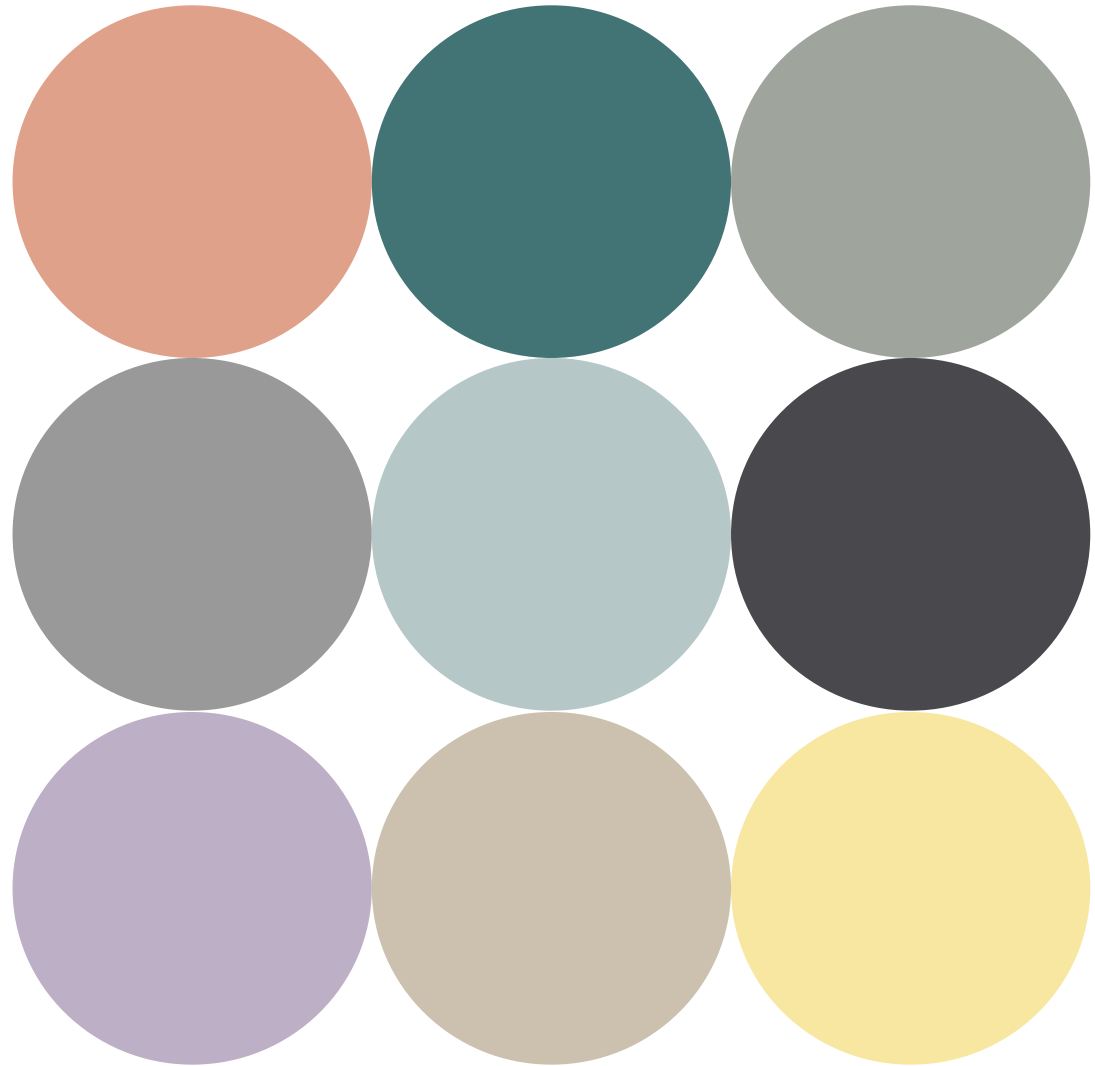


Space to...



Thrive.

**Using zones to create a
happy and thriving office
workplace.**

About this guide

A Happy and Healthy Place to work.

Dragonfly Office draws on the knowledge gained from a vast and diverse network of global clients, manufacturers, expert collaborations and architects to better understand the how office spaces are designed now and in the future.

