

# Law Firm Environments



**Knoll**



# Knoll Creates Adaptable Environments to Support an Evolving Law Practice

*Changing demographics and shifts in roles coupled with evolving work processes are impacting planning in modern law firms.*

## ▶ **Planning**

Implementing a flexible planning model that can adapt to the changing needs of technology, growth and sustainability while preserving efficiency, productivity and modern design.

## ▶ **Workspaces**

When planning for partners and associates it is critical to provide solutions that accommodate personal preferences yet reflect the overall culture of the firm. Legal secretaries are moving beyond the transaction counter to serve as the administrative hub and departmental liaison.

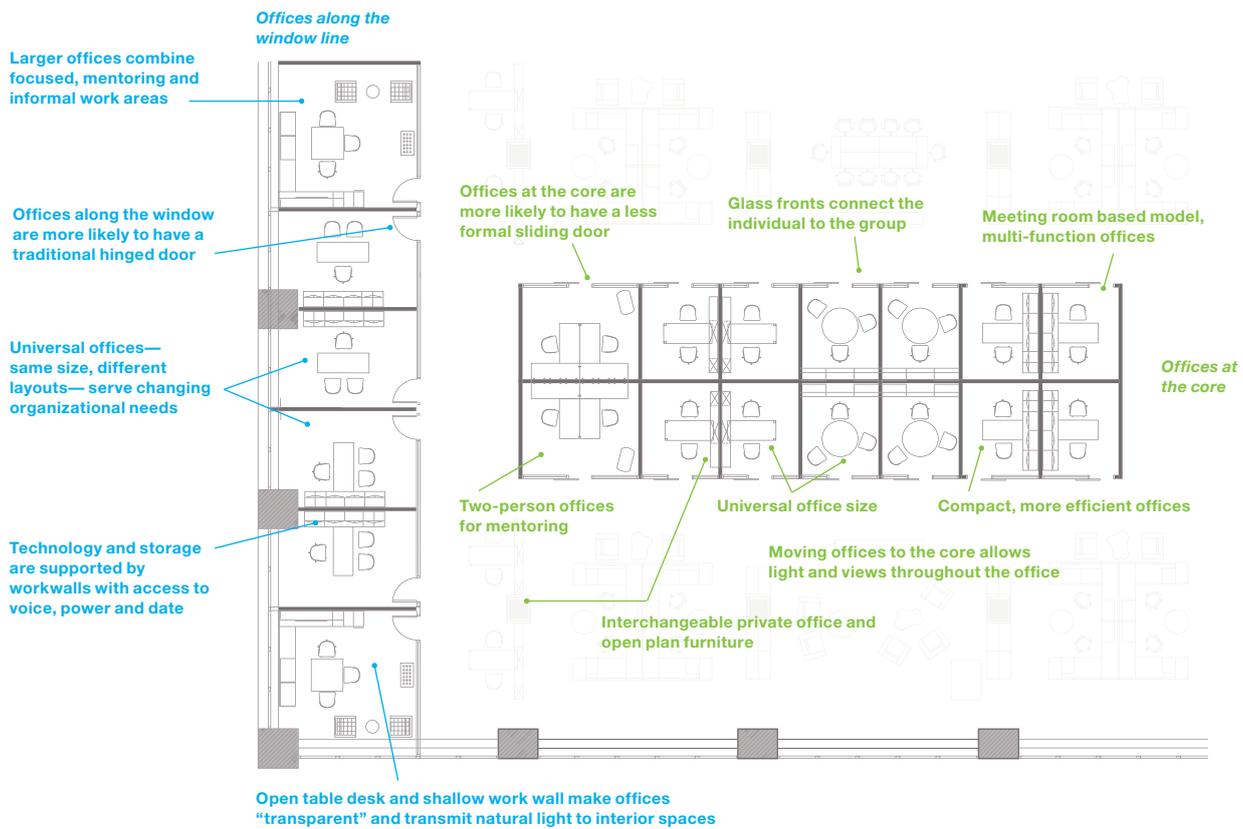
## ▶ **Activity Spaces**

The essential nature of legal work is team-based and collaborative. Activity Spaces provide an environment where case teams can assemble, work intensely for a period of time, disband and re-form as part of the work process. Private, secure meeting areas where confidentiality can be maintained are critical to the unique work of law firms and their clients.

