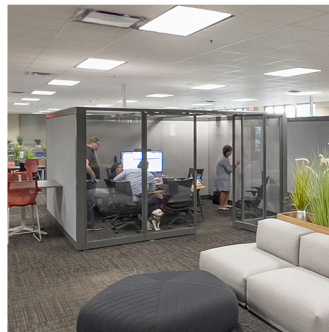# AIR FORCE CORPORATE FACILITIES STANDARDS (AFCFS)
FACILITIES INTERIORS

OFFICE WORKPLACE FURNITURE GUIDE

Collaborative Workplace

Meeting Space

Shared Workspace [2]

Individual Workspace [2]

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Signature Field

AIR FORCE CORPORATE FACILITIES STANDARDS

2023

Air Force Corporate Facilities Standards - Facilities Interiors
Office Workplace Furniture Guide

Comply with Air Force Corporate Standards (AFCFS):
http://afcfs.wbdg.org/index.html

Comply with Installation Facilities Standards (IFS) for the Local Installation:
https://www.wbdg.org/ffc/af-afcec/installation-facilities-standards-ifs

Summary of Sections in this Supplementary Document:

[2]

Office Workplace with Predominant Use of Shared Workspaces and Meeting Spaces

Table of Contents

A. Overview

Flexible Collaborative Space Promoting Productivity and a Positive, Strong Culture

Compliance with Federal and AF Policy, AFCFS and IFS
Air Force installations will comply with DAFMAN 32-1084[1]. Refer to Section E.

This Office Workplace Furniture Guide is provided as a supplement to AFCFS Facilities Interiors. If there are any discrepancies between this supplementary document and the requirements of AFCFS, AFCFS will govern.

Office Workplace Furniture - Philosophy and Design Statement
Optimize productivity of Air Force personnel through a variety of work and meeting spaces to accommodate the current and evolving styles of working. Increase performance with greater flexibility in workplace systems and a variety of workplace settings with varying degrees of privacy and opportunities for collaboration.

The focus of this workplace furniture guide is to standardize the level of quality in Air Force workplaces following AFCFS, and to identify the design concepts, systems, accessories, and references needed to create highly efficient and functional workplaces that promote productivity while encouraging a positive culture and strong morale.

Quality, Efficient, Flexible, and Functional Workplaces for a Productive and Positive Culture

Office of the Future (O2F) Objectives

Installations are encouraged to adopt and implement the hybrid (adaptive) workplace. Consider the workforce, publicize O2F, address space renovations, develop workplace settings, and promote a positive culture.

Requirements and Standards

All furnishings will meet commercial wearability standards and be highly durable, soil-retardant, easily cleanable and not show excessive wear over their useful life. Materials and finishes will serve the specific operational requirements of the users and the space.

Furnishings must comply with UFC 1-200-01 DoD Building Code and its references including the International Fire Code (IFC) and to UFC 3-600-01, which cites National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code.

Furniture construction materials, finishes and upholstery will promote indoor environmental quality. Consider environmentally preferable products, products with recycled content, and low-emitting and biologically-based products. Refer to AFCFS.

For lighting requirements including daylighting refer to AFCFS, UFC 1-200-02 and UFC 3-530-01.

Systems Performance and Quality

Choose finishes appropriate for the Facility Group and operations; for example, wood finishes may be used only in Facility Group 1. Refer to AFCFS – Facility Hierarchy.

Ensure the level of durability is acceptable for the Facility Group and supports operations. Follow AFCFS for durability requirements of materials and finishes.

Coordinate colors and ensure a professional appearance; avoid trendy designs and consider subdued patterns. Engage the installation's architects and interior designers when these resources are available.

Integration of Workplace Furniture with Building Core and Shell

Provide open-plan configurations following AFCFS and use workplace furnishings to define space, access and egress. Coordinate furniture layouts with structural grids and the "core and shell" permanent interior partitions.

