

SPACE PLANNING 2D TEMPLATES

This file contains in plan view (top) most of the standard sizes and shapes of tables and storage options available. However, almost any item can be customized if required.

You should also download the [3D Templates Guide](#) so that you can more easily visualize what the 2D templates represent. There is also other information available in that file.

Color Legend:

Blue color represents desk tops at the 29" high level in a space plan.

Red color represents overhead storage cabinets or shelf items above the 29" level.

Magenta color represents storage, legs, or other items below the 29" level.

Black color represents other items.

Modular Connectivity:

Model numbers normally give the depth and length (a 2036RT is a 20d x 36L Return, a 4848-24COR-KB is a corner table that is 48x48 with a connection to a 24" deep return, with a keyboard). Returns generally come in three depths: 20, 24, and 30 inches. Corner tables are similarly arranged so that they can accept either a 20, 24, or 30 deep return. All tops are modular to each other so that they connect either left or right. A few tops and shelves are handed and they are noted with a LH or RH designation.

Shelves are normally 12.25" deep (13 is used as a nominal nomenclature). They can be joined end to end to make longer units or to connect side tables to desks.

You cannot connect a top at right angles to another top that has a sloped ergonomic edge where they butt together. Instead use the 20 x 20, 24 x 24, or 30 x 30 corner connector table.

Leg and File Support of Desk/Return Tops

Legs are positioned to provide adequate support. Returns normally connect to a freestanding desk with system plates on one end and have two legs at the other end. Freestanding tables or desks have 3, 4 or more legs depending on the design. All tables and returns have pre-fitted threaded inserts at the connection points for system plates to connect them together. All tops have threaded inserts where the legs normally go. You can omit the legs on a return and substitute a full height file cabinet to support the return at that end. Tops of 60 or longer will need a mid leg especially when weight is to be placed in the middle of the table.

Custom Tops/Shelves

There are all sorts of designs that we have done that are not shown here. Returns can be sized to an odd length (such as 25 instead of 24) or depth. Different geometric shapes can easily be made with a modest custom fee. Often conference peninulas have to be custom designed when the room is odd shaped or space is constrained. Custom mitered "L" units are excellent as a wrap behind the desk where storage cabinets can be placed and can be sized to look built in.

Standard Planning Procedure

Make a quick hand sketch of your room shape with walls, doors, windows, etc. (don't worry about it being pretty). With someone's help and a tape measure, determine all wall, window, or door segments and write the dimensions on your sketch (double check the dimensions, THIS IS IMPORTANT).

Print out all the pages of this guide. Draw your walls on the 1/4" scale grid provided (colored pencils help).

