



# **Knoll Supply Arrangements with the Government of Canada**

**Knoll Seating Supply Arrangement | E60PQ-120001/013/PQ**  
**Workspace Supply Arrangement | E60PQ 140003 018 PQ**

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**Knoll**



# Index

Government of Canada, GCworkplace   Fit-Up Standards .....	4
r/evolution workplace™ .....	7
<b>Seating Supply Arrangement   E60PQ-120001/013/PQ</b> .....	10
Authorized Knoll Dealers - Seating Supply Arrangement .....	12
Task Chairs .....	14
High Task Chairs (Stools) .....	20
Side Chairs .....	22
<b>Workspace Supply Arrangement   E60PQ 140003 018 PQ</b> .....	28
Authorized Knoll Dealers - Workspace Supply Arrangement .....	30
Category 1   Interconnecting Panels and Freestanding Systems .....	32
Category 2   Freestanding Height Adjustable Work Surfaces .....	38
Category 3   Filing and Storage Cabinets (Metal & Laminate) .....	40
Category 4   Wood Veneer Freestanding Products .....	42
Category 5   Ancillary Items .....	44
Category 6   Support Space Furniture .....	46
<b>GCworkplace Typicals</b> .....	54



# Government of Canada

## GCworkplace | Fit-Up Standards

GCworkplace is a term developed to describe the new way of working across the Government of Canada. It encompasses four elements: space, people, technology and greening. All these elements must work together to redefine the work experience. GCworkplace is different from Workplace 2.0 and previous planning strategies in that it supports a flexible environment made up of a wide variety of different functional settings. All employees are empowered to choose where and how to work based on day-to-day activities, functional requirements and personal preferences.

### Fundamental Criteria of GCworkplace:

- Equal Access to Space
- Designed for Activities
- Variety of Workpoints
- Functionally Zoned
- Modular and Adaptive

**...to create the best conditions for a culture of innovation within the Public Service by leveraging modern digital tools that will enable us to collaborate government-wide efficiently. We aim to design healthy workplaces that are green and sustainable for the future while putting into place actions that ensure inclusivity and offer flexibility to all our employees.**

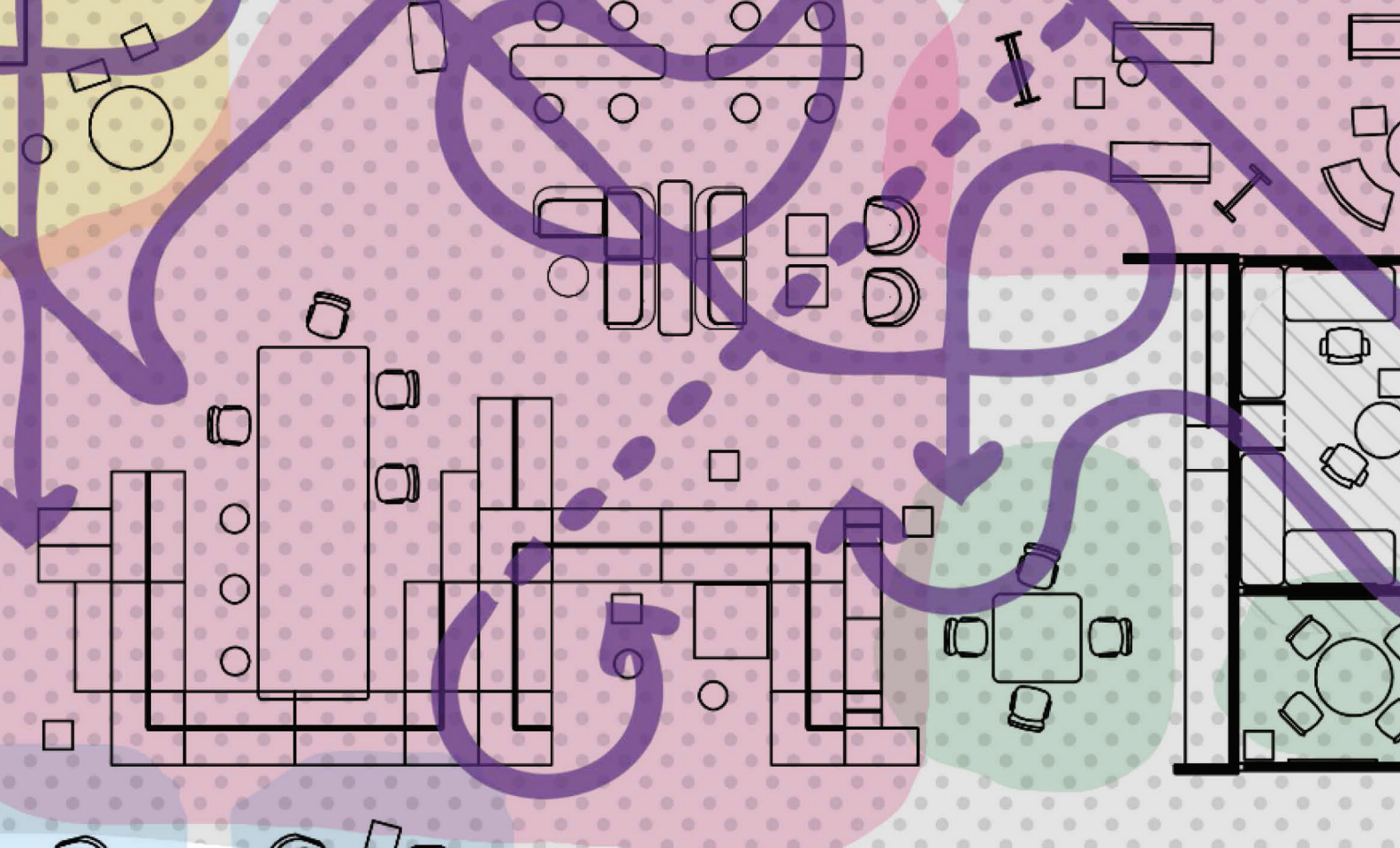
PSPC vision statement

### GCworkplace Design Is Based On Seven Dimensions:

The optimal GCworkplace is







## r/evolution workplace™

r/evolution workplace™ is the Knoll platform that helps customers define their ideal work environment. We work with you to create workspaces that best align with your strategic business goals today, with an eye toward the future.