Analyze the building's design responses to the local climate and preserve all integrated passive and natural design strategies which are integrated into the core and shell. Preserve passive thermal comfort methods including both cooling and heating strategies in the overall layout of workplace furniture.

B. Office Workplace - Types and Philosophy

Open-Concept Collaborative Workplace with Multiple Workspaces for Various Group Sizes

B1. Office Workplace Furniture - Types and Allocations

1. Provide hybrid (adaptive) workplaces that include predominantly open-plan configurations for maximum flexibility following DAFMAN 32-1084 and AFCFS; refer to AFCFS-IFS Facilities Interiors, building configurations.

2. Develop workplaces to meet the specific requirements of the workforce with flexible interior configurations using Furniture, Fixtures & Equipment (FF&E) and limit private offices and private rooms following the implementation process in the *Office of the Future Implementation Playbook.*

3. Reduce the allocation of assigned individual spaces and increase the allocation of shared workspace following the documented needs of the workforce.

   Generally, apply the percentages in the adjacent diagram to the allocations. **Target 65%** shared workspace.

   Target 5% or less assigned private offices.
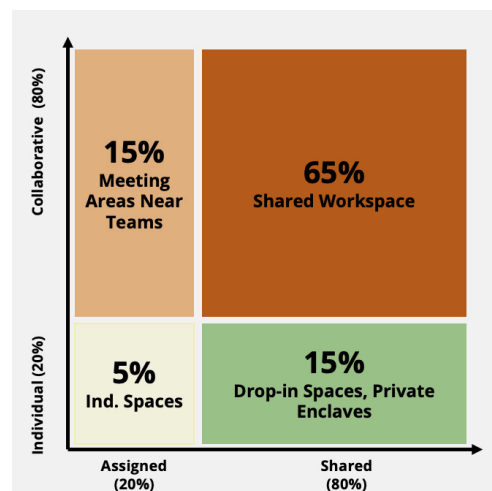
4. Implement "hoteling" concepts. Hoteling essentially means to provide workplace settings that may be reserved on a daily basis, which complements the work to be accomplished, rather than having assigned spaces.

5. Accommodate individual and group workforce activities with collaborative workplaces and acceptable ratios of meeting space, shared workspaces, individual workspaces, limited private offices, and lounge settings.

B2. Collaborative Workplace

[2]

Meeting Space, Shared Workspaces and Private Offices in a Functional Layout

1. The collaborative workplace refers to the overall arrangement of these components: meeting spaces, shared workspaces, individual workspaces, private offices, and lounge settings.

2. Recognize the ratios of meeting space, individual workspace and private offices may vary based on the specific needs of the workforce.

B3. Meeting Space
1. Assembly spaces with greater than 50 occupants, which require specific types of construction and exiting requirements, are considered under Structural Interior Design (SID) and are excluded from workplace furniture.

2. Accommodate groups with types and arrangements of furniture acceptable for the number of personnel and level of privacy required.

3. Consider a large "community" table for meetings of 6 or more personnel when privacy is a low priority and collaboration is desirable. Small group tables for 2 to 4 personnel may be pushed together to accommodate larger groups when flexible arrangements are available.

4. Provide elements of enclosure around tables when privacy needs are moderate. Consider using wall panels with acoustical insulating qualities to define space. Wall panels may be finished with fabrics to introduce color, texture and pattern. Coordinate all the colors of furnishings and elements to create a cohesive workplace but consider providing a range of types to distinguish meeting spaces from primary work areas.

5. Other acoustic solutions may include floor coverings and hanging panels. Translucent glass panels, or glass inserts, may be used when daylighting is adjacent.

6. Based on actual requirements of personnel, provide individual tables and chairs to encourage spontaneous, flexible use.

7. Furniture with tall sides or backs may be used in an open area to encourage a sense of privacy.

8. Freestanding private meeting enclosures, such as *Rockwell Unscripted Creative Wall* by Knoll at AFCEC (refer to section E.), may be provided when privacy is required or work sessions are highly focused. Verify the level of privacy needed and select doors, drapes or operable privacy panels which may be closed during work sessions.

