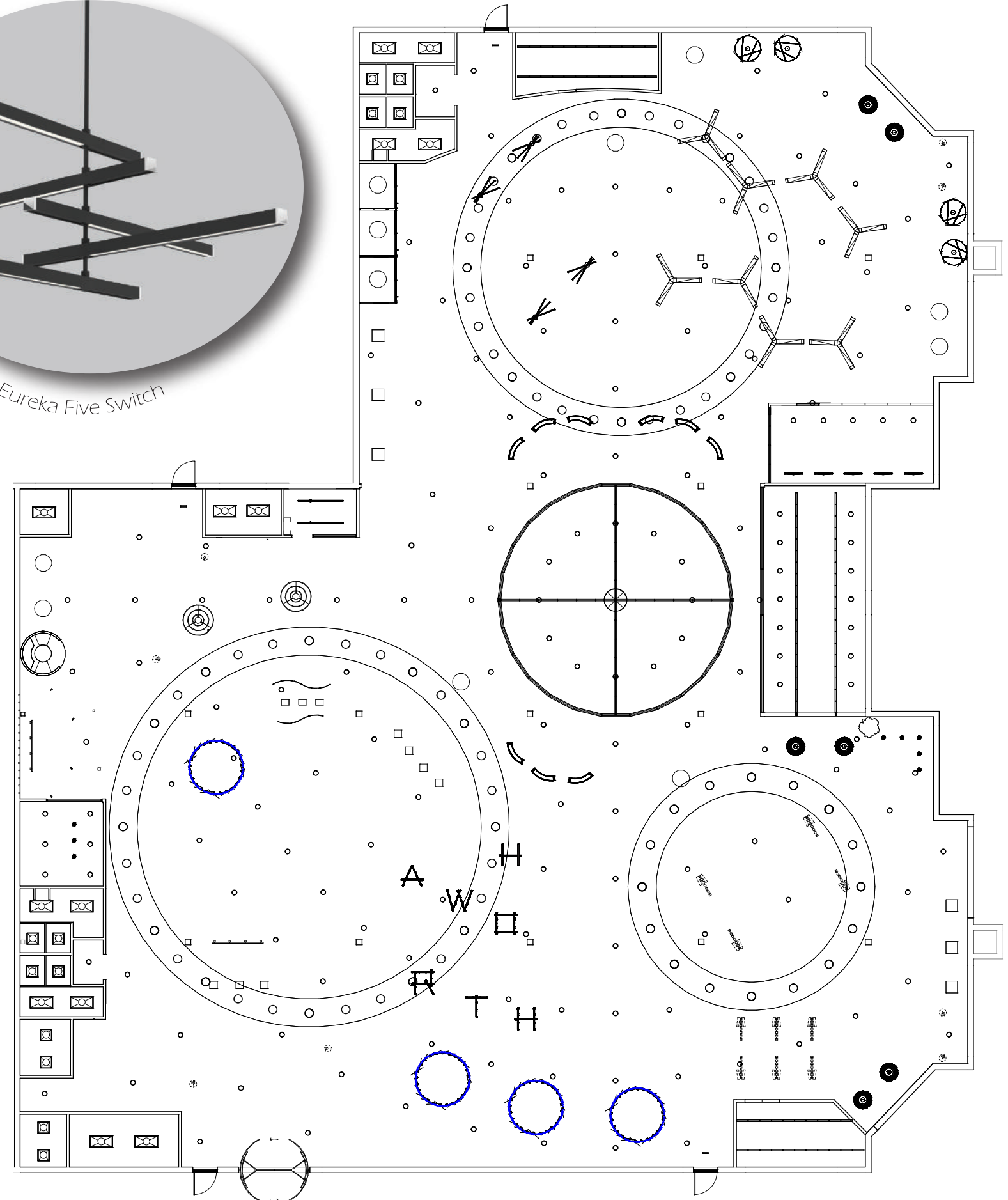
Eureka Arena Slice Light

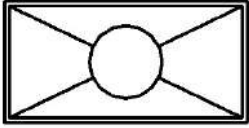

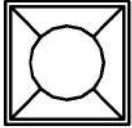
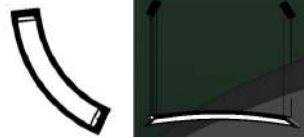

