We have defined five approaches to workplace planning as building blocks with which we help you achieve your goals:

- + **Perimeter**
- + **Core**
- + **Efficient**
- + **Adaptive**
- + **Immersive**

Each approach uniquely addresses real estate, technology and employee needs, creating distinct choices in look, feel and functionality. We provide ideas and strat-

egies to improve the effectiveness of each approach.

### **The Five Planning Approaches in Detail**

The following page provides greater detail on the r/evolution workplace planning approaches.

#### **The Changing Nature of Work**

The pace and nature of work are changing at an energetic clip. Rapid technology innovations and a competitive economy are driving organizations to seek new ways to innovate and increase speed-to-market. The workforce is also changing. At no other time in history have organizations been so diverse; this has drastically shifted expectations about the ecosystem of the workplace.

These factors are driving a dramatic evo-

lution of the workplace. Organizations are recognizing the workplace as a powerful tool to drive their missions forward. Yet, in this age of instant communication, of breaking down physical barriers and of customizing everything to suit your needs, there are seemingly endless workplace planning considerations that can be difficult to navigate.

Knoll helps you create a modern workplace that supports not only processes but also people, culture and innovation. While these dynamics make planning more complex, they also offer an exciting level of freedom and opportunity for organizations to reimagine what their workplaces can do. Your people and your real estate are your greatest investments. Let us help you create a workplace that inspires your people to do and feel their best.



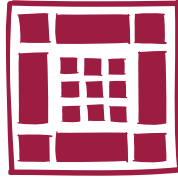
# Work Modes

**FOCUS** is “heads down” individual work, which requires concentration and an absence of distraction.

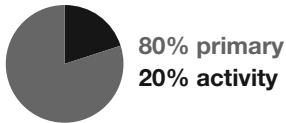
**SHARE** is short-term interaction, between small numbers of people.

**TEAM** is group work, among a larger number of people, working toward a specific goal or activity.

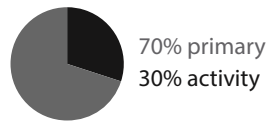
**SOCIAL** activity is the informal behaviour that provides personal connection and opportunities to learn and mentor



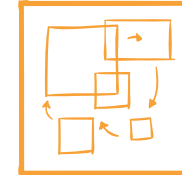
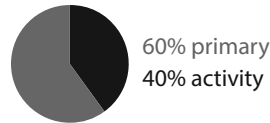
**Perimeter** planning, centered on enclosed individual spaces along the perimeter and large open spaces found at the building core, is ideal for independent and structured work. This creates a linear experience with prescribed circulations paths, providing privacy and generous space for focused work.



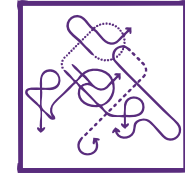
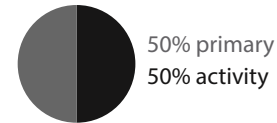
**Core** planning provides abundant access to natural light. Long sight lines are achieved through open spaces around the architectural perimeter, while private, enclosed spaces are planned at the building core. Inclusive, approachable and transparent, this structure allows for a balance of focused, shared and team work.



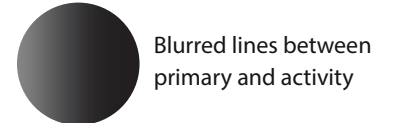
**Efficient** planning can create energy and effective collaboration in environments where space is at a premium. Few private offices, narrow circulation and compact work settings help maximize space while promoting shared and team work. Privacy is encouraged through small enclaves and accessible refuge areas.



**Adaptive** planning offers a variety of assigned and unassigned spaces to support diverse work tasks, functions and interactions. Together, these spaces, along with abundant amenities and user-adjustable elements, are interwoven throughout the plan to promote adaptation and social connections.



**Immersive** planning blurs the lines between work space types—to enhance interaction, invite connected experiences and create a sense of hospitality at every exchange. Comfortable furnishings and fluid boundaries characterize this group-based workplace where the actions of the people themselves define the space. The result: an environment that can transform at a moment’s notice and evolve with use.



# Seating Supply Arrangement

Knoll Seating Supply Arrangement | E60PQ-120001/013/PQ





## Authorized Knoll Dealers Seating Supply Arrangement

### SET ASIDE FOR ALL REGIONS:

#### Circa FN Office Interiors Ltd.

2419 Linner Bay, Regina, SK S4V 1K3  
Contact: Larry Fahlman  
tel: 306 347.0054  
larry.circa@sasktel.net

#### PACIFIC

British Columbia

#### Blackburn Young Office Solutions Inc.

100-111 Melville Street, Vancouver, BC V6E 3V6  
Contact: Brent Lechner  
tel: 604 696.6766  
blechner@blackburnyoung.com

#### Contemporary Office Interiors

2231 Columbia St Vancouver, BC V5Y 0M6  
Contact: Kerry Maltais  
tel: 403 250.6252  
sa\_gov@coi.bz

#### HUB Office Furniture

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Contact: Jo King  
tel: 250.808.5811  
jo@hubofficefurniture.com

### WESTERN

Alberta, Saskatchewan, and Manitoba

#### Contemporary Office Interiors

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Edmonton, AB T5J 1Z7  
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larry.circa@sasktel.net

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tel: 403 250.6252  
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### First Avenue Office Furnishings

976 Dugald Road, Winnipeg, MB R2J 0G9  
Contact: Jessica Watt  
tel: 204.237.9615  
Jessica@firstavenueoffice.com

### ONTARIO

Excluding National Capital Region

### Contemporary Office Interiors

6225 Danville Road, Mississauga, ON M5V 1E3  
Contact: Alana Watson  
tel: 416 706.5485  
sa\_gov@coi.bz

### Contemporary Office Interiors

300-462 Wellington St. W,  
Toronto, ON M5V 1E3  
Contact: Alana Watson  
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### Drechsel Business Interiors

400 Oakdale Road, Toronto, ON M3N 1W5  
Contact: Paula Phillips  
tel: 416-740.7120 x218  
paula.phillips@Drechsel.com

### Triad Office Interiors

3345 North Service Rd., Unit 100,  
Burlington, ON L7N 3G2  
Contact: Geoff Morris  
tel: 905 331.8244 x223  
geoff@triadoffice.ca

### Triad Office Interiors

127 Glasgow Street, Office 186,  
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Kitchener, ON N2G 4X8  
Contact: Geoff Morris