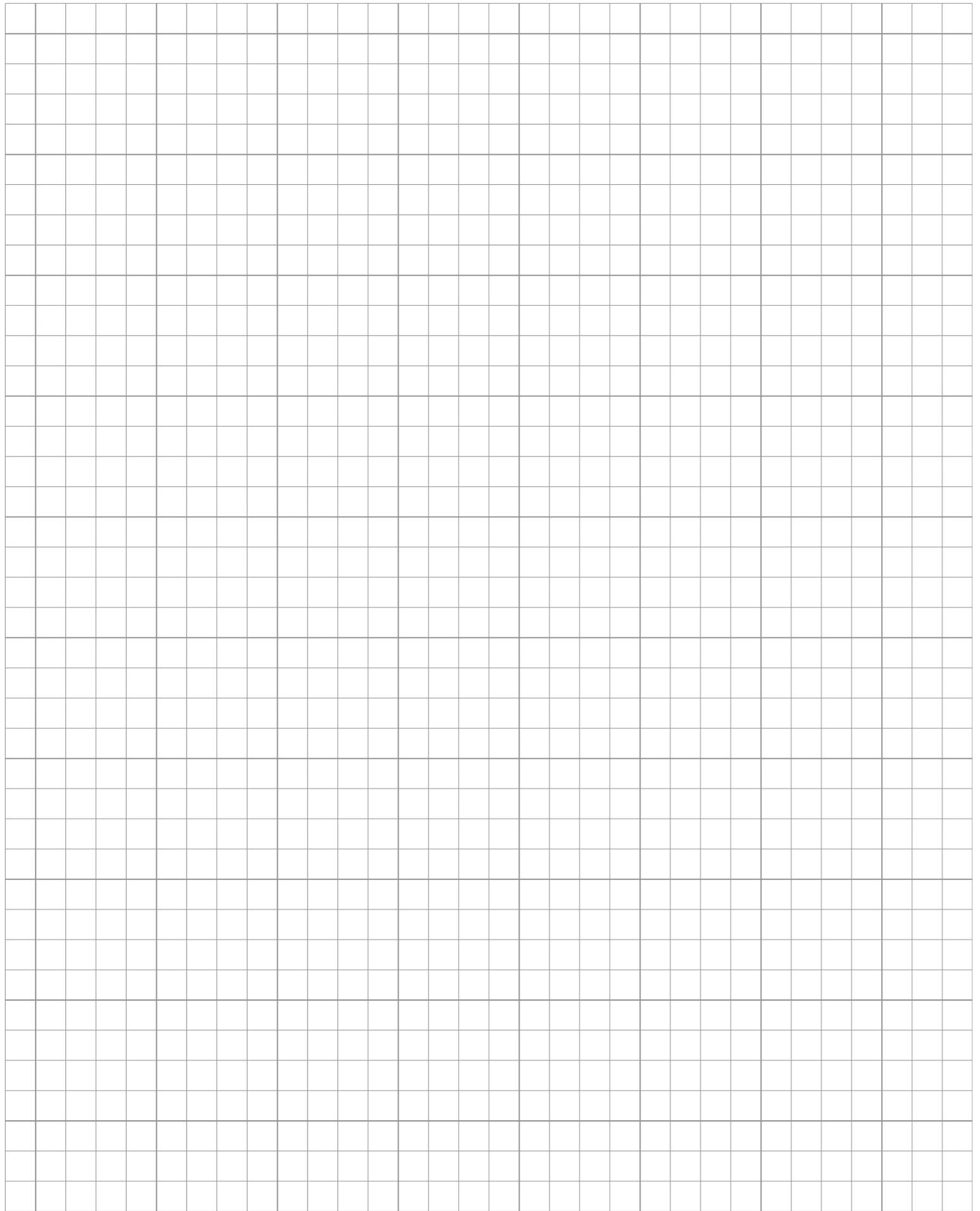
Using a razor or scissors, cut out the templates you wish to use. Arrange the cut out templates on the grid until satisfied. Tape or glue them in place so they stay put (use a wax stick). **BE SURE TO NOTE OTHER FURNITURE TO BE IN THE ROOM** such as beds, recliners, cabinets, etc.