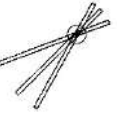

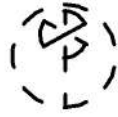







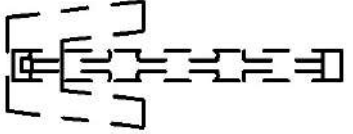
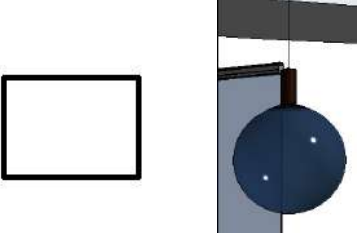
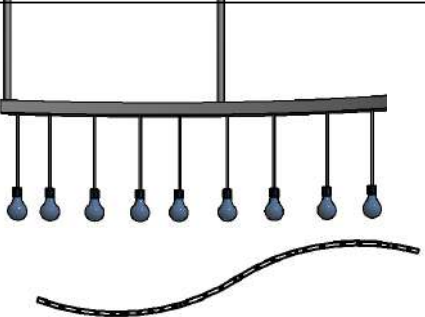
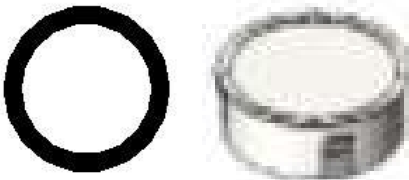


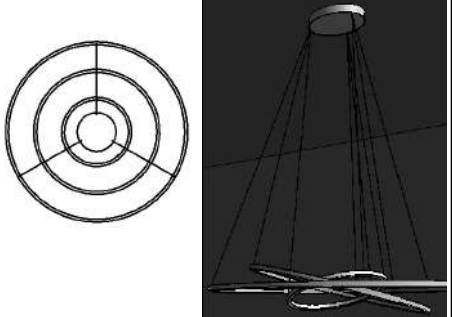
Gryoscope Mount Delray Pendant










LIGHTING LEGEND

-  Recessed Potlight
-  Recessed Potlight Drop Ceiling
-  Troffer Light Rectangle
-  Troffer Light Square
-  Cylindro Mount Delray Pendant
-  Gryoscope Mount Delray Pendant
-  Hanging Bulb Curved Fixture
-  Zero Fisherman Pendant
-  Eureka Big Spin Light
-  Regent Wiggle Ceiling Mount Light
-  Eureka Moonrise Plus
-  Track Light
-  Eureka Five Switch
-  Cooper Suspended Corelite
-  Eureka Arena Slice Light
-  Eureka Flare Light
-  Tol Floorlamp
-  Orsjo Floorlamp
-  Recessed Prudential Light
-  En Halla Unda Suspended Light
-  Zero Fog Pendant
-  Eureka Motto Light