### NATIONAL CAPITAL REGION

Ottawa, Gatineau

### Burovision

300 Sparks Street, Suite 230, Podium Building,  
Place de Ville, Ottawa, ON K1R 7S3  
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tel: 613 894.9638  
sean@burovision.com

### QUEBEC

### Burovision

625 avenue du President Kennedy,  
Niveau Mezzanine, Montreal, QC H3A 1K2  
Contact: Marie-Eve Grise  
tel: 514 266.7100  
marie-eve@burovision.com

### ATLANTIC

Nova Scotia, New Brunswick, PEI, and  
Newfoundland and Labrador

### Chandler Sales (a division of J.D. Irving, Ltd.)

14 Akerley Blvd., Dartmouth, NS B3B 1J3  
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tel: 902 717.3329  
terry@chandlersales.com

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# Task Chairs (Rotary Office Chairs)



## Task Chairs | ReGeneration by Knoll®

### Be true to form.

Innovative in its simplicity, this work chair minimizes materials and components. The straightforward design leverages flexible and durable materials that respond to your movements, providing comfort and ergonomic support throughout the day without interrupting your work flow.





## Task Chairs | Generation by Knoll®

### The first chair that lets you sit how you want.

This award-winning office chair offers a new standard of comfort and unrestrained movement. Responding to ergonomic research, which challenges the idea that we only sit in a single forward-facing position, Generation is designed to support the range of postures and workstyles typical of today's workplace. Generation takes the idea of elastic design—where a product rearranges itself in response to its user—to a new level.



## Task Chairs | Remix®

### Tuned to perform.

The performance you need – the upholstered comfort you love.

Inspired by the idea of bringing pre-existing elements together to make something entirely new, Remix pairs upholstered comfort with innovative Flex Net Matrix™ technology for active, all day support. Remix delivers unexpected performance in a familiar form.

By combining traditional and innovative elements, Remix infuses movement into a traditionally static upholstered chair.



# Task Chairs | Life<sup>®</sup>

**Light. Intuitive. Flexible. Environmental.**

With intuitive adjustments, a slim silhouette and broad color and finish palette, Life sets the standard for ergonomics and innovative design. The advanced control automatically adjusts to the weight of your body, providing personalized and effortless ergonomic support.





# High Task Chair (Stool)



## High Task Chair (Stool) | ReGeneration by Knoll®

### Be true to form.

Innovative in its simplicity, this work chair minimizes materials and components. The straightforward design leverages flexible and durable materials that respond to your movements, providing comfort and ergonomic support throughout the day without interrupting your work flow.





# Side Chairs



## Side Chairs | Remix<sup>®</sup>

### Tuned to perform.

The perfect complement to Remix Work and High Back chairs, Remix Side offers responsiveness for various work modes while satisfying a traditional aesthetic. It pairs cushioning for immediate comfort with resilient yet pliable flexors to provide an unexpected amount of back flex, collaborative or training areas for the value-seeking customer interested in a tailored look.



With Casters



## Side Chairs | MultiGeneration by Knoll®

### A multipurpose chair that lets you sit how you want.

MultiGeneration by Knoll encourages collaboration with a responsive, open design that supports multiple postures and a diversity of people in shared, team and large group environments.

Recognizing that we fidget - from tapping our feet to twirling our pens - to keep us alert and engaged. Formway Design gave MultiGeneration form and function that encourage natural movement, allowing us to focus, interact and communicate effectively.



With Arms & Casters

## Side Chairs | Moment™

### Streamlined Guest Seating

Taking its cue from the cantilevered form of the classic Tubular Brno chair by Ludwig Mies van der Rohe, Moment is a practical solution for the guest chair that most offices require. Moment complements our diverse portfolio of office seating and furniture with its pure expression of the cantilevered form.



## Side Chairs | Newson Aluminum Chair

Marc Newson 2018

Honoring the cantilevered chairs of Ludwig Mies van der Rohe, the Newson Aluminum Chair, 90 years later, is a forward-looking expression that synthesizes simplicity, material and precision, in the Modernist tradition.





# Workspace Supply Arrangement

E60PQ 140003 018 PQ



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### PACIFIC

British Columbia

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100-111 Melville Street, Vancouver, BC V6E 3V6

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# Category 1 | Interconnecting Panels and Freestanding Systems

## DIVIDENDS HORIZON®

### Office Design for the Dynamic Workplace

Dividends Horizon has the versatility to provide thoughtful primary workspaces for focus work and concentration, inspiring Activity Spaces to encourage teamwork and collaboration, and distinctive private office and conference spaces to support organizational structure and large teams. A consistent aesthetic and a robust set of common components and finish options support the wide range of demands of a dynamic and evolving office design.

Rapidly changing technology, the competitive economy and a diverse workforce are driving organizations to reimagine their workplace to compete for talent, increase speed to market and engage their people. Dividends Horizon helps organizations accomplish these goals, balancing concentration and collaboration; structure and innovation; cost containment and attract and retain.

## KEY BENEFITS

### A Robust and Versatile Workstation Solution

Dividends Horizon provides both strength and versatility in all workplace applications. Well-chosen horizons, diverse floor plans and the right combination of modular and freestanding furniture offer clients and designers the freedom to make the most of their workplace.

### Architectural Delineation of Space

Dividends Horizon delivers the right balance of concentration and collaboration. Panels provide a sense of privacy, refuge and organization in primary workspaces, while open weave screens and glass elements delineate space between primary and Activity Spaces without blocking light.



# Category 1 | Interconnecting Panels and Freestanding Systems

## Cost Efficiency and Reduced Cost of Ownership

As organizations anticipate and address changes in the workplace, cost is a primary consideration. Dividends Horizon is an open plan system designed to evolve, delivering exceptional initial value and continued efficiency to minimize the total cost of ownership.



Dividends Horizon



# Category 1 | Interconnecting Panels and Freestanding Systems

## ANCHOR™

A total solution for storage in the workplace, Anchor™ creates space to store personal and professional belongings securely, as well as to house group materials.

## CALIBRE AND SERIES 2

In today's office landscape, change is constant and available workspace is slowly disappearing. Knoll filing and storage products — featuring Calibre® and Series 2 lateral files, mobile pedestals and architectural towers in a vast array of sizes, configurations and colors — maximize your organizational options without compromising valuable workspace.