# Planning

Programming still frequently starts with partners on the window line, but some corner offices are being converted to meeting rooms. Planning is shifting to universal office size that creates furniture standards which lower pricing and ease furniture ordering.





# Workspaces

There is an increased need for highly adaptable and flexible workspaces to change as teams expand and contract based on the cases at hand. The private office is the attorney's center so it needs to support an active lawyer. Clustering contract attorneys in an open plan around a large table provides planning efficiency and partner accessibility. Attractive, comfortable, functional spaces are an important factor in attracting and retaining the best and brightest.





A tall storage cabinet and an open peninsula desk makes this compact office feel prestigious.

- ▶ Reff® 120" x 24" and 60" x 30" worksurfaces
- ▶ Graham Collection™ wide-flange leg
- ▶ Reff 16" W cabinet and 30" W wood pedestals
- ▶ Reff 60" W double-high overheads
- ▶ Pollock™ chair
- ▶ Saarinen Executive side chairs



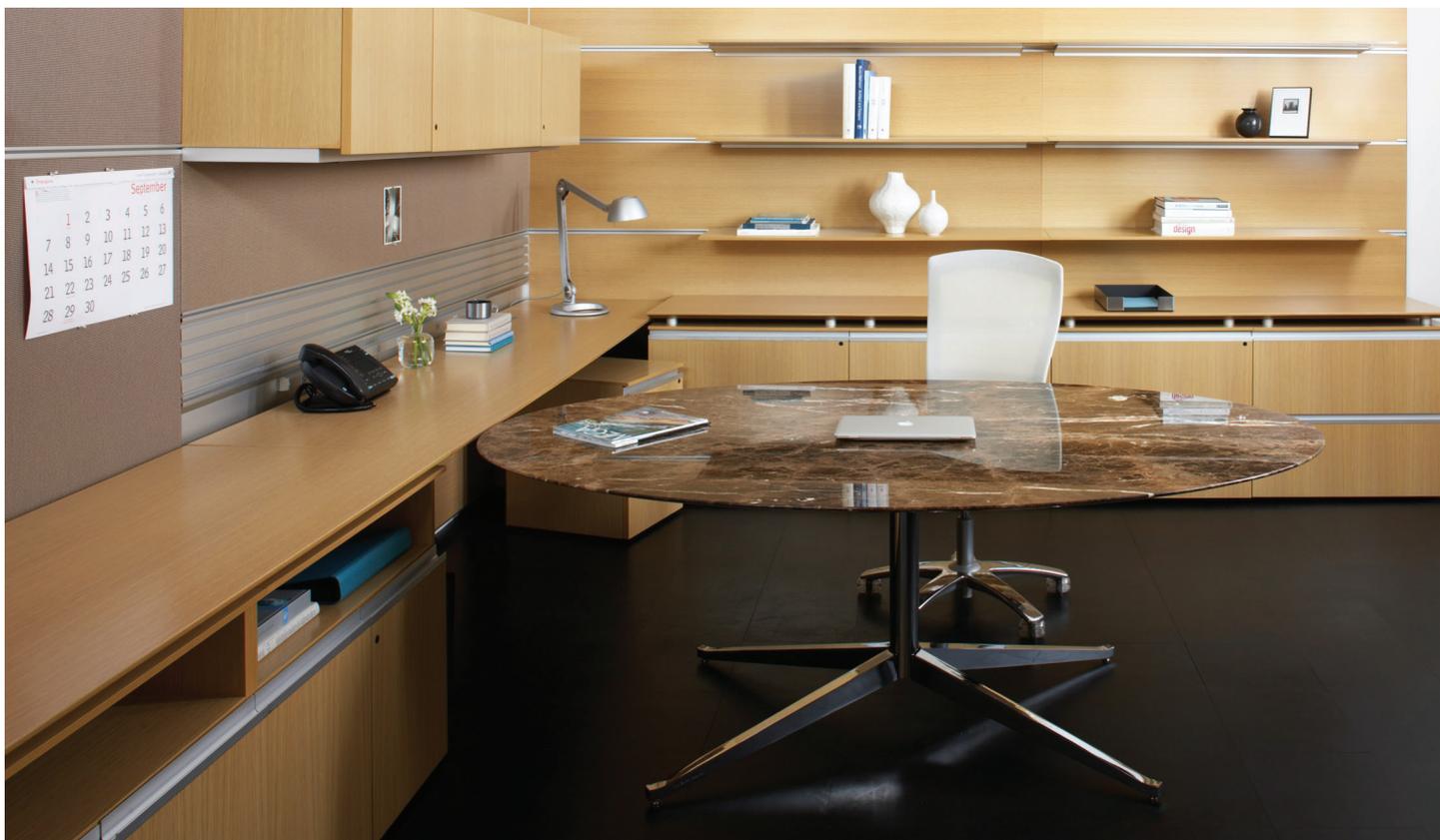
The progressive office may also serve as a meeting room when the primary user is away from the office.