TYPE	IMAGE	DESCRIPTION	LOCATION	TYPE	IMAGE	DESCRIPTION	LOCATION
0600mm X 1200mm TROFFER LIGHT - PARABOLIC RECTANGULAR		277V - (2 LAMP)	Use in washrooms, storage room, mech/elec room, and locker room	COOPER CORELITE - SUSPENDED LIGHT		i2 - LED	Use in customer service department
600mm X 600mm TROFFER LIGHT - PARABOLIC SQUARE		120V - (4 LAMP)	Use in washrooms and control room	EN HALLA UNDA 1 - SUSPENDED LIGHT			Use in department head areas
PETAL PENDANT LIGHT	 	VISA-CP5732 (L40K-L)	Use in staff kitchen	EUREKA ARENA SLICE LIGHT		MODEL 8200-54-BLKE RCC LOW PROFILE CANOPY	Use in huddle spaces
TRACK LIGHT		Customizable	Use in stage	PRUDENTIAL - SUSPENDED LIGHT		P23	Use in meeting room
EUREKA LIGHT - MOONRISE PLUS	 	MODEL 2 x F.T5.54	Use in mail/print room and order entry department	ZERO FISHERMAN - PENDANT LIGHT	 	E27-MAX 53W 400 White	Use in cafe
HOOP PENDANT LIGHT	 	LED 1715LM/18W black dimmable	Use in huddle spaces	RECESSED POTLIGHT	 	400k MODEL F50E025-9006C1840H1M	Use in overall plan
DELRAY CYLINDRO II DECO CENTRAL MOUNT PENDANT LIGHT	 		Use in closed meeting spaces	EUREKA MOTO - SUSPENDED LIGHT	 	4262-WHITE-3000k	Use in customer service department (storage area)
EUREKA LIGHT - 5 SWITCH	 	MODEL 7470D	Use in design department	ORSJO BELYSNING FLOOR LAMP	 	BLACK BRASS	Use in reception/ waiting area
EN HALLA BENT - SUSPENDED LIGHT	 		Use in global accounts department	REGENT WIGGLE - CEILING MOUNTED LIGHT	 	LED - CIRCLE - CW - 4000k -D3000	Use in showroom

TYPE	IMAGE	DESCRIPTION	LOCATION
TOL FLOOR LAMP		DI MPR 2410 + 3100 lm 52W 830 FO	Use in overall plan
ZERO FOG PENDANT		400m LED 510LM/ 7W COPPER	Use in cafe
HANGING BULB - CURVED		MODEL 18384	Use in cafe
RECESSED POTLIGHT - DROPPED CEILING		400k MODEL F50E025-9006C1840H1M	Use in dropped ceilings
EUREKA LIGHT - FLARE		74040 - 48 F.T5.28	Use in cafe and office space to create HAWORTH light
EXIT SIGN - SCHNEIDER ELECTRIC - EXIWAY-LYS		LED CEILING MOUNTED	Use at all building exits
DELRAY UNO CENTER MOUNT GYROSCOPE - LIGHT PENDANT		WHITE LED	Use in main lounge

TYPE	IMAGE	MANUFACTURER	DESCRIPTION	LOCATION
CARPET		Custom	Recycled carpet tile	Used for overall plan
HARDWOOD		Custom	Stained hardwood flooring	Used for walkways throughout overall plan
GRANITE		Custom	Countertop	Used in cafe
WHITE LAMINATE		Custom	Cabinetry/storage	Used in café, bookcases, storage, reception
MAPLE LAMINATE		Custom	Cabinetry/storage	Used in café, bookcases, storage, reception
ROUND BOOTH		Custom	Built-in curved upholstered couches with laminate table and shelving	Used for semi-closed meeting spaces in main lounge
ENCLOSE FRAMELESS GLASS		HAWORTH	-Metal and glass -Dividing showroom and main lounge area from work space	Showroom and Main Lounge
PINK GLASS WALL PARTITION		Custom	-138mm Basic Interior Wall Partition (1-hr) -Aesthetically creating privacy and helping with acoustics	Used in huddle spaces and meeting rooms
HAWORTH SIGNAGE		Custom	High-density polyethylene (hard plastic)	Used for branding in reception area
PAINT		Benjamin Moore Natura	Low VOC paint	Used for overall plan

CONCLUSION

The main objective for the Haworth office design is to create an office layout that represents the company, and accommodates their employees needs while also motivating them during their daily work activities. To achieve this goal, our designers will incorporate the concept of hierarchy into the layout, since a hierarchy structure is a relevant factor in their work culture. The higher level employees being located in the center, and other employees surrounding them. Comfortability will also be incorporated in all areas of the space with huddle areas, comfortable seating, and a video game area.