# Category 2 | Freestanding Height Adjustable Work Surfaces

## TONE™

### Setting the Tone™ for a Healthy Workplace

Tone Height-Adjustable Tables offer personalized solutions for the workspaces, providing the ultimate in user comfort and adjustability. By accommodating a diversity of work modes, Tone supports a healthier and more productive work environment.

Tone Height-Adjustable Tables enable users to shape their space to support the work at hand. Recent studies suggest that moving throughout the day can have a positive impact on health and well-being. Knoll height-adjustable tables help to create a highly adaptable workspace, reducing discomfort by allowing users the freedom to sit or stand throughout the day.



## K.™ BENCH

### A Straightforward Height-Adjustable Benching System.

k. bench is a height-adjustable benching system, that offers choice and brings exceptional value to the workplace.

k. bench delivers a clean, compact workstation solution with intuitive adjustments. Slim upholstered, laminate or veneer screens offer variable or fixed visual privacy. k. bench modular power system and cable management accessories keep cables out of sight and out of mind.



### 1 Advanced Ergonomic Performance

Tone enables users to shift from seated to standing height throughout the day, enhancing wellness and preventing injuries. As part of the Knoll ergonomic toolkit, Tone easily accommodates ergonomic KnollExtra accessories, including monitor arms, keyboard supports and desktop lights, improving physical health while promoting collaboration.

### 2 Flexible Planning

With a neutral aesthetic, a slim foot and a range of finish options, Tone integrates seamlessly with Knoll open plan, private office and Activity Spaces furniture. Plan Tone with Knoll systems, Technology Wall or as a stand-alone desk and incorporate accessories including privacy screens, modesty panels, power and data modules and cable management to customize any spaces.

### 3 Comprehensive Scope

Tone Height-Adjustable tables are available with 7 base types, including Extended Electric, Electric, Pneumatic, Extended Hand crank, Hand crank, Pin-Set and Fixed, in a range of shapes and sizes to meet a variety of planning needs.



## Category 3 | Filing and Storage Cabinets (Metal and Laminate)

**KNOLL FILING AND STORAGE PRODUCTS** – including lateral files, pedestals, towers, credenzas and bookshelves – maximize your organizational options without compromising valuable workspace. All of our storage portfolios are designed to blend with Knoll systems, tables and technology walls.

**Filing and Storage:** Maximum 54" High

**Personal Storage Towers:** Either 54" or 66" High



Calibre Storage



Anchor Storage

# Category 4 | Wood Veneer Freestanding Products

## PROGRAMMATIC PLANNING FOR THE WHOLE OFFICE

Borrowing from the functionalist vision of the modernist masters, Reff Profiles™ delivers a progressive and efficient architectural presence for private offices, administrative areas and open plan environments. Building on a long history, Reff Profiles continues its tradition of wood excellence and design flexibility - an important criterion for planning the future workplace.



Reff Profiles



Tone Height Adjustable Table | Reff Private Office



Reff Profiles | Freestanding



Dividends Horizon Meeting Tables



# Category 5 | Ancillary Items

## KNOLL EXTRA

### Ensuring well-being through a holistic approach to workplace design

At Knoll, our commitment to thoughtful design and quantitative research, coupled with leading edge technology, has resulted in a portfolio of ergonomic products, including task seating, adjustable work tables, technology support and lighting that helps ensure the well-being of your team. These ergonomic products form the building blocks of a workplace that facilitates productivity and comfort.



Reff | Desktop Power Module



Knoll Extra | Keyboard Support Platform



Knoll Extra | CPU Sling



Knoll Extra | Sapper XYZ Single Monitor Arm



Knoll Extra | Copeland Light



Knoll Extra | Sapper XYZ Dual Monitor Arm

# Category 6 | Support Space Furniture

## Meeting and Training Room Tables



Reff Profiles Meeting Table | k. lounge with Power Cube



Reff Rectangular Table with Column Legs



Saarinen Side and Coffee Tables



Muuto Around Tables



Rockwell Unscripted Side Tables



Marc Krusin Side Table



Muuto Relate Side Table



Pixel Table



# Category 6 | Support Space Furniture

Collaborative Tables, Soft Seating and Screens



Antenna Multi Media Table



Dividends Horizon X-base Tables



Rockwell Unscripted Media Cart



Rockwell Unscripted Upholstered Seat



k. lounge Straight and Curved Modular Benching | Scribe Board

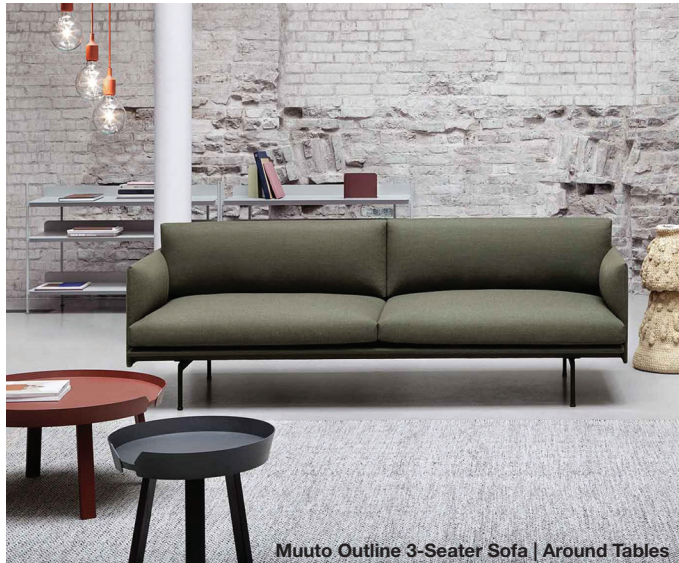


# Category 6 | Support Space Furniture

Soft Seating and Screens



Muuto Outline Highback 2-Seater



Muuto Outline 3-Seater Sofa | Around Tables



Rockwell Unscripted Highback Chair



Rockwell Unscripted Highback 2-Seater



Muuto Fiber Arm Chair



Muuto Five Pouf



# Category 6 | Support Space Furniture

Kitchenette Chairs, Open Area Workspace



Muuto Visu Barstools



Bertoia Molded Barstools



Muuto Visu Barstool



Multigeneration Bar Stool



Muuto Fiber Side Chairs



Vidar 554 with Power Outlet



Muuto Outline Highback Work 1-Seater



# GCworkspace Typicals





# Workstation - Primary | Individual | Open

## DESCRIPTION

Mid to long-term workspace with proximity and access to others. Supports individual focus activities such as reading, writing, researching.

