

Template™ Planning Ideas



Template™ Storage System

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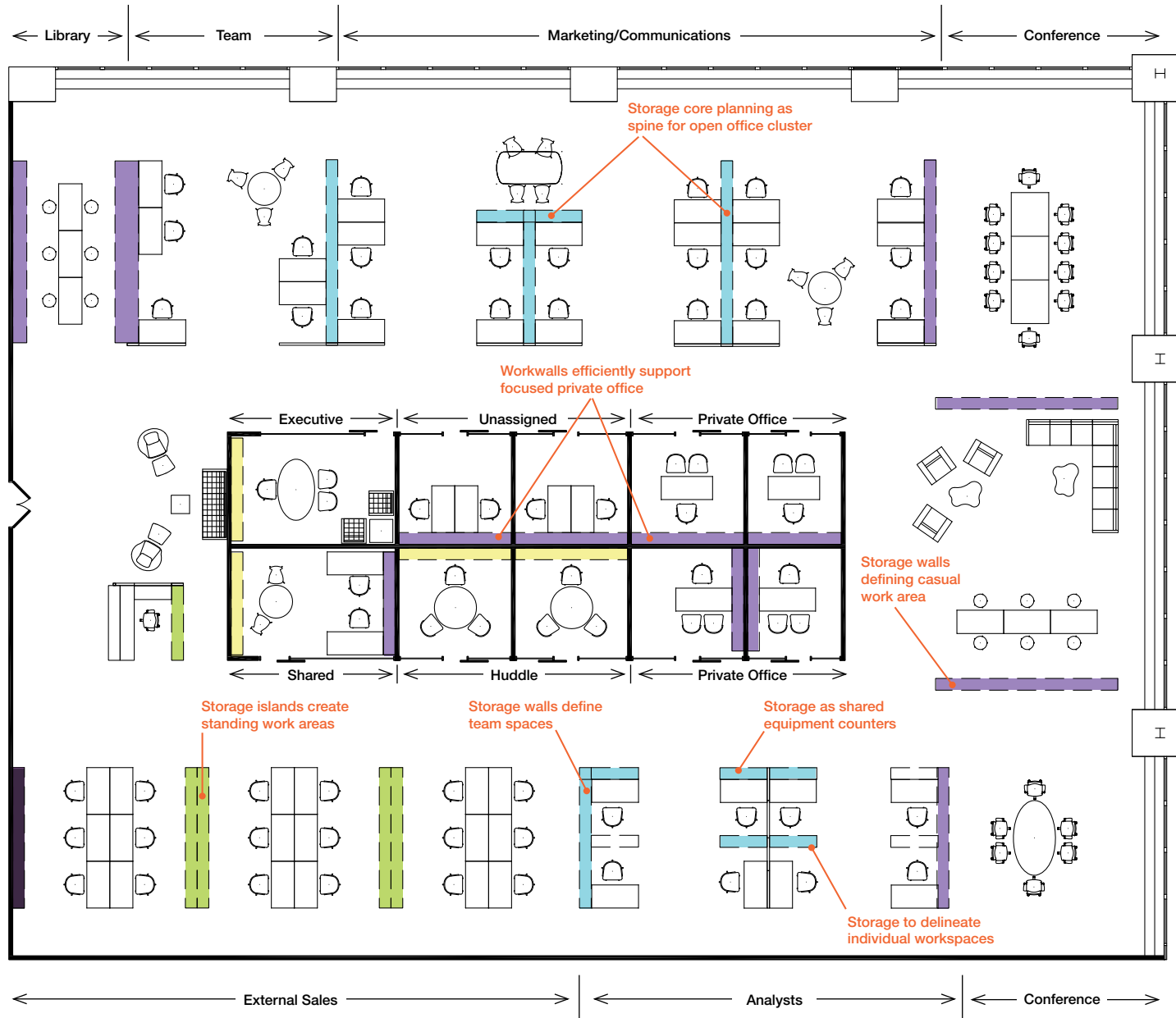
Today's Dynamic Planning Model

In the modern workplace, one-size-fits-all, single-task functions are behind us. As a result, the office requires a dimensional, dynamic planning model that supports a broader range of activities than ever before. Today's office requires "topography," creating a rhythm that is physically supportive of the work, and a visual diversity that stimulates the work force. The need is to balance the open with the enclosed, the collaborative with the personal. And the desire is to have all of this coexist in a holistic model that is in sync with business today.

Importantly, contemporary planning solutions are not based solely on low vistas. At any height, a single horizon line is monotonous—multiple sight lines make the workplace more dynamic and visually interesting. Companies seek a variety of settings to serve the variety of work that occurs. While offering variety, that choice must be managed within a defined product mix that scales and makes managing facilities easier. A tightly managed toolkit can facilitate workplace efficiency while enhancing employee effectiveness.

A comprehensive storage program has become a key element in this toolkit, helping to foster an integrated workplace. Beyond accommodating work materials, displaying personal effects, and storing shoes, coats, and bags, a smart storage system helps *define* space.

+ Companies seek a variety of settings to serve the variety of work that occurs. +



+ **Planning Insight**

Storage plays an important role in zoning the workplace as well as enlivening the office landscape. In the open plan, freestanding storage walls can define departments, meeting areas or informal work areas. Medium height storage can delineate work groups or team areas with seated privacy, while lower storage can serve counter height work.

In the private office, tall, shallow workwalls utilize the vertical dimension efficiently while minimizing the floor area required. Lower credenzas can support the storage needs of conference rooms and executive offices.

- 24" high storage
- 42" high storage
- 50" high storage
- 71" or higher storage

Introducing Template™



Simple. Efficient. Versatile.