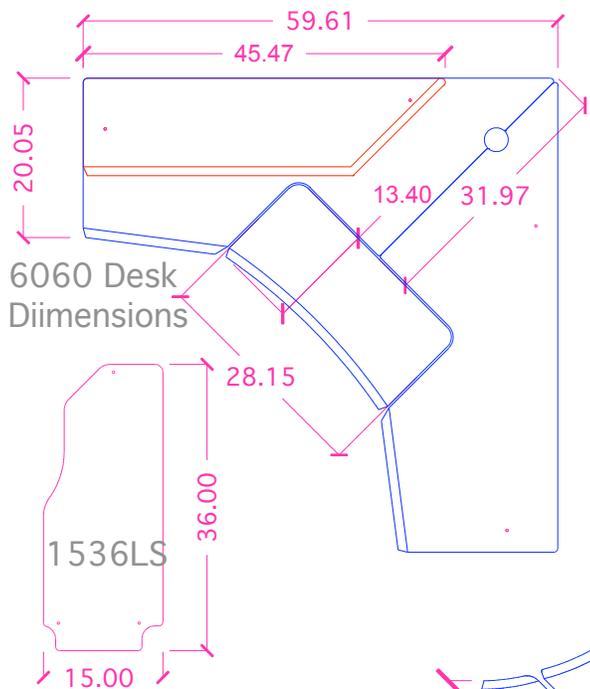
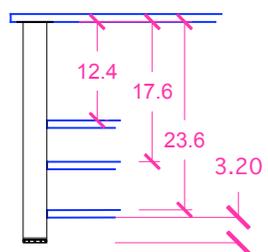
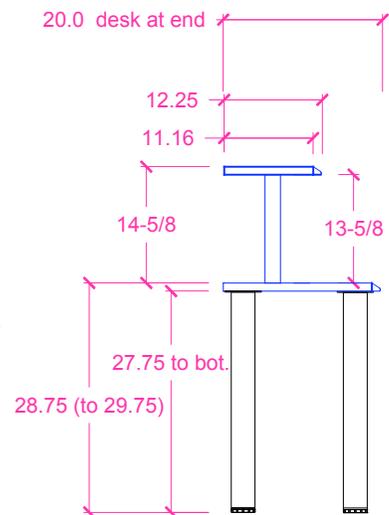
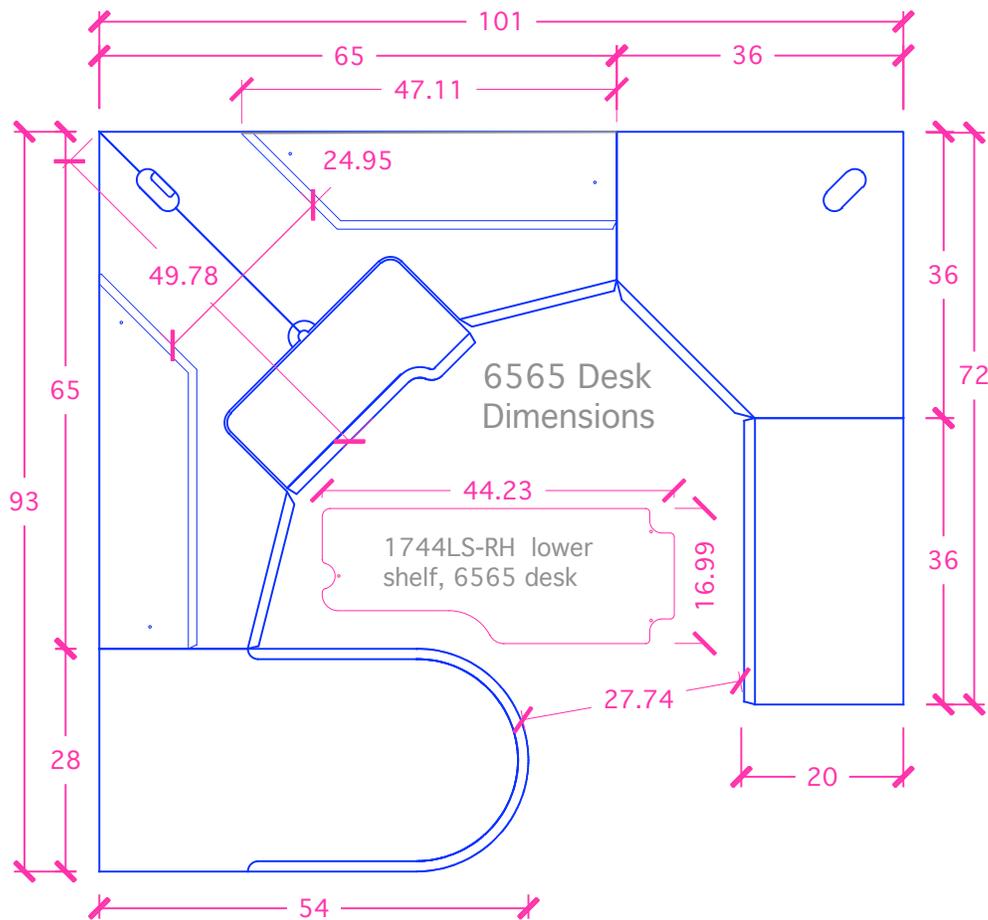
Fax or scan and email your plan to WorkSpaces. Send an accompanying email with ALL of your contact information and any notes about your preferences on finishes and how the room should be arranged.

