UCSF

Interior Design Standards
University of California, San Francisco

Shared Spaces

Office

FUNCTION

An academic, research, and healthcare environment includes offices designed to enhance both operational efficiency and patient care. Proximity to staff encourages communication for a more connected environment.

Offices provide select individuals a private, secure space designed for focus and confidentiality. Adaptable for a variety of technologies, they support flexible work arrangements.

There are different office types based on the program's needs: shared (more than 1 person), single-person dedicated offices, and non-dedicated offices for drop-in or hoteling guests.

SPATIAL COMPONENTS

- Visibility into the office helps team members gauge availability.

- Prioritize those most often in their workspace to be near exterior windows and allow access to natural light and outdoors views for all in the suite.

- Offices, telehealth rooms, and focus rooms have similar square footage. Ensure the room is adaptable to change to another type when needed.

- The proportion of the room should allow for a variety of furniture to ensure flexibility, functionality, and comfort.
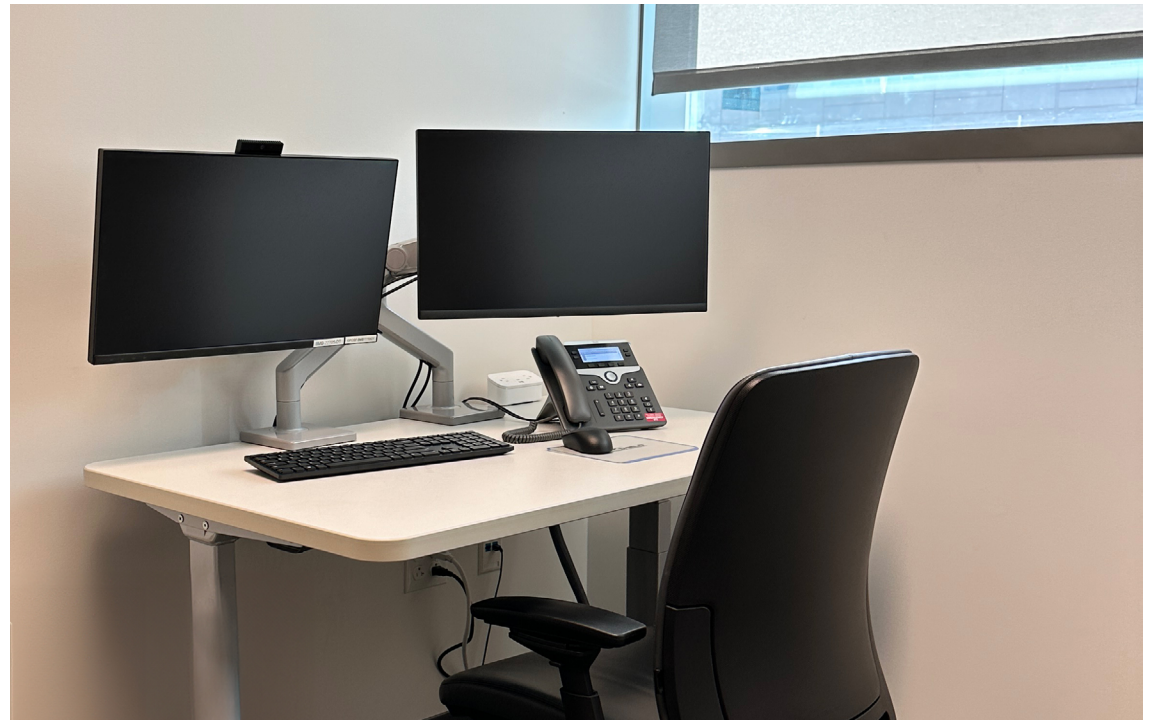
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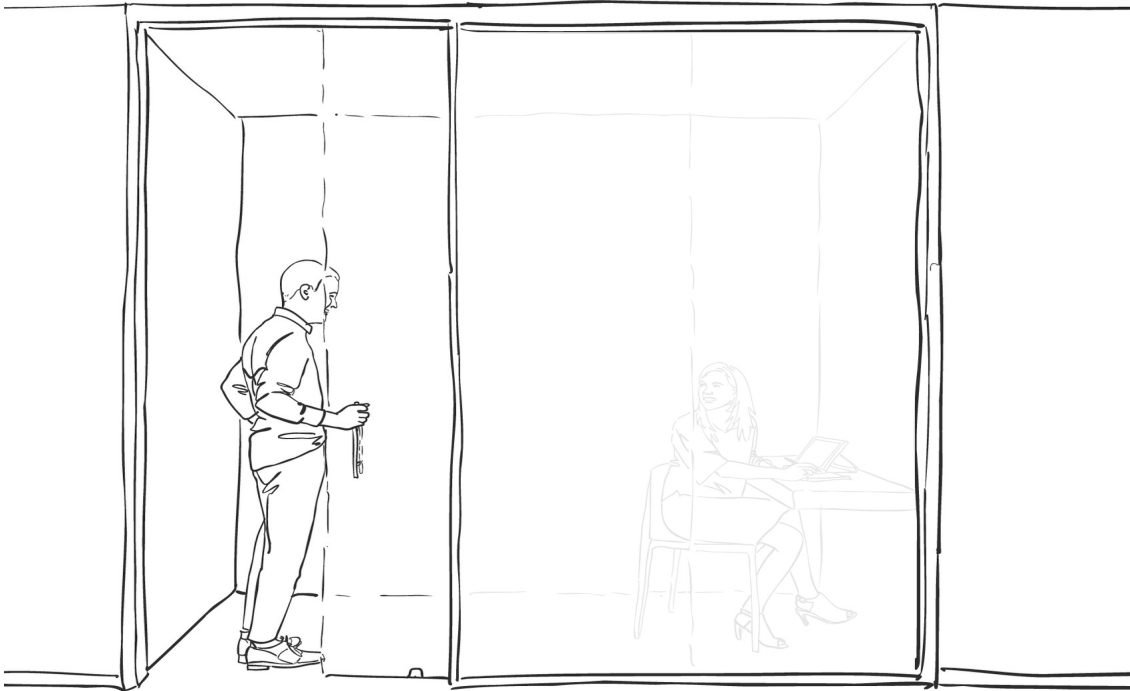
EXPERIENTIAL QUALITY