Template™: A New Tool for Workplace Planning

Created by Antenna Design with David Noel, the Template Storage System offers a new tool for office planning. Template integrates seamlessly into the workplace, providing both individual and group environments with an endless array of planning and aesthetic options.

Template Core Planning defines space in the open landscape, identifying work zones while supporting the storage needs of the individual or team. Whether in the open plan or private office, **Template Perimeter Planning** enhances storage on the workspace periphery.

With its clean lines and a compact form, Template can serve as an alternative to traditional systems furniture. Template combines the function of panels and individual storage components—files, pedestals, overhead storage, shelves and storage cabinets—into one cost-effective workplace solution that is:

Simple—Relying on a small number of modular components, Template is easy to specify, install, and reconfigure.

Efficient—With a compact footprint and minimal parts, Template can save both space and money.

Versatile—A sturdy steel construction and endless design options allow Template to go anywhere—from a supporting element in a small workstation to a space-defining border on a vast floor plate.

Template is environmentally responsible in materials and manufacturing, is GREENGUARD Indoor Air Quality Certified®, and has been rated Sustainable Gold by the SMaRT® Consensus Sustainable Product Standard.

Template can be easily tailored to the vision, culture, and physical space of any organization. Whatever the need, *Template Planning Ideas* is designed to help you think beyond the box.



Planning Insight

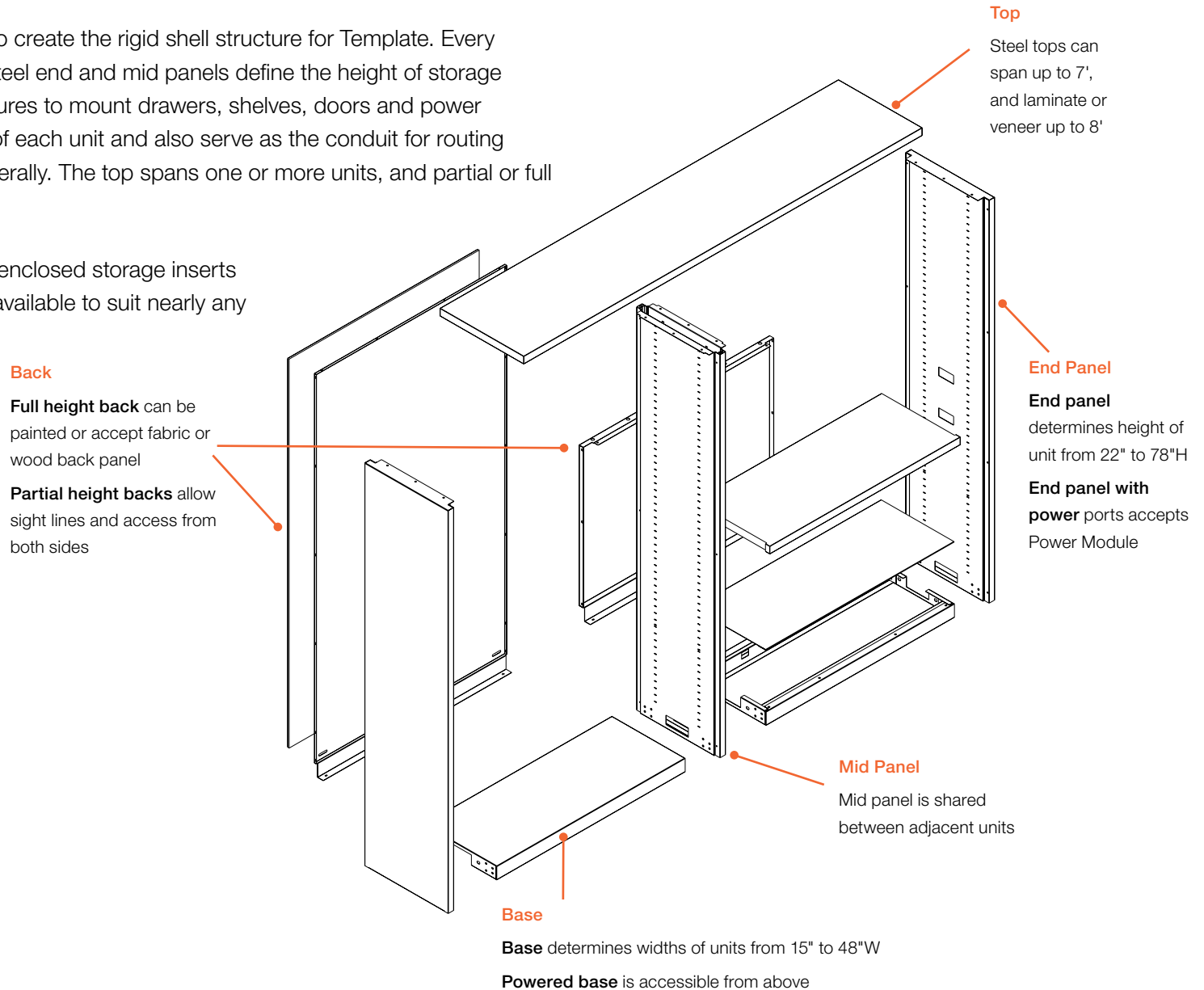
This Template office landscape includes efficient pinwheel-layout, core planning workstation clusters and work areas marked by 42" high perimeter planning storage walls. The workstations feature Techwood worksurfaces and painted Template legs, mobile pedestal and credenza-height storage, with 22" high tackable fabric privacy screens. The storage walls feature matching Techwood tops and worksurface shelves with group file storage below. Shown with Chadwick chairs and Copeland lights.

Solid Construction

Template keeps it simple. Consistent, 15"-deep planning minimizes Template's footprint while still providing ample room for binder and file storage.