WorkSpaces Fax: 425-226-9468 Email: design@workspaces.com

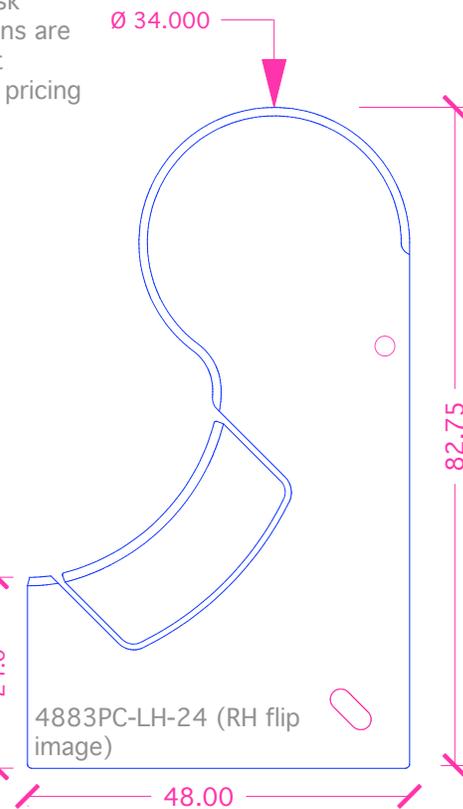
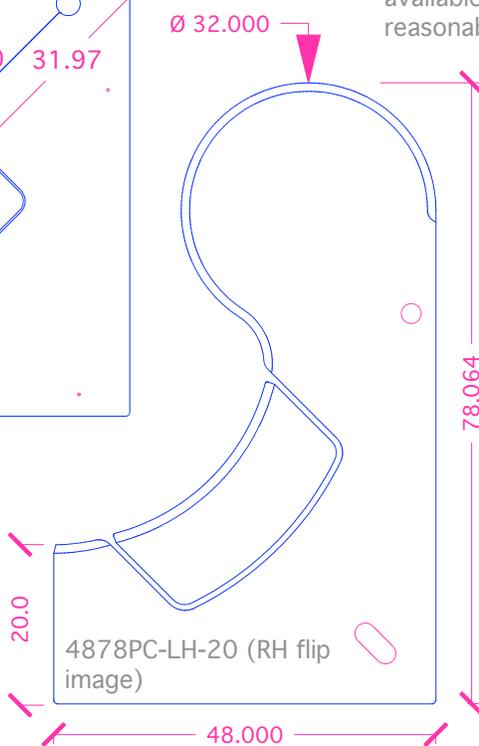
Free Space Planning