## PLANNING TIPS

- Primarily located in proximity to perimeter windows;
- At least one work surface per workstation to be height adjustable;
- Any surface with monitor(s) to be 30" deep to allow for use of monitor arm(s);
- Panels should not exceed 54" high; can be lower based on zone and activity being performed;
- Include adjustable ergonomic task chair and task lighting;
- Provide power modules at surface;
- Optional open storage can be included for bags or purses.

## IT PROFILE

- 1 or 2 monitors
- Port replicator
- Power and USB outlets for charging
- LAN drop where required.

## ACCESSIBILITY TIPS

- 1100mm minimum clear aisle width
- 1700mm minimum turning diameter
- Power modules should be located below edge of worksurface

**OCCUPANTS:** 1

**VISUAL PRIVACY:** Low-Medium

**ACOUSTIC PRIVACY:** Low (STC N/A)

**AVERAGE SIZE:** 3.5m2

**POSTURE:** Formal

Note: Various Sizes Available For Different Configuration



- 1** Category 1A Interconnecting Panels  
GoCUID PAFRBHPB30  
[Line 15, 36H x 30W Panel with Power below worksurface]
- 2** Category 1A Interconnecting Panels  
GoCUID PAELBHxxxFA30  
[Line 79, Fabric Tile for 36H Panel]
- 3** Category 1B Credenzas, Hutches, Overheads  
GoCUID 1bCHHLX20L48XBFOSKX  
[Line 548, 20x48 Partial Height Credenza, Laminate, Box-File/ Open]
- 4** Category 2 Height Adjustable Worksurfaces  
GoCUID 2WSSREXXL30L66BELXX  
[Line 42, 30x60 electric table with laminate worksurface]
- 5** Category 5 Ancillary  
GoCUID 5MOADUARMCLPMTXXXXX  
[Line 11, Dual Sapper XYZ Monitor Arm, Clamp Mount]
- 6** Category 5 Ancillary  
GoCUID 5PMOWKSMTACUSBXXXXX  
[Line 20, Reff Clamp-On Outlet, 2 Power/ 1 Dual USB]

# Touchdown - Primary | Individual | Open

## DESCRIPTION

Individual landing workspace for short-term work or when checking in between other work activities. Supports typical office activities such as correspondence, writing or reading.

## PLANNING TIPS

- Locate in groupings in any zone, in proximity to perimeter windows when possible;
- Consider providing a grouping adjacent to main entrance, when possible, for visitors and quick access;
- Surfaces can be at desk height, counter height, or a combination of both;
- Include appropriate seating depending on surface type;
- Provide power modules at work surface (may be shared by multiple users).

## IT PROFILE

- Power and USB outlets for charging

## ACCESSIBILITY TIPS

- Provide at least one grouping or section of a grouping at desk height (minimum height 700mm)
- Power modules should be located below edge of worksurfaces

**OCCUPANTS:** 1

**VISUAL PRIVACY:** Low

**ACOUSTIC PRIVACY:** Low (STC N/A)

**AVERAGE SIZE:** 1.5m<sup>2</sup> / seat

**POSTURE:** Formal or Casual

Note: Various Sizes Available For Different Configuration



**1** Category 6 Collaborative Tables  
GoCUID 6CKIVAREGL42L96TYXX  
[Line 392, Antenna Big Table with Power | Counter Height]

**2** Category 6 Kitchenette Seating  
GoCUID 6KBSCHxxLP15XXXPONX  
[Line 52, Muuto Visu Bar Stools | Counter Height]



# Focus Pod - Primary | Individual | Open

## DESCRIPTION

For mid-term Individual focused work; a secluded workpoint that supports quiet concentration in an open work environment.

## PLANNING TIPS

- Best suited for Quiet and Transitional zones;
- Semi-enclosed furniture solution;
- Can be planned on its own or in clusters;
- Provide adequate task lighting.

## IT PROFILE

- Power & USB charging
- 1 Monitor (if furniture type supports)

## ACCESSIBILITY TIPS

- Consider accessible surface heights where possible
- Include a variety of focus pods; some with wider access

**OCCUPANTS:** 1

**VISUAL PRIVACY:** Medium - High

**ACOUSTIC PRIVACY:** Medium (STC N/A)

**AVERAGE SIZE:** 4m2

**POSTURE:** Formal or Casual

Note: Various Sizes Available For Different Configuration



**1** Category 6 Open Area Workspace  
GoCUID 60IWWSFSLXC1H47XYXX  
[Line 1, Muuto High back WORK]

Available in both left & right configurations  
Includes power

# Focus Room - Primary | Individual | Enclosed

## DESCRIPTION

For short, mid or long-term Individual focused work where a high level of privacy is required. Can also be used for private conversations.

## PLANNING TIPS

- Ideally located in Quiet and Transitional zones;
- Enclosed room with demountable and/or drywall partitions;
- Consider sliding door to optimize space;
- Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);
- Provide adequate task lighting and informal secondary seating.

## IT PROFILE

- Power & USB charging
- LAN drop if applicable
- 1 or 2 monitors

## ACCESSIBILITY TIPS

- Height-adjustability for seating and work surface
- Contrasting surround on sliding door with handle
- Preferred layout to avoid having back to door
- 1700 mm minimum turning diameter

**OCCUPANTS:** 1-2

**VISUAL PRIVACY:** Medium - High

**ACOUSTIC PRIVACY:** Medium (STC 35)

**AVERAGE SIZE:** 7.5m<sup>2</sup>

**POSTURE:** Formal or Casual

Note: Various Sizes Available For Different Configuration



- 1** Category 2 Height Adjustable Worksurfaces  
GoCUID 2WSSREXXL30L66BELXX  
[Line 42, 30x60 electric table with laminate worksurface]
- 2** Category 4 Veneer Credenzas & Hutches  
GoCUID 4CZHHWW2072OSHBFDNK  
[Line 231, Reff Profiles Credenza]
- 3** Category 5 Ancillary  
GoCUID 5MOADUARMCLPMTXXXXX  
[Line 11, Dual Sapper XYZ Monitor Arm, Clamp Mount]
- 4** Category 5 Ancillary  
GoCUID 5PMOWKSMTACUSBXXXXX  
[Line 20, Reff Clamp-On Outlet, 2 Power/ 1 Dual USB]
- 5** Category 6 Soft Seating & Screens  
GoCUID 6SUCROXXLUX8XXXLXXX  
[Line 118, Rockwell Unscripted Upholstered Stool, Swivel Base]



# Study - Primary | Individual | Enclosed

## DESCRIPTION

A grouping of quiet individual workpoints in an enclosed room, supporting individual quiet work in a group setting.

