

CONFERENCE ROOMS

SPACE DESCRIPTION

Conference Rooms are enclosed meeting rooms where office workers may break away from their workstations for private or group conversation, or virtual meetings.

SUCCESS FACTORS

Acoustics: All meeting rooms shall be designed for sound isolation in lieu of using white noise to provide optimal acoustics to individuals with sound sensitivity or hearing impairment.

Adaptability/Mobility: Employees should easily be able to connect and move between spaces in the open office suite -- including their workstation, phone booth, huddle room, and conference room.

Privacy/ Security: In departments where sensitive conversations take place, there shall be at least (1) meeting space without glazing for privacy. All huddle rooms and conference spaces shall have panic buttons for the possibility of an emergency.

GENERAL

Conference Rooms may be of various sizes including Phone Booth (single user), Huddle Room (2-4 people), Small Conference Room (up to 6), and Large Conference room (larger groups).

ACOUSTIC

Acoustic ratings for conference room perimeter walls: STC 50. Special accommodation may be required due to location in the building.

MECHANICAL

Window or room unit systems are not acceptable in conference rooms due to poor acoustic performance.

ELECTRICAL & DATA

Power and data requirements vary per room type, see room description.

LIGHTING

- Provide dimmer controls with preset levels: low, medium and high.
- Provide low-brightness luminaires with high visual comfort probability (VCP). Average 40fc at 30" A.F.F. Min CRI 80.

DOORS AND WINDOWS

Provide interior glazing for natural light into conference rooms where privacy is not a concern.

TECHNOLOGY

Provide docking station and Wireless capability in all conference rooms.

ACCESSORIES AND EQUIPMENT

Provide whiteboards as necessary. Storage may be required depending on room size and function.

FURNITURE

Conference Room furniture shall be selected for comfort, flexibility and mobility. Provide tables and chairs on casters, coordinating caster type with flooring material. Conference tables shall have integral power and data outlets.

FINISHES

Ceilings

Recommended Height: 9' to 10', with special consideration to acoustics when greater than 10'.

Ceilings shall have an NRC of .70 to .85.

Floors

Carpet tile is preferred for acoustic properties. Hard flooring is preferred where the floors are more susceptible to dirt or liquids.