- ▶ Reff 72" x 30" desk, 48" x 24" bridge and 108" x 20" credenza
- ▶ Reff 36" W double-high open and 30" W enclosed overheads
- ▶ Life® chair
- ▶ Ricchio armless chairs



The classic office often includes wall-mounted overheads and a wrap-around worksurface layout.

- ▶ AutoStrada 84" H x 114" W Applied Wall system with marker, tackable, veneer and slatwall surfaces
- ▶ AutoStrada 90" x 42" worksurface with 30" W metal AutoStrada pedestal
- ▶ AutoStrada mobile 48" round table with casters
- ▶ Chadwick™ chairs





Administration



Reception



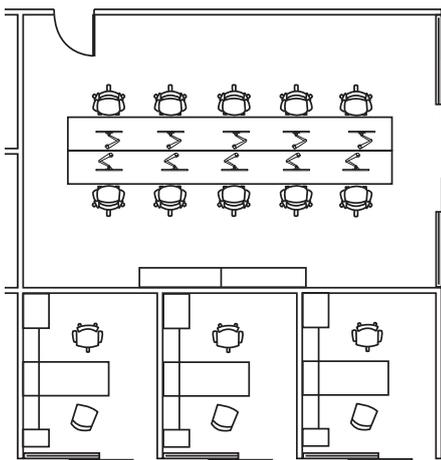
Contract Attorneys



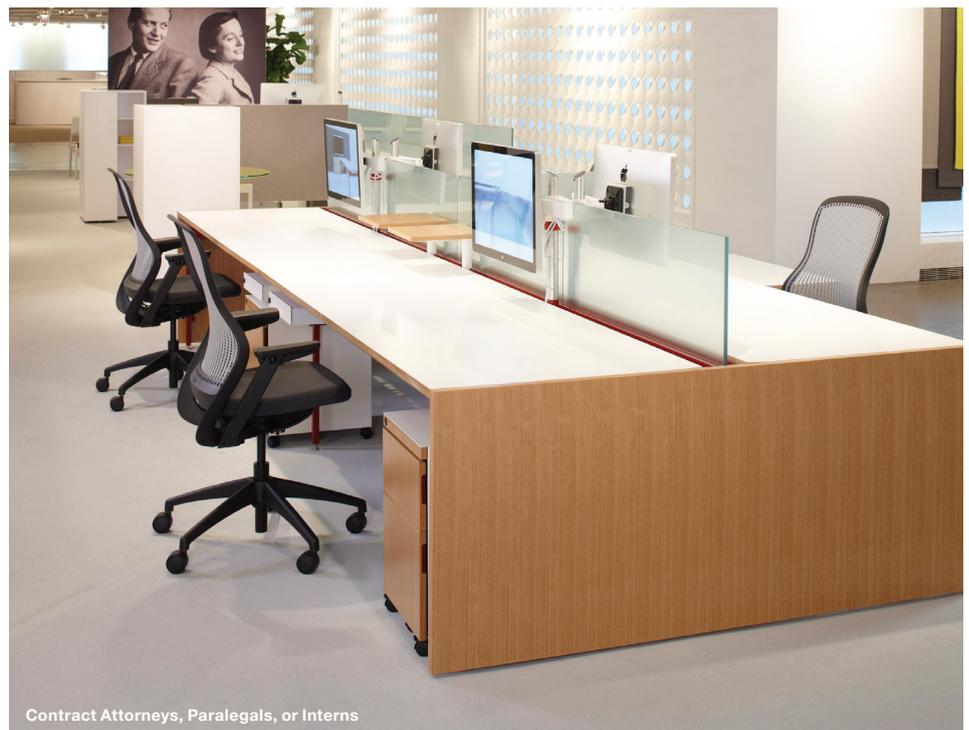
Contract Attorneys



Administration



Clustering contract attorneys around a large table provides planning efficiency and partner accessibility.



Contract Attorneys, Paralegals, or Interns

# Activity Spaces

Over the course of a single day, work between several individuals might begin in a private office and migrate to the case room, the litigation room or eventually into the courtroom. A variety of spaces are needed for a variety of work: in a very open plan people seek refuge; a place to share ideas; a room for a team to meet project goals; spaces for larger groups to assemble and spaces open to anyone to work or socialize.