Meeting Space with Glass Doors and Panels and Acoustical Elements

9. Consider accessories for all meeting spaces that facilitate efficiency and productivity including a power supply accessible from each seat. Monitors, screens, white boards, lighting, and organizing tools may be provided when these are functionally required.

10. Provide conference rooms when formal meeting spaces are required for presentations. Include a very large, fixed table with power, data and communications. Select storage units and accessories based on actual needs.

11. Provide training spaces when needed that are flexible to accommodate multiple activities with easily reconfigurable tables and seating.

B4. Shared Workspace

[2]

Shared Workspaces with Privacy Panel and Glass Screen

1. Provide flexible, efficient shared workspaces based on workforce preferences recognizing that some team members are productive in an open space while others require greater privacy to focus. Select a variety of furnishings to balance the need for open and focused spaces.

2. Create shared workspaces in open areas or within enclosures with either a single large table or clustered tables as a focal point. Include flexible seating options and accessories. Use furnishings and wall panels to define space.

3. Develop spaces to integrate with SID electrical, communications and lighting systems.

B5. Individual Workspace

Individual Workspace with Accessories in a Collaborative Setting

1. Provide workspaces that allow individuals to focus on their work while maintaining a connection to their colleagues. Include a range of work surfaces, acoustical panels, modesty panels, and space-defining storage elements to create varying degrees of privacy in an open plan.

2. Define individual workspaces with a high level of privacy where required to accommodate confidential work.

3. Create waiting spaces for individuals who will be attending meetings but are not assigned a workspace.

4. Include private waiting spaces in which individuals may make phone calls without disturbing the adjacent workplace.

[2]

5. Define individual workspaces with a high level of privacy where required to accommodate confidential work.

B6. Private Offices

[2]

Private Individual Office with Table for Collaborative-Focused Work

1. Provide dedicated private offices only where there is a requirement. Recognize the target for assigned office space is 5% or less of the total area of the workplace.

2. To the greatest extent, limit permanent partitions per AFCFS. When partitions are functionally justified use workplace furniture as the first option. Use moveable (demountable) floor-to-ceiling wall systems for required acoustical or visual privacy.

3. Provide furnishings to accommodate individual-focused work, minimize distraction and promote concentration and reflection. Include a desk with adequate storage, accessories, technology integration, and a table with chairs for small-group collaboration. Consider acoustic absorption and sound mitigating surfaces and placement.

[2]

4. Provide writable surfaces to encourage and note ideas.

B7. Lounge Settings

[2]

Flexible Arrangement of Tables to Encourage Adaptability

1. Provide informal space to encourage interaction and positive office culture. Include multipurpose settings for organized or unplanned interactions to seat large or small groups.

2. Create smaller flexible arrangements of table groups with a variety of seating types such as office chairs, stools, benches, and standing-height tables with stools. Encourage a sense of spontaneity and flexibility.

3. Locate storage units for workforce personnel adjacent to the commons space. Consider opportunities to define space with freestanding storage units.

[2]

4. Designate an area for eating and drinking with furniture designed for that purpose.

5. Consider a variety of colors and textures to broaden appeal and add visual interest.

6. Provide comfortable seating that encourages a relaxed posture and encourages respite and relaxation.

C. Office Workplace - Requirements and Layout

Workplace Furniture Arrangements for Various Sizes of Groups and Spatial Preferences

C1. Collaborative Workplace

1. Workspace area allocations are the result of the process outlined in the Facility Space Planning and Optimization (FSP/O) Playbook[3]. Refer to Section E for a link to request the FSP/O. Coordinate with the local facility space manager during the design of the workplace.

2. Engage base architects and interior designers when creating concepts and options for furniture layouts.

3. Develop layouts with furniture to accommodate meeting space, shared workspace, individual workspace, private offices, and lounge settings based on documented needs and data collected following the O2F playbook. Refer to Section E for a link to download the O2F playbook.


