

OFFICE

MOB

www.commbh.com إبراهيم أمان



TEAM

T

TOGETHER

E

EVERYONE

A

ACHIEVES

WHAT IS AN OFFICE

- The word office stem from latin (Officium)
- **It is a room or other area where information is received, processed, filed and made available when required**

- **Place of business where professional or clerical duties are performed**



OFFICE DESIGN

- How many people ?
- How much space ?
- Infrastructure and office administration responsibilities
- Legal (health and safety regulation)
- Technical (Networking)

A Closed Office

- Each person sits in a separate room has her/his own room with own access



A Cubicle Office

- Is a partially enclosed workspace, separated from neighboring workspaces by partition .



An Open Plan Office

- All employees sit close by using their own workstation, without separation panels



1. A closed Office:

Each person **sits in a separate room**

2. The Cubicle:

Is a partially **enclosed workspace**,
separated from neighboring by partitions

3. A Open Plan Office:

www.commbh.com أ.إبراهيم أمان

All employees sit close by using their own workstations.

OPEN PLAN

CLOSED OFFICES

No privacy

More privacy

Little security

Security (can be locked)

More noise

Less noise

Easy supervision

Difficult supervision

Faster communication

Slower communication

Teamwork (like a family)

Independently

Cheap lighting & conditioning

Costlier lighting & conditioning

Easy to move people

Difficult to move people

Open p.6 (book)

Open Plan Office

- No privacy
- More noise
- less cost
- Easy to move people

Cubicle Office

- some privacy
- some noise

Closed Office

- more privacy
- less noise
- Costlier lighting and air condition
- Difficult to move people