## Refuge

This is the “get away” space that enables heads-down focus work. It is typically a small, enclosed room of about 35-50 sq. ft. for one or two people, with video display, wall mounted whiteboard surface and movable furniture or table and chair.



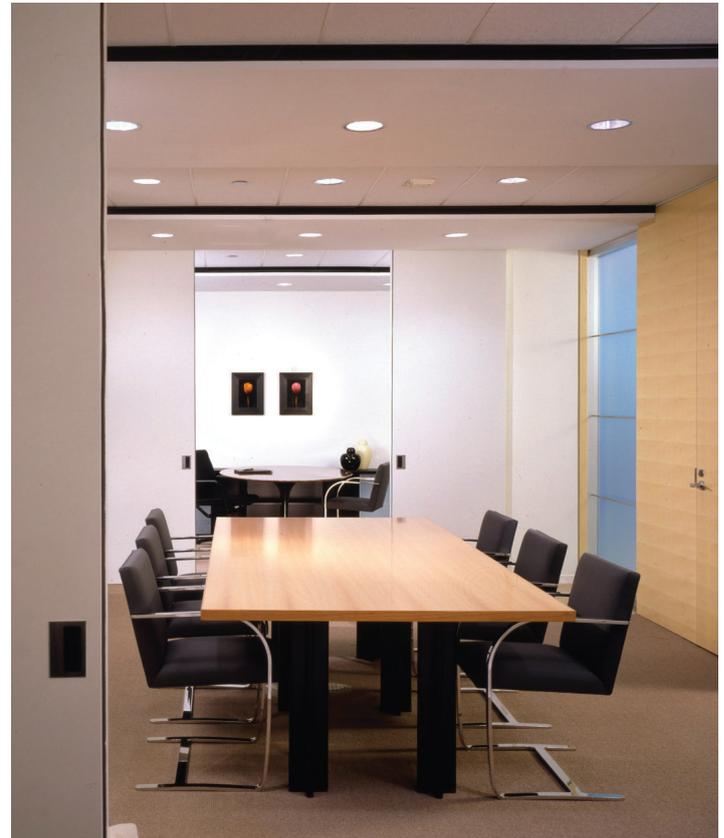
## Enclave

This is a “get together” space: generally a small open or enclosed space of about 100-120 sq. ft. for secluded collaboration by three or four people. It is generally equipped with a desk height or low table, wall-mounted whiteboards and a video display. Video displays encourage off-site participants to join work sessions.



## Team Meeting

The team meeting space is a dedicated workroom for a project team of five to eight people. Usually about 200 sq. ft., either open or enclosed, it is typically furnished with a large table or clustered tables, one or more video displays, mobile and wall mounted whiteboards, and flexible seating options.