Protect privacy

- Prioritize privacy, allowing for conversations without interruptions or eavesdropping.

- Include elements that satisfy visual privacy needs.

- Offices are a secure space where users have control over who has access.

- Use thoughtful design layouts to ensure all components of the room work together without letting those passing by see what's on screen.

Meet users' diverse needs

- Implement user adjustable strategies for lighting, privacy, posture, etc.

- Ergonomic furniture is essential for enhancing productivity and safety for users.

- Consider adding a task lamp for increased comfort and productivity in academic and research environments.

Support well-being

- If program allows, natural light from exterior windows can improve mood and concentration. Natural light has been shown to boost well-being, creativity, and reduce stress.

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MATERIALITY

- Use materials that are easily cleaned and disinfected.
- Specify red-list free, sustainable materials.

Floor

- Install durable flooring that can withstand both renovations and time. Depending on the program's needs, options like tiled carpet or resilient flooring may be used.
- Tiled carpeting can help dampen sound and provide comfort underfoot.
- Resilient flooring is preferred in high traffic healthcare settings, and near food and beverage areas.

Wall

- Use accent colors to create visual interest. Avoid colors and patterns that can cause fatigue over an extended period of time.
- Frosted or laminated glass offers privacy, an open feel, and serves as a room availability indicator.
- Include acoustical panels for added acoustical privacy.

Ceiling

- Distribute light fixtures for ample light to the room and consider glare on work surfaces.
- Acoustic ceiling tiles can help reduce noise reverberation.

LESSONS LEARNED

- Reduce heat transfer and glare with window treatments, such as roller shades, in accordance with building standards.
- Provide sufficient power and data outlets with cable management to keep cords organized and concealed.
- Glass office fronts allow light and sound to pass through. Consider their acoustic impact when using glass barriers.
- Balance solid walls to transparent walls to protect privacy.
- Consider quantity and location of electrical and data outlets to support conversion to office or other functions.