[2]

4. Clearly define circulation areas to preserve egress paths to required exits. Ensure required exits signs and devices are unobstructed.

5. Locate collaborative meeting space adjacent to workspaces when the workforce requires constant communication.

C2. Meeting Space

Informal Meeting Space with Access to a Table from Each Seat

1. As noted above assembly spaces are considered under SID and are excluded from workplace furniture.

2. Locate furniture groupings, storage units, acoustical panels, and planters to define space for workforce meeting spaces.

3. Provide arrangements of furniture to seat groups of 1 to 2, 2 to 4, 6 to 8, and greater than 12 based on functional requirements.

4. Provide access to power from each seat and include a writing surface.
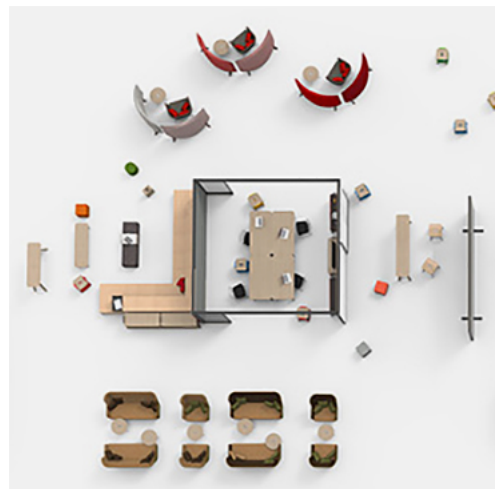
[2]

C3. Shared Workspace

[2]

Workspace for 4 Personnel with Wood and Fabric Panels and Dark Glass for Privacy

1. Provide shared workspaces to support 2 to 5 people who work together routinely and benefit from adjacency and collaboration. Include features such as cantilevered desktops or a table with additional chairs. Locate storage elements, wall panels and desk panels to define the workspace.

2. Consider workforce needs and select furnishings with accessories such as panels, storage units or freestanding screens in required heights for privacy and enclosure; or provide full-height structured enclosures.

[2]

Workspace for a Group of 4 with Panels of Moderate Height for Increased Enclosure

3. Assess the availability of ambient lighting from daylighting and the SID lighting system and supplement spaces with task lighting when necessary.

4. Provide all required power and communications service.

C4. Individual Workspace

Workspace Adjacent to an Enclosure Panel to Provide a Sense of Privacy

1. Provide individual workspaces with a table and chair. Include a second chair or stool to encourage collaboration.

2. An individual workplace may include a video display, wall-mounted whiteboard surface, and adaptable furniture.

3. Create individual workspace within an enclosure when controlling sound and minimizing distractions is a requirement. Otherwise locate individual workspace in an open area with an arrangement of furniture and panels to provide a sense of privacy.

4. Extend power and connectivity for access from each seat. Ensure adequate lighting.
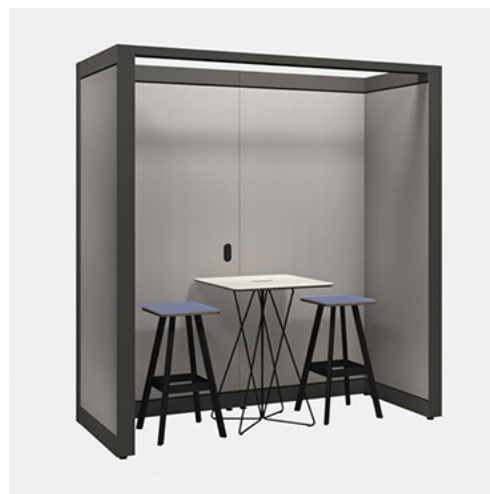

[2]

C5. Private Office

[2]

Private Office with Glass Enclosure Adjacent to Open Shared Workspace

1. Provide private offices when functionally justified. Furnish these spaces with a worksurface / desk, storage shelves and cabinets, and a fully adjustable ergonomic office chair. Ensure the desk will accommodate monitors, cabling and power outlets. Include a small table with two chairs or stools to encourage collaboration.