## Assembly

An assembly space is an enclosed group space for planned interaction, usually about 400 sq. ft. or larger and equipped with multiple display surfaces (tackable, whiteboard and video), credenzas for storage, and counters for refreshments and catering. Assembly spaces, sized for groups of 10 or more, include formal meeting spaces for presentations and training.



## Community

Community spaces are the “town center” of the workplace, open to all and designed to encourage both serendipitous and planned interactions. Furnishings in these spaces range from informal seating and small tables, to lounge furniture groupings, to standing height counters with stools. Commons and café spaces are examples of community spaces that are used for social events and activities.



# Materials and Details

From the deep Dark Mahogany and Smoked Walnut wood veneers to the finely crafted textile fabrics and drapery from KnollTextiles, Knoll offers a breadth of sophisticated materials and color palettes for the modern law firm. We focus on the details to ensure the highest quality in look and feel of our products.



# Technology Management

Changes in technology are impacting work processes at law firms. As digital files replace paper, less traditional filing storage is needed. Research is quicker and there is a reduced need for the previous library function. Discovery is moving toward electronic discovery. Together, these factors untether people from their desks and allow mobility outside of the private office.





**Old  
workplace/technology model**

**New  
workplace/technology model**

As organizations take steps to support increasingly collaborative and technology-enabled work processes, the old workplace model, which was based on a fixed location for work and standardized technology, is being replaced by a newer model based on flexible work styles and mobile and technology tools. This new model in turn requires a greater need for flexible furnishings.

# Sustainability

Transparency, sustainability, and access to natural light are influencing the design of the private office. Knoll FSC® certification ensures that Knoll products bearing the FSC mark are manufactured with wood from forests that protect environmental social and economic values. All Knoll products are GREENGUARD certified.

Knoll has been a leader in environmental action since 1978, when we began implementing the clean technology initiatives that have earned us recognition from industry and regulatory agencies, including the EPA. All of our manufacturing facilities worldwide are ISO 14001 certified. We are strong advocates for independent third party verification of environmental compliance. And we continue to put in place complex infrastructure designed to move us toward our goal of cradle-to-cradle sustainability in products and processes. The Knoll Sustainable Wood Policy is part of that commitment.

Knoll has a history of responsible wood management which has included the use of century-old logs retrieved from Great Lakes waterways and wood obtained from the Menominee Tribal Enterprise, a Native American wood supplier that has practiced sustainable forestry for 140 years. We have earned FSC (Forest Stewardship Council) certification authorizing us to provide chain-of-custody proof that wood bearing the FSC mark comes from forests that protect environmental, social and economic values. We take seriously our responsibility to customers who rely on our high standards of accountability for the wood used in our products to help them achieve their own sustainability goals.

Knoll has integrated Sustainable Wood Policy procedures into our operating infrastructure. Extensive documentation includes a Forest Products Procurement Checklist: a detailed questionnaire on forestry and manufacturing practices that must be completed and documented by all potential suppliers and is used by Knoll to assess the risk of each forest resource. A Verification Review Checklist requires applicants to disclose if they have been cited by any of six prominent organizations that provide international oversight of forest practices. These organizations include the UN Security Council, USAID (US Agency for International Development) the World Wildlife Fund, Conservation International, Global Forest Watch and FSC. Knoll maintains a detailed record of all incoming wood and wood fiber, by supplier, which is updated annually. A glossary of terms ensures clear understanding of all policy mandates.



Monitoring of the process is achieved through inclusion of Sustainable Wood Policy directives in our ISO 14001 plan. Knoll Purchasing, Environmental Health and Safety (EHS) and Product Development departments have clearly delineated responsibilities for implementing procedures, maintaining documentation and reporting. Oversight is provided by the Knoll Corporate EHS Manager, the Director of Global Sourcing, the Senior Vice President of Operations, and the President and CEO, North America.

Currently, the Sustainable Wood Policy effectively covers all solid wood, standard Techwoods, composite wood, particleboard and North American natural veneer surfaces under the Knoll FSC Certified Wood Standard. We shall use our best efforts to fully implement this policy for all wood used in Knoll products by the end of 2009.