## PLANNING TIPS

- Locate in a Quiet Zone;
- Enclosed room with demountable and/ or drywall partitions and sliding door;
- Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);
- Include a variety of different individual workpoints (work surfaces, soft seating, layout space, etc)
- A minimum of 10 seats is recommended

## IT PROFILE

- Power & USB charging
- LAN drop if applicable
- No phone use

## ACCESSIBILITY TIPS

- Clear aisle width 1100mm minimum
- 1700mm minimum turning diameter at ends of room
- Controls and outlets 400mm-1200mm vertical reach
- Power modules should be located below edge of work surfaces
- Contrasting surround on sliding door with handle
- Individual task lighting

**OCCUPANTS:** 10+

**VISUAL PRIVACY:** Low- Medium

**ACOUSTIC PRIVACY:** Medium (STC 45)

**AVERAGE SIZE:** 3m2 per occupant

**POSTURE:** Formal and/or Casual

Note: Various Sizes Available For Different Configuration



**1** Category 2 Height Adjustable Worksurfaces  
GoCUID 2WSSREXXL30L66BELXX  
[Line 42, 30x60 electric table with laminate worksurface]

**2** Category 5 Ancillary  
GoCUID 5MOASGARMCLPMTXXXXX  
[Line 9, Sapper XYZ Monitor Arm, Clamp Mount]

**3** Category 5 Ancillary  
GoCUID 5PMOWKSMTACUSBXXXXX  
[Line 20, Reff Clamp-On Outlet, 2 Power/ 1 Dual USB]

**4** Category 6 Collaborative Tables  
GoCUID 6CKIVAREGL42L96TYXX  
[Line 392, Antenna Big Table with Power | Counter Height]

**5** Category 6 Kitchenette Seating  
GoCUID 6KBSCHxxLP15XXXPONX  
[Line 52, Muuto Visu Bar Stools | Counter Height]

**6** Category 6 Collaborative Tables  
GoCUID 6CLTVAREXLW7<36ONXX  
[Line 482, Muuto Relate Laptop Table, Laminate]

**7** Category 6 Soft Seating and Screens  
GoCUID 6SBAINXXLUW1G19LMYY  
[Line 21, Rockwell Unscripted Highback Chair]

# Reflection Point - Secondary | Individual

## DESCRIPTION

A short-term refuge for quiet individual contemplation or relaxation

## PLANNING TIPS

- Locate in a Quiet or Transitional Zone;
- Semi-enclosed, located in a secluded area, with visual privacy and access to exterior views when possible;
- Minimal technology workpoint.

## IT PROFILE

- NA

## ACCESSIBILITY TIPS

- Allow adequate free space next to provided seat to allow for wheel-chair/ scooter access
- 1700mm turning diameter

**OCCUPANTS:** 1

**VISUAL PRIVACY:** Medium- High

**ACOUSTIC PRIVACY:** Medium- High (STC N/A)

**AVERAGE SIZE:** 5m2

**POSTURE:** Casual

Note: Various Sizes Available For Different Configuration



**1** Category 6 Soft Seating and Screens  
GoCUID 6SBATHXXBUW5G19LMYY  
[Line 93, Muuto Outline Highback Sofa]

**2** Category 6 Soft Seating and Screens  
GoCUID 6SUOMRXXLUXXXXLNNN  
[Line113, Muuto Pouf, Medium]

**3** Category 6 Soft Seating and Screens  
GoCUID 6SUOLSXXLUXXXXLNNN  
[Line117, Muuto Pouf, Large]

**4** Category 6 Collaborative Tables  
GoCUID 6CLTVAREXLW7<36ONXX  
[Line 482, Muuto Relate Laptop Table, Laminate]



# Chat Point - Collaborative | Open

## DESCRIPTION

Area for brief impromptu conversations.

## PLANNING TIPS

- Locate in an Interactive or Transitional Zone, typical near a path of travel, or near meeting rooms;
- Standing or seated workpoint;
- Minimal technology workpoint.

## IT PROFILE

- Power and USB charging (optional)

## ACCESSIBILITY TIPS

- Where standing height surface, consider providing area one side at a lower height (700mm) for seated posture
- Chairs on casters where appropriate

**OCCUPANTS:** 4

**VISUAL PRIVACY:** Low

**ACOUSTIC PRIVACY:** Low (STC N/A)

**AVERAGE SIZE:** 3m2

**POSTURE:** Formal or Casual

Note: Various Sizes Available For Different Configuration



**1** Category 3 Filing & Storage  
GoCUID 3FLT3DXXPM30D18XXXK  
[Line 11, Calibre Lateral Files with NSA common Top]

**2** Category 6 Collaborative Tables  
GoCUID 6CCTVAROPL36XXXJNXX  
[Line 147, 36" Round x Base Table, Laminate]

**3** Category 6 Kitchenette Seating  
GoCUID 6KKCSAxxLY16XXXMIYX  
[Line 81, MultiGeneration Stacking Chairs]

**4** Category 6 Kitchenette Seating  
GoCUID 6KBSCHxxPY15XXXPONX  
[Line 48, MutliGeneration High Task Chairs]

# Huddle - Collaborative | Open

## DESCRIPTION

Informal short-mid length meeting area, open or semi-enclosed

## PLANNING TIPS

- Locate in an Interactive or Transitional Zone;
- Semi-enclosed booth or furniture solutions;
- Can be used as division between zones.