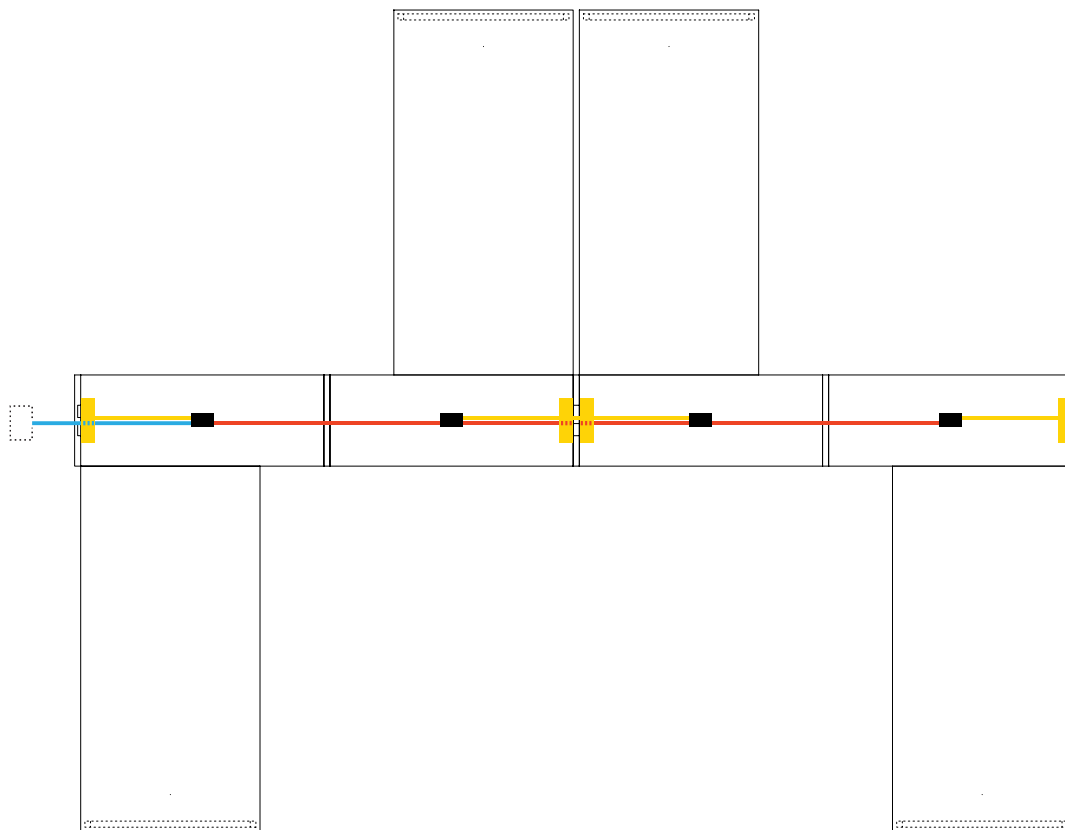
Five key components come together to create the rigid shell structure for Template. Every component plays an important role. Steel end and mid panels define the height of storage units and supply the strength and features to mount drawers, shelves, doors and power components. Bases define the width of each unit and also serve as the conduit for routing power and communications cables laterally. The top spans one or more units, and partial or full backs complete the structure.

Over 1000 combinations of open and enclosed storage inserts on one or both faces of Template are available to suit nearly any workplace requirement.



Ideas for Staying Connected

Template helps employees stay connected in every sense of the term. In today’s fast moving organizations, professionals need to quickly plug in. Template provides users easy access to electrical, data, USB hubs, and even optional iPod™ docks, all just above or below worksurface height.



Power Module



+ Planning Insight

Every Template unit comes with the ability to run electrical and data cables through the base. Template utilizes a simple 2-circuit electrical system that is easy to specify, install, and access. As outlined in this plan view of a Template storage wall, most electrical needs can be met through four basic components:

Desk-Height Power/Communications Module—

Provides user access just above or below the worksurface to basic power, communications, iPod™ docks, or USB hubs.

Base Power Block—Serves as the hub of the entire electrical system. With four connection points, power passes through to power jumpers or a desk-height power module.

Base Conduit Jumper—Transfers power from one Template base to another.

Base Infeed—Brings power for both circuits from the building power supply through a Template end panel.

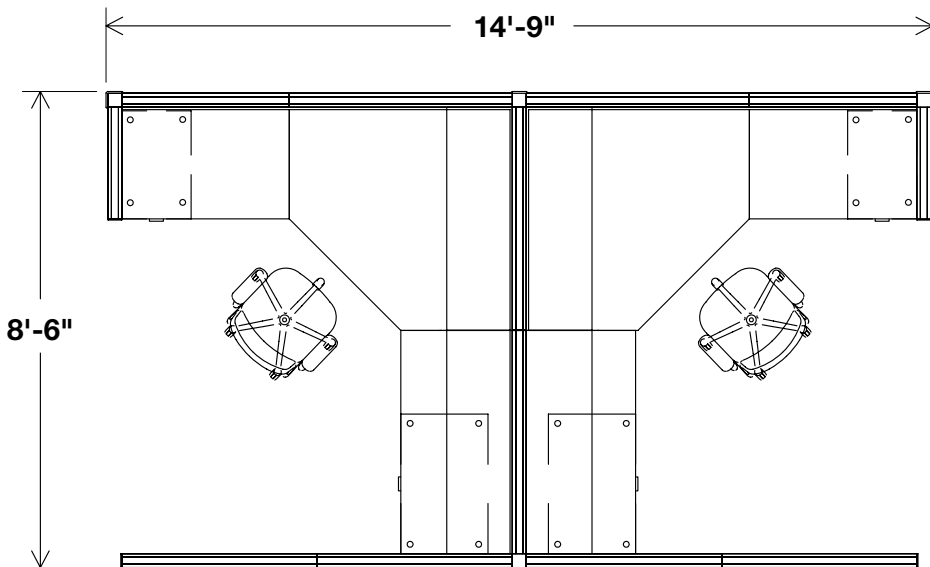
- Base Infeed
- Base Power Block
- Conduit Jumper
- Desk-height Power Module

Saving space, gaining space

Unlike traditional panel system planning, Template works both as storage and as space divider. So instead of inserting storage inside a panel surround or under a worksurface, Template becomes a key part of the workstation. By consolidating the storage capacity of a pedestal, a file, and overhead storage cabinets within a dedicated Template “storage zone,” the work surface can function as intended: an open place to do work.