This guide, and floor plan, intends to share knowledge and help organisations create hybrid working offices through three important criteria: Health and Wellbeing, Space Division and Zone Reconfiguration.

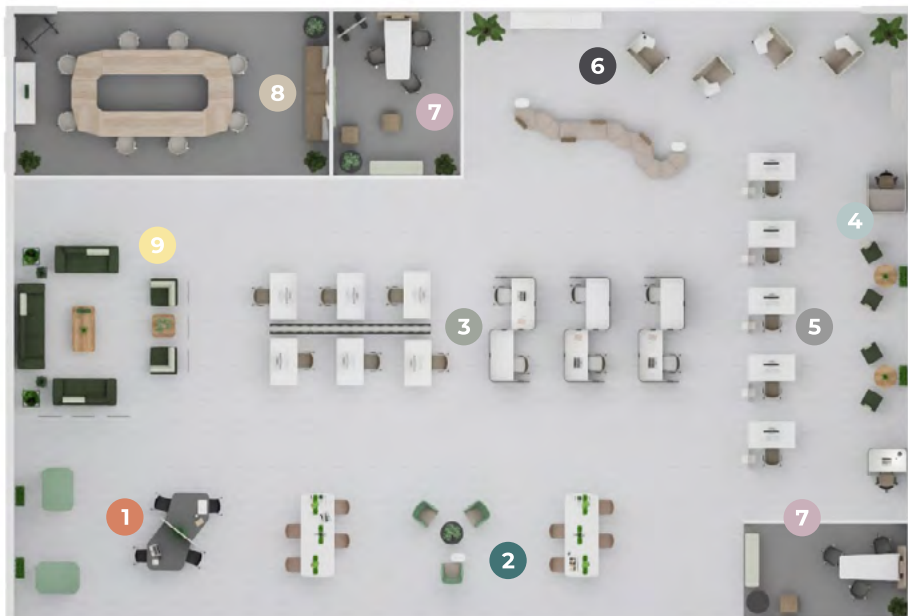
We cannot predict the future, but this much we know; It is all about the people who inhabit the space.

We also know employees work is not about isolation or shielding people from collaboration, innovation or human connection.

You are looking for an environment that enables choice, allowing people to find out what works for them; being able to connect, create and collaborate without compromise. A space that promotes socialising, eating, learning and focusing. We need people to be happy and motivated in the workplace.

Let's not forget the power of human connections in helping us be the best we can be.

Let's Furnish the World Better!



Floor Plan Design Considerations

- 1** *Shared but separated open-plan space division*
- 2** *Area with reduced density enables together but apart collaboration*
- 3** *Movable space division allows for quick adaptation*
- 4** *Relaxing break-out space to prompt human connection*
- 5** *Panel-based desking to minimise face-to-face orientation*
- 6** *Furniture with visual and acoustic features allows for time to reflect*
- 7** *Multifunctional meeting rooms with video conferencing enable online collaboration*
- 8** *Agile large meeting room with opportunities for simple reconfiguration*
- 9** *Relaxed space that offers an opportunity for informal get togethers*

Health and wellbeing

Feeling safe at work is fundamental. People need to be safe in order to feel safe.

Creating adaptable spaces means the space itself and its contents must evolve as people drift in and out during work hours.

Accommodating different needs, feelings, and work styles is essential. Reducing density is vital as is a common-sense approach to frequent cleaning, smaller meetings and the ability to work from home.

Space Division

Defining areas to collaborate, catch up or work alone. Using screens, panels, or alternative division, such as biophilia, to create barriers can transform any open-plan office space into agile workstations.

By dividing space, you provide acoustic and visual privacy and make your open-plan space more purposeful.

Zone Reconfiguration

Making quick changes to the layout of the room enables adaptability and full utilisation of a given space. Rearranging and reorientation of workstations will play a big part in the success of the space and its ability to support meaningful work.

The ability to change and reconfigure to suit the activity needs to be made as simple as possible. The principles of activity-based working are still relevant and effective, but only if the spaces lend themselves to reconfiguration.