## IT PROFILE

- Power & USB charging
- 1 large monitor
- Wireless presentation tech

## ACCESSIBILITY TIPS

- Table with overhang or pull-out shelf (700mm) at end of table to allow for additional participant
- Consider providing adjustable/ dimmable lighting

**OCCUPANTS:** 4

**VISUAL PRIVACY:** Low- Medium

**ACOUSTIC PRIVACY:** Low- Medium (STC N/A)

**AVERAGE SIZE:** 8m2

**POSTURE:** Formal or Casual

Note: Various Sizes Available For Different Configuration



**1** Cat 6 | Soft Seating & Screens  
GoCUID 6SBATHXXLUW5G19LMYY  
[Line 85, Rockwell Unscripted Highback

**2** Cat 6 | Collaborative Tables  
GoCUID 6CCTVAREPL24L42JNXX  
Line 98, Dividends Horizon Coffee Table



# Teaming Area - Collaborative | Open

## DESCRIPTION

Informal, open work area to accommodate team work, idea generation and presentations, A grouping of workpoints to encourage sharing and collaboration with various work tools.

## PLANNING TIPS

- Locate in an Interactive or Transitional Zone;
- May include various work surfaces with display monitor(s) and/or interactive touchscreen;
- Include whiteboards or other writing surfaces, or other collaborative tools.

## IT PROFILE

- Power & USB charging
- 1 large monitor
- Wireless presentation tech

## ACCESSIBILITY TIPS

- 1700mm minimum turning diameter
- 1100mm minimum clear aisle width
- Provide mobile, height adjustable laptop tables
- Controls and outlets 400mm-1200mm vertical reach

**OCCUPANTS:** 4-12

**VISUAL PRIVACY:** Low- Medium

**ACOUSTIC PRIVACY:** Low- Medium (STC N/A)

**AVERAGE SIZE:** 15m2

**POSTURE:** Formal or Casual

Note: Various Sizes Available For Different Configuration

- 1** Seating SA | Side Chairs  
Knoll Remix Side Chair  
Stacking with casters



- 2** Cat 6 | Meeting Room Tables  
GoCUID 6MMTSMROPL48XXXWNNX  
[Line 4, Knoll Dividends Horizon X-base Tables]

- 3** Cat 6 | Soft Seating & Screens  
GoCUID 6SUOLRXXLUXXXXLNNN  
[Line 114, Knoll k.lounge large round ottoman]

- 4** Cat 6 | Soft Seating & Screens  
GoCUID 6SSOTWXXBUW4XXXQNNN  
[Line 108, Knoll k.lounge 3 seater bench]

- 5** Cat 6 | Soft Seating & Screens  
GoCUID 6SUOLRXXLUXXXXLNNN  
[Line 115, Knoll k. lounge Upholstered Ottoman]

- 6** Cat 6 | Collaborative Tables  
GoCUID 6CCTVAROLW36XXXJNXX  
[Line 139, Muuto Around Large Coffee Table]

- 7** Cat 6 | Soft Seating & Screens  
GoCUID 6SBAINXXLUW1G19LMYY  
[Line 21, Rockwell Unscripted Highback Chair]

- 8** Cat 6 | Soft Seating & Screens  
GoCUID 6LMDMWXSXDW8XXXNNN  
[Line 134, Mobile Media Cart]

# Lounge - Collaborative | Open

## DESCRIPTION

Open area with furniture to accommodate dining and/or social interaction and informal work or gatherings.

## PLANNING TIPS

- Locate in an Interactive or Transitional Zone; often adjacent to kitchenettes;
- Provide a variety of soft seating, small tables, and chairs.

## IT PROFILE

- Power & USB charging
- 1 large monitor
- Wireless presentation tech

## ACCESSIBILITY TIPS

- Chairs on casters where possible
- Variety of seating
- Variety of surface heights
- Knee space min. 685mm

**OCCUPANTS:** 10+

**VISUAL PRIVACY:** Low

**ACOUSTIC PRIVACY:** Low (STC N/A)

**AVERAGE SIZE:** 20m2

**POSTURE:** Casual

Note: Various Sizes Available For Different Configuration

- 1** Seating SA | Side Chairs  
Knoll Remix Side Chair  
Stacking with casters



- 2** Cat 6 | Meeting Room Tables  
GoCUID 6MMTSMROPL48XXXWNNX  
[Line 4, Knoll Dividends Horizon X-base Tables]

- 3** Cat 6 | Soft Seating & Screens  
GoCUID 6SUOLRXXLUXXXXLNNN  
[Line 114, Knoll k. lounge large round ottoman]

- 4** Cat 6 | Soft Seating & Screens  
GoCUID 6SMOCBXXLU37G19LYNN  
[Line 127, Knoll k. lounge U bench 60 degree inside curve]

- 5** Cat 6 | Soft Seating & Screens  
GoCUID 6SBATWXXLUW3G19LLNN  
[Line, 52 Knoll k. lounge two-seater banquette]

- 6** Cat 6 | Soft Seating & Screens  
GoCUID 6SUOLRXXLUXXXXLNNN  
[Line 115, Knoll k. lounge Upholstered Ottoman]

- 7** Cat 6 | Soft Seating & Screens  
GoCUID 6CSTVAROPS18XXXJNXX  
[Line 333, Eero Saarinen Small Round Side Table]

- 8** Cat 6 | Collaborative Tables  
GoCUID 6CLTVAREXLW7<36ONXX  
[Line 482, Muuto Relate Laptop Table]



# Work Room - Collaborative | Open

## DESCRIPTION

Enclosed room for short-term or mid-term group work or meetings

## PLANNING TIPS

- enclosed room with demountable and/or drywall partitions;
- Consider sliding door to optimize space;
- Work surface against a wall with a large screen display;
- Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);
- Provide appropriate task and/or accent lighting

## IT PROFILE

- Power & USB charging
- 1 large monitor
- Wireless presentation tech

## ACCESSIBILITY TIPS

- Contrasting surround on sliding door with handle
- Controls and outlets 400mm-1200mm vertical reach
- 1700mm turning diameter inside room
- Illumination 200 lux

**OCCUPANTS:** 4-6

**VISUAL PRIVACY:** Medium-High

**ACOUSTIC PRIVACY:** Medium (STC 35)

**AVERAGE SIZE:** 15m2

**POSTURE:** Formal or Casual

Note: Various Sizes Available For Different Configuration



**1** Cat 6 | Collaborative Tables  
Various Sizes | Single & Dual Monitor Mounts Available  
Antenna Multi Media Tables

**2** Seating SA | Rotary Task Chairs  
k. task

# Project Room - Collaborative | Open

## DESCRIPTION

Enclosed room for longer term project teams or groups to assemble, brainstorm and create.

