

PRIVATE OFFICE

SPACE DESCRIPTION

Private offices are enclosed rooms of approximately 120 SF designed for a single user. They are intended to promote private conversations yet have visible transparency to the open office. All offices shall have a sit-stand workstation, 2 guest chairs and a panic system in place for emergencies.

Private offices may be assigned to Cabinet Members in the following areas:

- Direct Report to Chancellor
- Human Resources
- Foundation
- Legal
- VC Academic Affairs
- VC Student Affairs
- VC Finance Administration

TECHNOLOGY

Provide power and data for a laptop computer, 2 monitors and phone.

FURNITURE

At minimum, provide one sit and stand desk.

MISC.

At minimum, provide glazing for view to open office.

Provide power on each wall.

Provide lighting control with occupancy sensor.