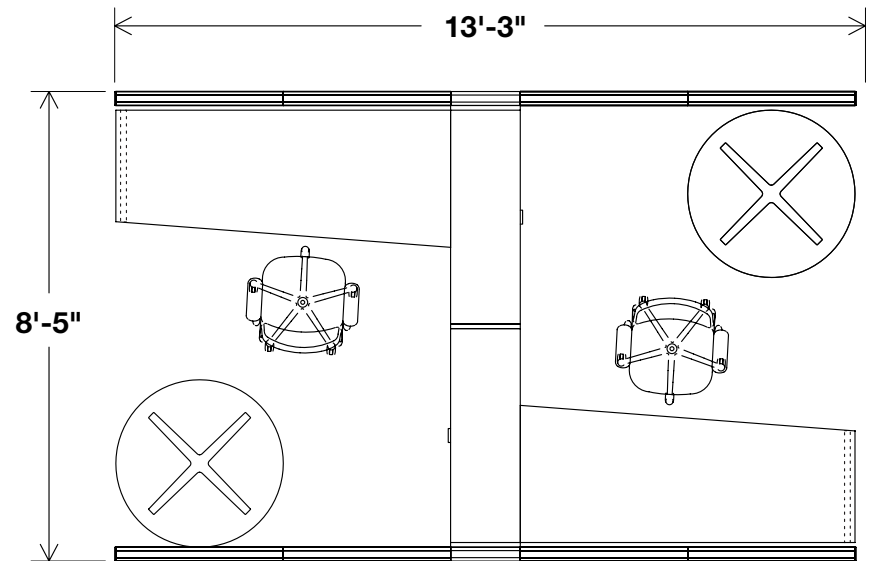
Template storage-based planning can save as much as 10% of floor space compared to typical panel-based planning, while providing equivalent worksurface area and storage volume, as the example below shows.

	PANEL SYSTEM	TEMPLATE
Storage volume	25 cubic feet	25 cubic feet
Functional worksurface area	20.5 square feet	20.5 square feet
External cluster area	125 square feet	111.5 square feet
Total space savings		11%



Conventional Planning

A conventional panel system layout with corner surface and returns with pedestal and file, two overhead storage cabinets, and a full panel surround for each workstation. The pedestal and file interfere with easy access to a large part of the worksurface area.