## PLANNING TIPS

- Primarily located in proximity to perimeter windows;
- Enclosed room with demountable and/or drywall partitions;
- Consider sliding door to optimize space;
- Work surface against a wall with a large screen display;
- Glazed partition on at least one wall to allow light penetration (privacy film to be applied in accordance with applicable codes and standards);
- Provide a variety of mobile furniture that can be easily adapted to various configurations;
- Provide writable walls and mobile whiteboards.

## IT PROFILE

- Power & USB charging
- 1 large monitor
- Wireless presentation tech.

## ACCESSIBILITY TIPS

- Height adjustable worksurfaces
- Mobile furniture on casters
- Controls and outlets 400mm-1200mm vertical reach

**OCCUPANTS:** 6

**VISUAL PRIVACY:** Medium-High

**ACOUSTIC PRIVACY:** Medium (STC 35)

**AVERAGE SIZE:** 20m2

**POSTURE:** Formal or Casual

Note: Various Sizes Available For Different Configuration



**1** Cat 6 | Collaborative Tables  
Various Sizes | Single & Dual Monitor Mounts Available  
Antenna Multi Media Tables

**2** Seating SA | Rotary Task Chairs  
GoCUID 7OCHNBMLFAFSALMTCUBF  
k. task

**3** Cat 6 | Soft Seating & Screens  
GoCUID 6SBATHXXLUW5G19LMNY  
[Line 87, Muuto Outline two-seater sofa]

**4** Cat 6 | Collaborative Tables  
GoCUID 6CCTVAROLW36XXXJNXX  
[Line 139, Muuto Around Large Coffee Table]



# Medium Meeting Room - Collaborative | Open

## DESCRIPTION

Enclosed room for short to mid-term team work or meetings.

## PLANNING TIPS

- Locate in a Transitional or Interactive Zone;
- Enclosed room with demountable partitions and 2 sliding or swing door(s);
- Consider sliding door to optimize space;
- Glazed partition (or section thereof) on one wall to allow light penetration (with privacy film).
- Provide appropriate accent lighting (dimmable, etc.)

## IT PROFILE

- Power & USB charging
- 1 large monitor
- Wireless presentation tech
- Videoconferencing/ VoIP/LAN drop (optional)

## ACCESSIBILITY TIPS

- 1700mm turning diameter
- Outlets and controls 400-1200mm vertical reach
- 1100mm minimum clear aisle width throughout room
- Clear knee space 685mm

**OCCUPANTS:** 12

**VISUAL PRIVACY:** Medium-High

**ACOUSTIC PRIVACY:** Medium (STC 45)

**AVERAGE SIZE:** 30m2

**POSTURE:** Formal

Note: Various Sizes Available For Different Configuration

**1** Cat 6 | Meeting & Training Room Tables  
6GoCUID MTRXTRELL30L72WYYY  
[Line 1207, 30x72 Pixel Training Table 4 legs on casters]

**2** Seating SA | Rotary Task Chairs  
Knoll Remix Task Chair



# Large Meeting Room - Collaborative | Open

## DESCRIPTION

Enclosed room for short to mid-term team work or meetings.

## PLANNING TIPS

- Locate in a Transitional or Interactive Zone;
- Enclosed room with demountable partitions and 2 sliding or swing door(s);
- Moveable partition to divide space into smaller rooms;
- Provide tables reconfigurable into various layouts (training, presentations, etc.);
- Include additional guest seating;
- Glazed partition (or section thereof) on one wall to allow light penetration (with privacy film).
- Provide appropriate accent lighting (dimnable, etc.)

## IT PROFILE

- Power & USB charging
- 2+ large monitor
- Wireless presentation tech
- Videoconferencing/ VoIP/LAN drop/ Microphone systems

## ACCESSIBILITY TIPS

- Assistive listening system
- 1700mm turning diameter
- Outlets and controls 400-1200mm vertical reach
- 1100mm minimum clear aisle width throughout room

**OCCUPANTS:** 20+

**VISUAL PRIVACY:** Medium-High

**ACOUSTIC PRIVACY:** Medium (STC 45)

**AVERAGE SIZE:** 60m2

**POSTURE:** Formal

Note: Various Sizes Available For Different Configuration

**1** Cat 6 Meeting Room Tables  
6MMTLGREOW60180WYNX  
[Line 662, Ref Profile Meeting Table, 180x60]

**3** Cat 6 | Collaborative Tables  
6CLTVAREXLW7<36ONXX  
[Line 482, Muuto Relate Laptop Table]

**2** Cat 6 Soft Seating & Screens  
GoCUID 6SBATHXXLUW5G19LLNN  
[Line 84, k lounge 3 Seat bench with low back]





# Personal Storage Area - Support Space

## DESCRIPTION

Individual storage in a centralized area

## PLANNING TIPS

- Locate in a Transitional or Interactive Zone;
- Generally 1:1 ratio of lockers to employees is recommended;
- Consider providing a variety of locker types and sizes for different worker types;
- May include smaller lockers for visitors;
- Provide Coat Closets or a Cloak room in addition to lockers

## IT PROFILE

- na

## ACCESSIBILITY TIPS

- High contrast, tactile locker numbers;
- Provide benches or seating with grab bar at end;
- Low rod in one section of closet
- Coat hangers to come off rod (not attached)

**OCCUPANTS:** NA

**VISUAL PRIVACY:** Low

**ACOUSTIC PRIVACY:** Low

Note: Various Sizes Available For Different Configuration

- 1** Cat 6 | Filing & Storage  
GoCUID 3LSL1HXXLM12D18XHXS  
[Line 356, Knoll Anchor Locker 50H x 12W x 20D]
- 2** Cat 6 | Filing & Storage  
GoCUID 3LSL1HXXLM12D20XHXS  
[Line 358, Knoll Anchor Locker 50H x 12W x 24D]
- 3** Cat 6 Soft Seating & Screens  
GoCUID 6SSOTWXXBUW4XXXQNNN  
[Line 108, k lounge 3 Seat bench]



A black and white photograph of a man and a woman. The man is on the left, looking towards the camera with a slight smile. The woman is on the right, looking off to the side with a smile. They are both wearing dark, textured jackets. The background is a plain, light color.

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