2. An individual workplace may include a video display, wall-mounted whiteboard surface, and adaptable furniture based on documented needs.

3. Install sound attenuating features and privacy panels when operationally required. Provide operable privacy features to facilitate their use only when needed and to maintain openness when privacy is not required.

A Wall mounted overheads
B Worksurface
C Storage
D Insert material options

[2]

4. Provide ancillary lighting only when ambient lighting is inadequate.

5. Coordinate colors to ensure compatibility while allowing a diverse palette.
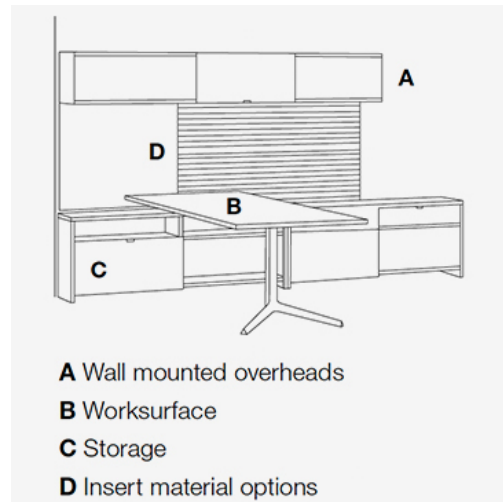
C6. Lounge Settings

[2]

Lounge Space Adjacent to Open Shared Workspace

1. Provide lounge space furnishings when functionally required by the workforce to facilitate efficient collaboration. Furnish these spaces with lounge seating that is sized for the group who will use the space. Generally, provide groupings of furniture to accommodate 2-4 and 4-6 people with flexible arrangements that can be moved to accommodate occasional larger group settings.

2. Include small tables to match the seating configuration so that the space may serve work activities. Provide cabling and power outlets that are accessible from each seat. Optimize the plan configuration to encourage use of the space and workforce collaboration.

[2]

3. Lounge space may include a video display, wall-mounted writing surfaces, and stackable chairs based on documented needs.

4. Select locations adjacent to daylighting or exterior walls when possible.

5. Locate lounge space near access to restrooms and services when possible. If snacks are permitted in the space provide space for cold storage.
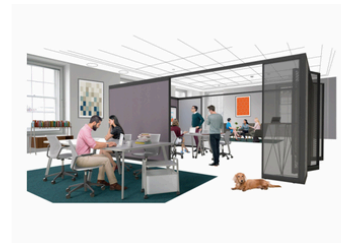
D. Office Workplace Furniture - Systems [4]

Freestanding Conference Enclosure Used to Define Adjacent Small-Group Meeting Space

D1. Enclosures and Partitions

[2]

1. Select enclosures and partitions that best respond to the specific documented needs of the workforce for work surfaces, storage and collaboration.

2. Provide levels of privacy that are required while maintaining a collaborative workplace setting.

3. Coordinate power and technology distribution elements that may provide enclosure and privacy while providing the needed services.

4. Recognize that some partition systems do not carry data and utilities and may be used when these services are not required adjacently.

D2. Seating

[2]

1. Provide comfortable ergonomic seating that encourages movement, creativity and productivity. Ensure the seating is engineered to maximize comfort and to give support.

2. Provide work chairs, task chairs, benches, stools and lounge seating in designs, heights, lengths, and widths to match the required use.