Floorplan

Click on an area to explore



Quick Menu

Click to explore

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**TOUCH-DOWN OR HEAD-DOWN**

A single person or 1-2-1 touch down workstation with partition allows for open plan solution and privacy at the same time. The flexibility of this solution offers agility and adaptability within the open-plan space because of the easy to reconfigure setup.

Zone #1

- FourReal® Flake tables and partition offers touch-down working and privacy for a single person or 1-2-1 working.
- InnoPod – offered at both standing and seating heights, offers a safe environment for people to achieve head-down focused work.
- FourCast® 2 77 chairs allow for flexibility. Polyprop shell is easily cleanable.
- Hotbox; a storage solution a desk top organiser.

Products Used

All available from Dragonfly Office.



TOGETHER BUT APART

Decreased density around the table enables people to work together with plenty of space. Additional seating can be added enabling more people to work together for larger meetings. Grouped individual soft seating softens the space and allows for comfortable face-to-face interaction.

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Zone #2

- Designed to allow people to work together, but with plenty of space.
- FourReal® A users to sit at either side and on either end. Fabric barriers can be placed on the frame for added privacy/protection.
- Chair suspension can be used on FourReal® A with FourSure® 44 chairs.
- FourSure® 44 chairs with grip hold allow for ease of moving and focused cleaning on this area.
- Hotboxes used as storage stations.
- Harc high back tubs offer a cocooned seat that provides a barrier to the back and sides whilst allowing for informal meetings. Laptop tables offer additional opportunity for touch down working.

Products Used

All available from Dragonfly Office.



FABRICKS NOT BARRIERS

Fabricks in-between desk space creates natural separation allowing people to feel part of the team. The acoustic features add calm to the area. This option creates the illusion of a considered design solution as opposed to creating barriers. Fabricks adapts to changes in the built environment through simple and quick reconfiguration.

Zone #3

- Using Fabricks to add softness to the space and create the illusion of a thoughtful design solution as opposed to creating barriers.
- Lower screens at 400mm in the form of acrylic or Caimi desk solutions.
- Mobile screens used between the banks of desks discourage users to pass behind desks. Screens can also be used to create effective pathways around the office.
- Single person booths that incorporate personal storage, power and data, whiteboards, coat hooks and occupancy indicators offer a completely self sufficient work area for ultimate focus and autonomy.

Products Used

All available from Dragonfly Office.



DO NOT DISTURB OR PAUSE

A relaxing break out space prompts human interaction or a place to just pause. Incorporate 'do not disturb' options with acoustic properties to shelter from the hub of the office to offer a space for head down focused work, a sanctuary or an area to hide. By adding elements of biophilia you provide the associated benefits to wellbeing.



Zone #4

- Den booth product shown in low set-up with Den Panel screen behind and Den booth high with canopy and light.
- Both spaces provide focused 'do not disturb' options that shelter them from other workers and provides acoustic properties.
- Era task chair, mesh back and antimicrobial fabric seat to be used with Den.
- FourLikes™ single back scooter and Four® Resting coffee table provide a relaxed breakout space. Castors allow the users to move freely.
- FourLikes™ single back Scooter can be upholstered in antimicrobial fabric or vinyl to help with ease of cleaning.

Products Used

All available from Dragonfly Office.



FOCUSING ON FOCUS

A line up of single panel-based desks eliminates shared desking and reduces face-to-face orientation. The space provides privacy for those in need of focused task solving within the office.

Zone #5

- A solution for those that need to work from the office (computer based) that require focus.
- Mobility with FourSure® 77 with arms.
- Caimi floor standing screens to shelter users from people passing by.

Products Used

All available from Dragonfly Office.



TIME FOR REFLECTION

Reducing visual and acoustic noise enables productivity, reduces stress, and enhances wellbeing. Taking time out to reflect is key. Moveable furniture with castors empowers choice and allows for quick changes providing an opportunity to create shared and private spaces. By using small modular pieces that slot together perfectly, organic shapes that support chance meetings can be placed into the workspace.