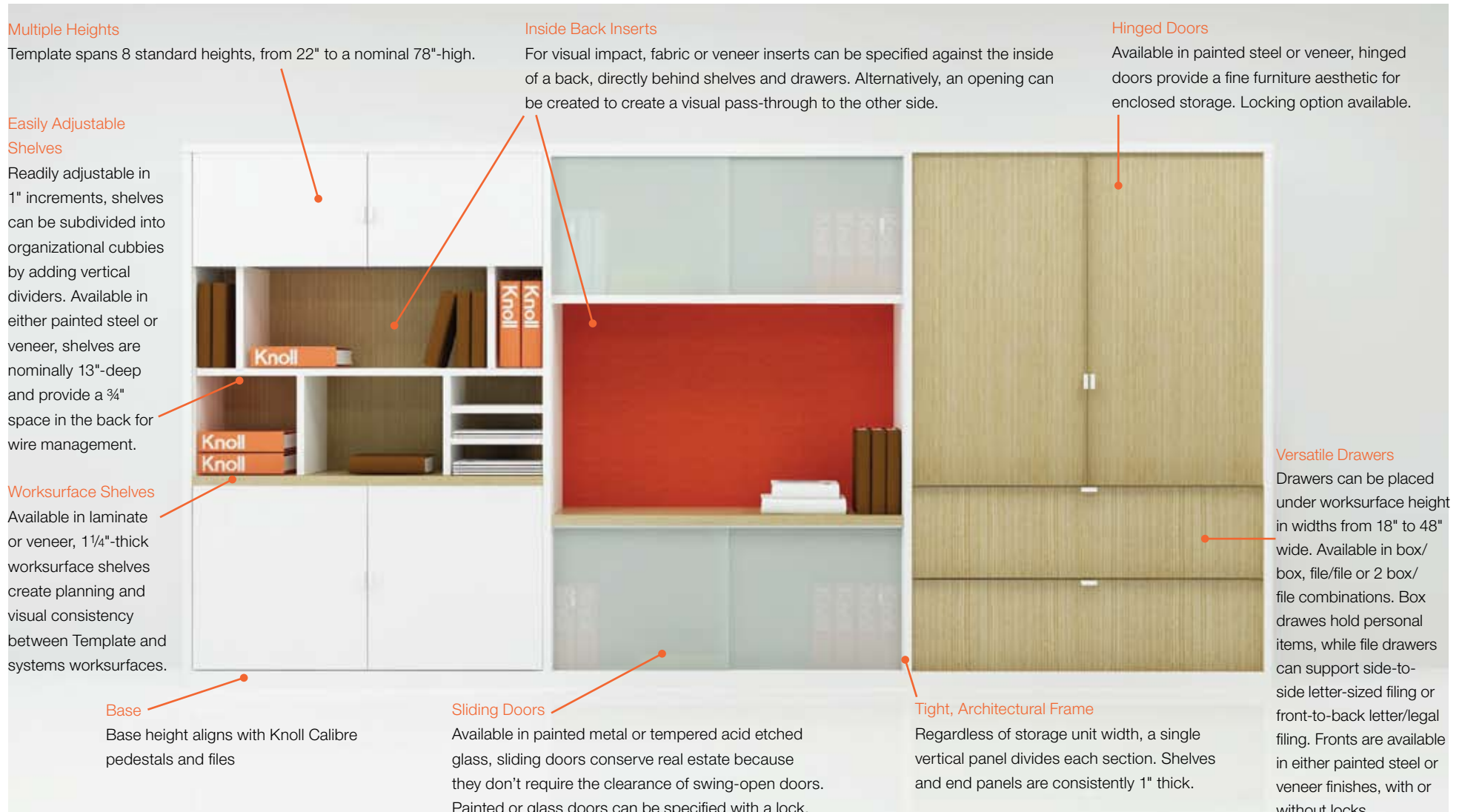


Template Planning

A comparable Template layout with all storage consolidated in a shared spine, enabling full use of the efficient, full size desk top next to the spine. A freestanding table complements the worksurface area.

A Versatile Kit of Parts

Within Template's uniform, 15"-deep footprint, an array of glass, veneer, fabric, laminate and painted steel choices create options for every aesthetic and price point. As a storage system, components can be added or removed—ensuring that Template can respond to the ever-changing needs of the modern workplace.





Template™ Core Planning

Efficiently Defining Space in the Open Landscape



Template™ Core Planning

Open Plan Ideas

The research is in: workplace design affects worker satisfaction, performance and innovation. In fact, office design can affect how connected people feel toward each other and their company, factors that can impact an organization's bottom line. In open plan environments, Template creates an atmosphere of spaciousness—the type of collaborative work environment where learning, sharing and problem solving take place. Clean horizontal and vertical storage units divide space, allow light into individual workspaces, and provide a shared storage solution for users on both sides of the Template spine—all while saving money and space.



Planning Insight

When collaboration is key, Template assists. Here, a 42"-high double Template spine provides spatial division, individual storage, and a conduit for electrical and data access. Unique pass-through capabilities provide access to co-workers as well as natural light. Perpendicular worksurfaces mount directly to Template shelves for a simple, visually lightweight desking solution. A square leg detail echoes the storage unit's thin, 1"-wide frame. Shown with Generation by Knoll™ chairs and Sapper™ monitor arms.

Worksurface and Leg



Pass-Through at Desk Height





Planning Insight

Template can be used for dual-sided planning, with no aesthetic or functional difference between front and back. Here, the storage system's 15"-deep spine is shared with a similar layout on the other side, ensuring file access to every adjacent workspace. A marker board paint option provides an area for notes, and serves as the back to enclosed shelves on the opposite side. A common pass-through located at the top of the 57" spine provides open storage as well as access to natural light. Vertical dividers can be easily reconfigured to subdivide shelves for precise organization and visual interest. Shown with Life® chairs and Sapper™ monitor arms.

Marker Board



Shelves and Vertical Dividers



File Drawers



Ideas for Focused and Collaborative Work

In a recent Knoll study, surveyed organizations recognized group work as more important to their businesses' success than focused, individual work. Yet, the same participants acknowledged that their own spaces did not facilitate group work as well as they should. Template helps workers shift from focused to team work, and back again, by creating an office landscape that supports today's multiple modes of work.