D3. Tables & Desks

[2]

1. Provide tables and desks only where needed to support the specific needs of the workforce.

2. Select designs, heights, lengths, and widths for the required activity.

D4. Power & Technology Distribution

[2]

1. Provide power and data when functionally required to every workspace.

2. Select designs, heights, lengths, and widths for the specific configuration of adjacent tables, desks and seating.

3. Arrange these elements cohesively with other furnishings to define space and to preserve views and daylighting.

D5. Privacy and Acoustic Panels

[2]

1. Respond to documented needs for privacy with a functional system while preserving the appearance and spirit of the collaborative workplace. Consider operable systems that may be retracted, removed or reconfigured when not in use to preserve open plan concepts.

2. Select from a broad range of diverse options but maintain continuity and compatibility among systems, colors, textures, scale, and proportions.

D6. Storage

[2]

1. Provide storage where required in types and configurations that best serve the needs of the workforce. Generally, consider storage units with fronts or faces as the first option to reduce the appearance of clutter.

2. Match the storage solution to the needs of the workforce and to complement the adjacent furnishings.

3. Use storage elements to define space, frame views and complement privacy and acoustic solutions.

D7. Accessories, Work Tools and Equipment

Writing Surfaces
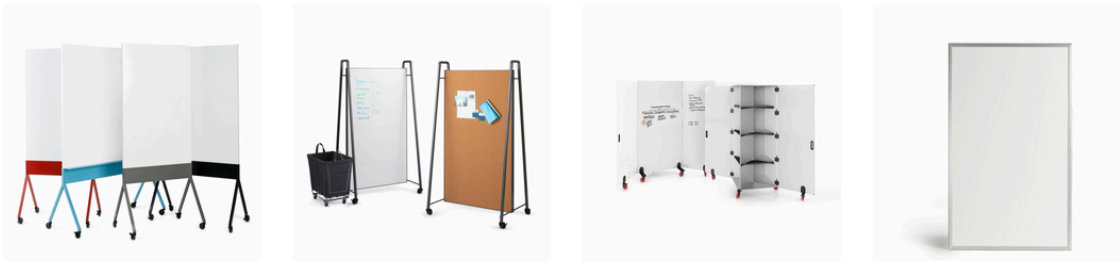
[2]

1. Provide writing surfaces adjacent to collaborative workspaces when their use is functionally required.

2. Select the type and size that best supports the adjacent activity.

Task Lighting

[2]

1. Include task lighting only following verification that ambient lighting is inadequate. Address a building's deficient ambient lighting as the first priority.

2. Choose types, designs, materials and colors that are compatible with adjacent furnishings and elements.

Monitor and TV Mounts

[2]

1. Specify only mounting systems that are compatible with the Monitors and TVs being mounted. Confirm that cabling can be inconspicuously extended and avoid systems with exposed bundles of wiring to reduce visual clutter.

2. Provide mounts that are consistent in design, height and scale with adjacent furnishings and partitions.

Enclosures for Privacy

[2]

1. Select from a wide variety of available options to offer greater diversity but maintain a cohesive workplace setting with compatibility among systems, colors, textures, shapes, and sizes.

2. Choose finishes that have an appropriate level of durability for the activities and degree of use.

E. References

1. Department of the Air Force Guidance Memorandum (AFGM) to Department of the Air Force Manual (DAFMAN) 32-1084, Standard Facility Requirements, Category Group 61, Administrative and Administrative Support Spaces, https://static.e-publishing.af.mil/production/1/af_a4/publication/dafman32-1084/afman32-1084.pdf

2. Knoll North America (2022). Workplace: Products, Collections and Resources [Digital Art / Photograph]. Retrieved from Knoll North America, https://www.knoll.com/design-plan/products, May 14, 2022.

3. Facility Space Planning and Optimization (FSP/O) Playbook, https://usaf.dps.mil/teams/10041/CEPlaybooks/FSM/Pages/default.aspx

   Note: Due to organizational policies, the above link may be inaccessible to external users. Please contact afcec.cp.workflow@us.af.mil for assistance.

4. Mandatory Sources: Office Workplace Furniture must be selected from approved mandatory sources, https://usaf.dps.mil/sites/aficc/afcc/AFICC/771ESS/SitePages/owf.aspx