Zone #6

- FourUs® Solo on castors with table to allow for touch-down working (email checks, informal video chats etc).
- Upholstery with acoustic material on the main body to further enhance properties of the product. AntiM could be used on top section.
- Positioned at various angles to maximise space.
- Product that offers 'together but apart' feel because castors allow for face-to-face interaction.
- Power can and should be included.
- Four Likes modular units provide stylish and flexible modular seating that can be customised to suit the changing needs of the work environment.
- Laptop tables offer additional opportunity for touch down working.

Products Used

All available from Dragonfly Office.



FIT FOR FOUR (OR MORE)

Video conferencing enables remote collaboration. This room allows four people together with plenty of space, but more seating can be added as required. It's a perfect space to host a video conference with more participants online, whether it be a private meeting space or room for creativity.

Zone #7

- Designed to allow 4 people within a meeting space for video conferencing. Harc Media with its large table encourages and allows plenty of space for collaboration and laptop use.
- Space can also be used for private meetings.
- Room can be divided using a mobile screen to create 2x smaller meeting rooms. Hotbox storage for stationery, pens etc... on coffee table.
- Four® Seating Bench and FourLikes™ Scooter offer flexibility in that they are lightweight and easy to move.
- Wall acoustics offer extra privacy to the space.
- Sliding doors as opposed to push/pull offer more space.

Products Used

All available from Dragonfly Office.



ADAPTABILITY AND AGILITY

The adaptability of any given space is imperative. Create rooms with multi-function capabilities. Meeting, training, focus, board meeting or video conferencing. Choose furniture which allows for easy reconfiguration.

Zone #8

- Kite tables have been used to allow for flexibility of the space, together they can seat 6/8 for video conferencing
- Tables can be separated for people to work at individually if required.
- FourLikes™ single back sofas add two extra seats into the space, and the backs can be upholstered in a contrast fabric to indicate where people can sit.
- Tessellate acoustics for sound absorption.
- Space can be divided to suit different activities. The mobile screen can be used to divide the room in two, with an extra screen or two added.
- Tables can be folded and stored at the back of the room.
- FourMe® 66 chairs can have innotabs added to them to allow users to work from their chair.
- Adaptability of this space is key. Multi-function use: training, focus, meeting or video conferencing.

Products Used

All available from Dragonfly Office.



ANCILLARY, BREAK STATE OR MEET

Create a relaxed zoned off area for social interaction, or just a simple change of scenery to recharge, catch up or chat. Customise soft seating upholstery to create a softer feel and add interest.

Zone #9

- Zoned off area for social interaction using soft seating and partition puzzle panels. These can be fixed in position and hung or can be displayed using our track system for flexibility.
- Soft seating has been used to create a more informal space akin to a domestic setting. Ideally suited to a quick creative meeting, or an informal catch up on progress of a project.
- Hotbox for stationery and pens etc.... Ideal for keeping company brochures.
- Botanical panels bring the biophilia theme into this space, and help to soften the area whilst also providing a shield from the main walkways.

Products Used

All available from Dragonfly Office.

Additional Safety Guidelines

Cleaning and Surfaces

Materials and finishes should be selected to be easily cleaned; they should be hard, smooth and resistant to appropriate cleaning chemicals. Surfaces should be free from irregular features (nooks and crannies) that may harbor contamination.

Specify fabric and finishes with antimicrobial properties and/or bleach-cleanable surfaces

We recommend all soft surfaces such as seating upholstery and vertical surface fabrics to be cleaned according to our fabric partners' guidelines.

Fabrics and Finishes

Look at materials like leather, vinyl and plastic that are easy to clean. Wood should also be considered.

It is a warm and natural material that is easy to clean.

Infographics

Communication is paramount.

Floor, and wall graphics should be integrated to help people with wayfinding and direction around the space.

Conclusion

Zoning is instrumental in the hybrid office. Working practices are still evolving since the pandemic. People want the flexibility to work where they want, when they want. This is the key to productivity.

This calls for new approaches, new perspectives and new ways of thinking office design, office furniture and remote working.

The way we work, learn, meet or engage has changed fundamentally.

We believe that furniture design and the spaces we fill should enrich and inspire the lives of the organisations and individuals that use them.

Let's furnish the world better...

Contact and Connect

We're here to help you create the best workplace for you and your staff. Our design teams work hard to make some of the best working environments. Keep in touch and check our ever changing website for the best in new ideas and thinking about the office space.

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