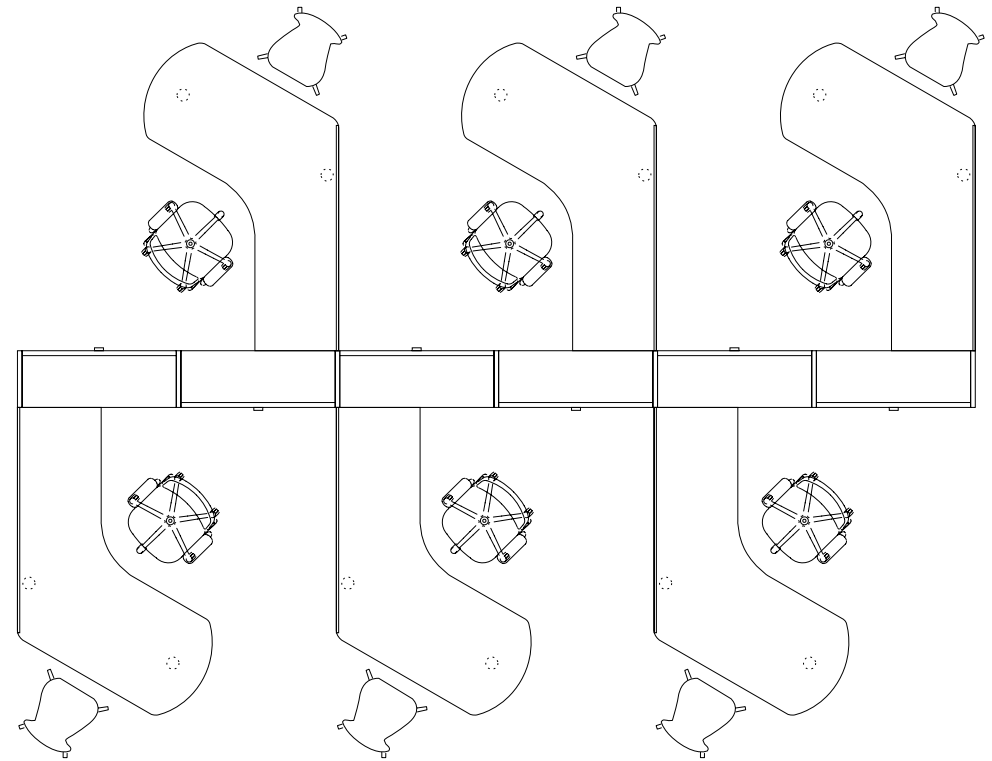
+ Planning Insight

Template provides more than 1,000 possible vertical configurations to create a truly customized workspace experience. This layout provides focused work areas as well as a space for shared storage and collaboration. Alternatively, the centrally located pass-through area could be enclosed, providing additional privacy for individuals or teams. Perpendicular desktops mount directly to Template shelves, extending worksurface depths into the Template storage unit itself. Shown with EWC Sport chairs, Moment™ side chairs and Sapper™ monitor arms.



Ideas to Enliven a Workstation Cluster

Template creates workspaces that transcend the familiar. Breaking out of the box, 120-degree worksurfaces support individual work and impromptu meetings. Template consolidates storage into an efficient spine and frees up use of the entire worksurface area.



Planning Insight

Simplicity is key when planning with Template. This shared, 50"-high, alternating core layout provides open shelves, box and file drawers, markerboards and desk support to workstations on each side. Spacious 120-degree worksurfaces and privacy screens offer a semi-private place to work and meet. On each shelf, vertical dividers easily pressure fit in place, allowing individuals to neatly organize their most important work. An innovative box/box/file unit conceals two box drawers behind a single file-height front. Shown with Chadwick chairs, Sprite™ armless chairs, and Sapper™ monitor arms.

Shelves and Vertical Dividers



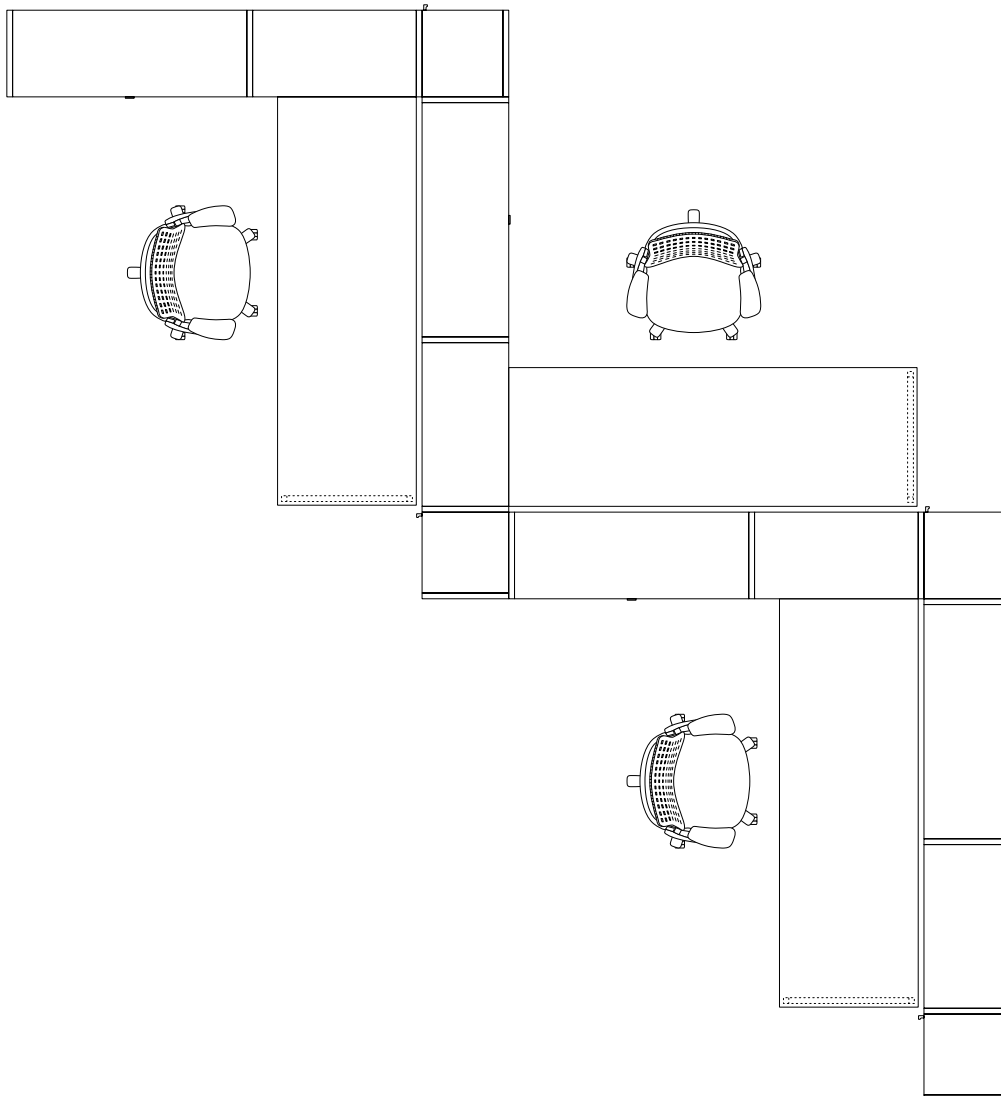
Box/Box/File Drawers





Ideas for Framing Space

Template redefines open plan work environments. Available in eight horizons as high as 78", Template provides a sense of visual privacy office workers sometimes need. No doors required.



Planning Insight

Template stands on its own. Here, a 64"-high spine is configured in a chevron pattern, thanks to the availability of a 15"-square corner that doubles as a wardrobe or storage tower. Backs are available with fabric inserts, providing a softer aesthetic and sound absorption, as well as a tackable area for notes. A 20"-high pass-through area at the top allows for natural light and visual access to co-workers while maintaining the consistent 64"-high horizon. Shown with Generation by Knoll™ chairs and Sapper™ monitor arms.

Storage Tower





Template™ Core Planning

Panel Integration Ideas

Template integrates seamlessly with panel systems to create smart, high-density areas where teamwork happens. Template storage units anchor and separate clusters of workstations while perpendicular systems panels delineate space and manage power and data.



Planning Insight

Template partners with panels to provide varying levels of privacy and access. Here, team members share 42"-high Dividends Horizon™ panels while 57"-high Template storage units double as a boundary between work areas. Between the sliding door cabinets a 15" wide Dividends Horizon panel aligns with the Template storage depth to maintain consistent planning modularity. Markerboard and fabric-backed units provide an adjacent brainstorming area for the team. Shown with Generation by Knoll™ chairs, Spark™ lounge chairs and a Dividends Horizon 21"-high, 30"-wide X-base table, scaled for informal gatherings.

Sliding Door Cabinet and Low Panel as Spine



Marker and Fabric Back Panels





Planning Insight

Efficient, yet elegant, Template combines the functional benefit of panels and storage components in one, 15"-deep unit. Here, storage-dense Template units replace traditional panels and other storage elements, saving money and freeing up space in these mid-sized workstations, each approximately 7'-wide x 7'-deep. Painted steel, wood and glass combine to form open and enclosed 57"-high storage spaces for coats, books, file folders and personal items. A Techwood storage top completes the aesthetic. Shown with Life® chairs and Sapper™ monitor arms.

Ideas for Focused Work

Multiple horizons offer varying levels of enclosure and privacy, but lower panels alone do not create a collaborative workspace. Rather, the interplay of furniture, technology and people determines office productivity. Shared Template storage walls not only provide privacy between panel-delineated work areas, but also consolidate files, cabinets, and overhead storage into one space-efficient unit.



+ Planning Insight

Template places storage in a single area, freeing up space above and below the worksurface for focused work and user comfort. Here, adjacent users share a 57"-high Template storage unit that doubles as a boundary definition between work areas. Template's open backs, combined with Open Weave Fabric Screens on the 42"-high Dividends Horizon™ panels, give the compact 6'-wide x 6'-deep workstations a light, inviting appearance. Shown with Life® chairs and Sapper™ monitor arms.



Planning Insight

When more privacy is required, Template rises to the challenge, integrating with nearly all standard Knoll panel heights. Here, 64"-high Template units are used with a 64"-high Dividends Horizon™ panel spine to create a two-person team area. Open Weave Fabric Screens atop the Dividends Horizon™ panels provide an aperture to the surrounding work area. A worksurface-height unit provides bookcase storage as well as support for a collaborative worksurface area. Shown with Life® chairs and Sapper™ monitor arms.

Ideas for Shared Workstations

For the first time in history, there are four generations of people sitting side-by-side at work. And while we know that multi-generational work forces value and respect the transference of knowledge and skills that happens across generations, we also know that everyone—regardless of age or digital prowess—values comfort, communication, and workspaces that are functional, organized and supportive. Template facilitates the sharing of information between coworkers—and generations—and provides them with a sense of personal space.



+ Planning Insight

Template worksurface-height units provide space for filing as well as bookcase storage with the capability to accommodate two full rows of 12"-high binders. Shown with 42"-high Dividends Horizon™ panels and 14"-high Stacking Frames with glass inserts. Currents Medium Wiper Worktable and Sprite™ chairs provide an informal setting for impromptu meetings. Shown with EWC Tech chairs and Sprite™ armless chairs.



Template™ Perimeter Planning

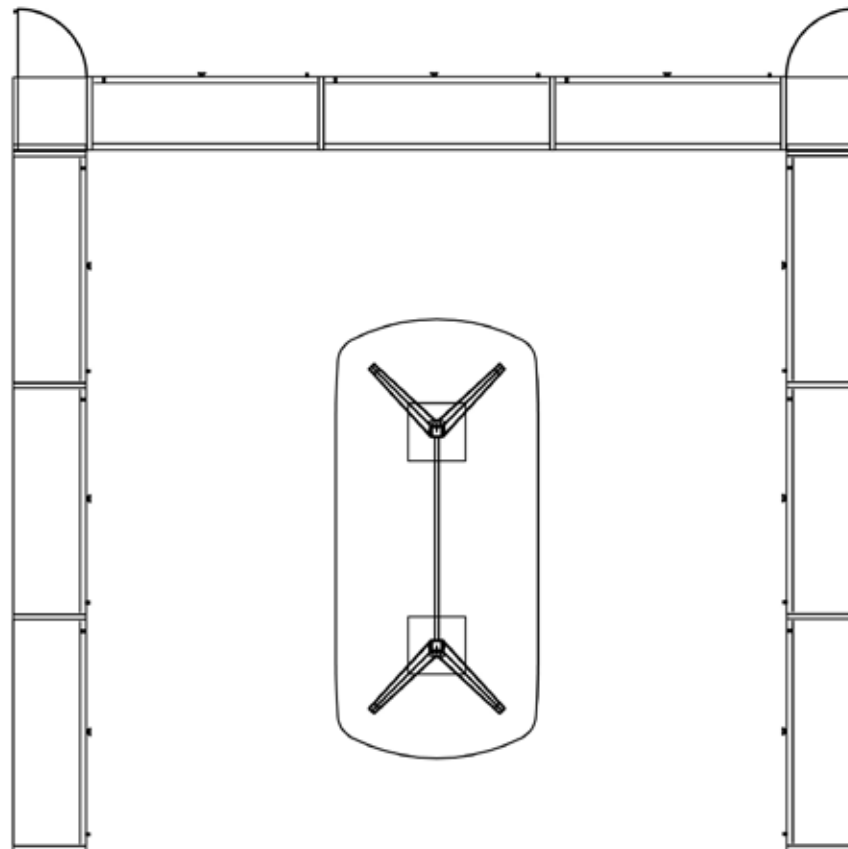
Defining the Workspace Periphery with Storage



Template™ Perimeter Planning

Storage Surround Ideas

As the open plan gets more open, how do you define work zones? Template offers planners new ways to zone the office: perimeter storage to delineate the overall workspace, borders to define teams, and shared resources to encourage collaboration among small clusters of peers. And Template offers limitless opportunities because it stands independently of a building's architecture and other furniture.



Planning Insight

Template offers client-appropriate solutions for corporate, library, educational and healthcare applications. Veneer, painted surfaces, and glass can be combined for a variety of aesthetic effects. Here, a cluster of three 78"-high Template units span nearly 12' each, creating an enclave for informal meetings. Markerboard and tackable fabric back panels provide functionality on both sides of the unit. Corner towers offer storage for coats and personal items. Shown with Generation by Knoll™ chairs and Dividends Horizon™ 96"-wide x 48"-deep Y-Leg Table with a Techwood top.



Planning Insight

Template's open back architecture can reveal the beauty of a building wall behind the open shelves. Shelves adjust easily in 1-inch increments; hinged doors can be added or removed on site. Here, a nearly 16'-wide, 71"-high unit in white painted steel is accented by Techwood worksurface shelves. The single vertical mid-panel support between modules ensures a crisp architectural appearance whatever the length.

Ideas for Group Storage

Traditional office landscapes usually include numerous storage components—lateral files, pedestals, bookcases and overhead storage units—to accommodate users' vast storage needs. While practical and spacious, multiple storage components encroach on the office footprint, making spaces inefficient and less than satisfying. Template consolidates disparate storage components in one, space-efficient solution that complements any size footprint.



Planning Insight

For private offices, conference rooms, and lobby areas, Template provides credenza-height storage that is just as easily configured as taller units. From sliding doors, to shelves, to drawers, credenzas offer maximum planning flexibility. Here, a 22.5"-high credenza combines generously-scaled, 48"-wide box and file drawers and enclosed binder storage with glass sliding doors. A continuous 8'-wide Techwood top spans both units. Shown with a Moment™ side chair.



Template™ Perimeter Planning

Private Office Ideas

Template puts the worksurface front and center, keeping active work visible and accessible. Shelves, drawers, and doors—available in a variety of finishes—combine to create space-efficient storage options for private office workers.



Planning Insight

Template provides a customized backdrop for the private office, combining clean lines with space-maximizing storage. Here, a nearly 14'-wide, 78"-high Template storage unit houses all of an office's multiple storage needs: adjustable open shelves keep binders and books at arm's reach; vertical dividers subdivide shelves for visual interest; glass doors provide semi-transparent space for additional materials; and 24"-wide hinged doors enclose shelving or coat hooks. While the storage unit configuration remains the same, changing the paint finish and drawer and door fronts from painted steel (left) to Techwood (right) shifts the tone of the office. Shown with a Dividends Horizon™ 36"-wide x 72"-deep Y-Leg Table, Life® chair, and Saarinen Armless chairs with plastic back.





Planning Insight

Template saves space and cost in the private office. Template's 15"-deep workwall is perfect for compact private offices. This nearly 10'-wide, 71"-high unit leaves room for a full size 72"-wide x 34"-deep top even in a small, 10'-wide office. By complementing veneer tops and worksurface shelves with painted shelves and cabinet fronts, Template creates an elegant, adjustable private office solution when planning on a budget. Shown with the Generation by Knoll™ chair and Sprite™ chair.

Ideas for Peninsula Desks in Private Offices

The collaborative, social aspect of work is key to creating effective, productive and satisfied employees. But sometimes a private space, removed from the open office environment, is critical to intensive thinking and problem solving. Template supports “think spaces” where users can truly think. And, because Template combines multiple storage components in one, space-efficient design, workers have plenty of office space available when they’re ready to invite colleagues in to collaborate.



Planning Insight

Template offers endless design possibilities. Here, open and enclosed storage options support the many needs of today's private office. The nearly 12'-wide, 71"-high Template unit features a 60"-wide x 34"-deep peninsula top. Shown with the Life® chair and Saarinen Armless Chairs.



Planning Insight

To save on real estate costs, many organizations have embraced the idea of shared private offices. Here, a nearly 13'-wide, 64"-high Template storage unit maximizes space efficiency. Yet, Template perimeter storage feels more like furniture than systems. A 22"-high privacy screen gives occupants greater privacy for their 60"-wide x 30"-deep peninsula tops. Shown with Generation by Knoll™ chairs

Ideas for Shared Private Offices

Sometimes “private” office means less-than-public shared space. Fortunately, Template provides the hallmarks of a private space—well-designed furniture, customizable storage space for personal and work-related items, and lots of legroom (thanks to the consolidation of multiple storage components).



Planning Insight

With open back above 22", Template can offer access to wall-mounted electrical or data connections or simply showcases the room's architectural features. In painted, laminate or veneer surfaces, Template provides the level of sophistication appropriate for an office. In this image, 72"-wide x 30"-deep worksurfaces overlap credenza-height 72" worksurface shelves in a 15'-wide x 64"-high Template unit. Shown with a Dividends Horizon™ X-Leg Table for impromptu meetings, Chadwick™ chairs and Sapper™ monitor arms.



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