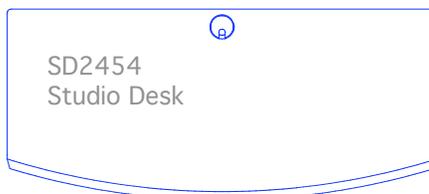
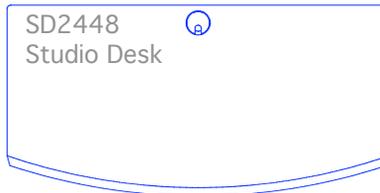
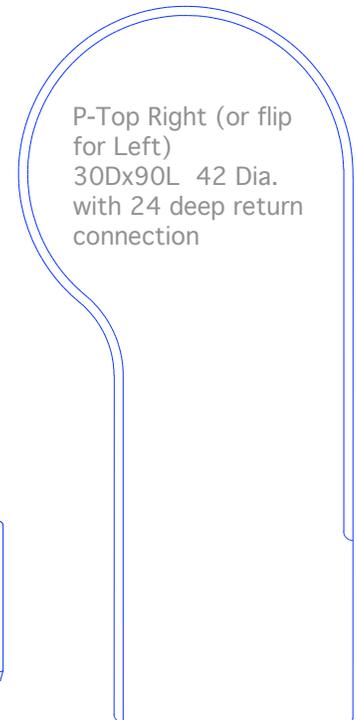
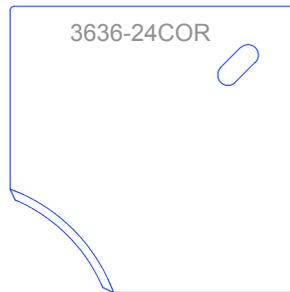
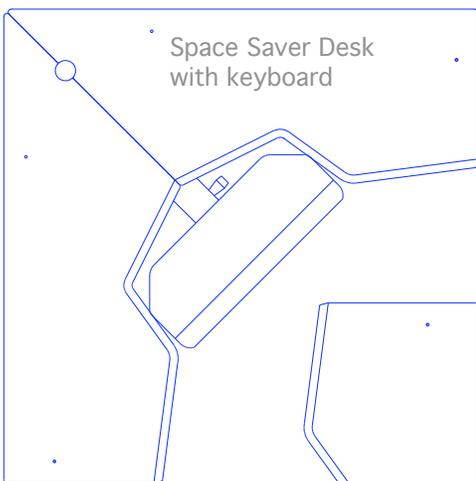
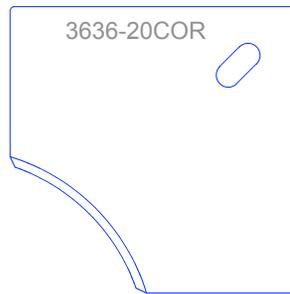
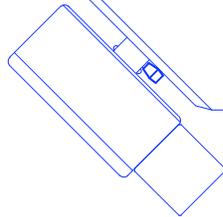
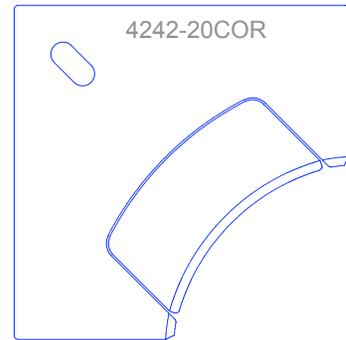
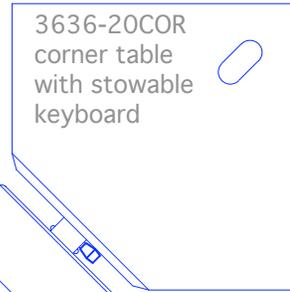
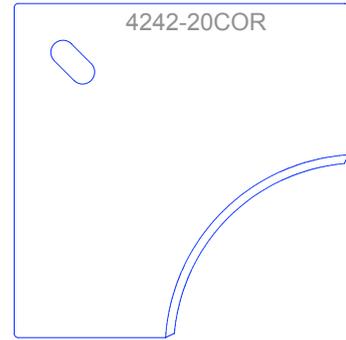
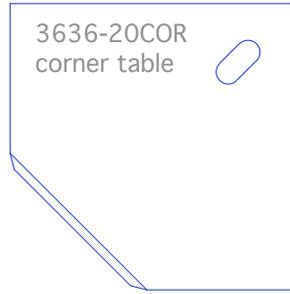
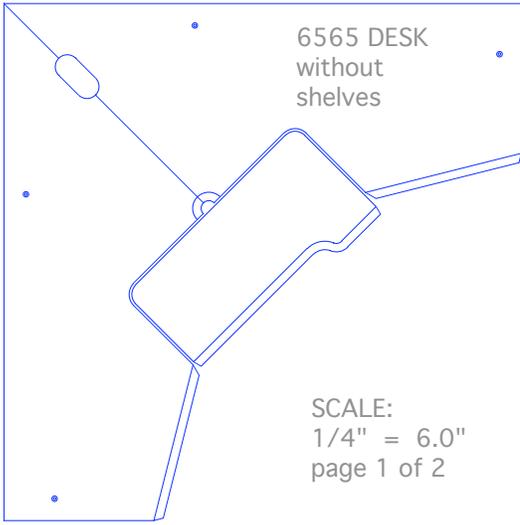
If all of this is too much for you, you can send us the dimensioned sketch of your room and we will do the plan for you. No charge. Call us at **1-800-466-4123**

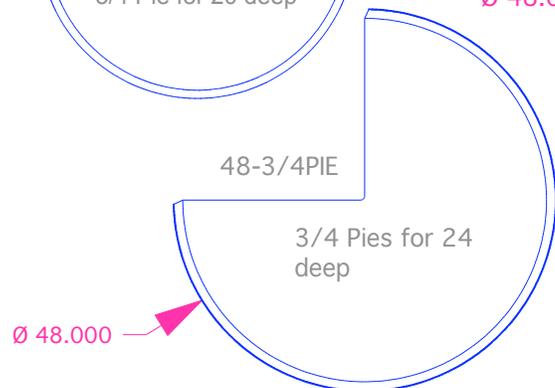
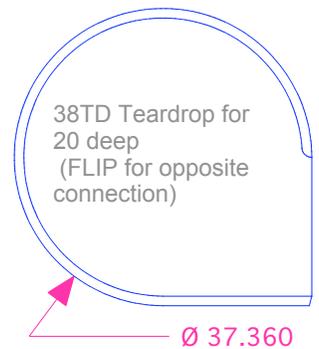
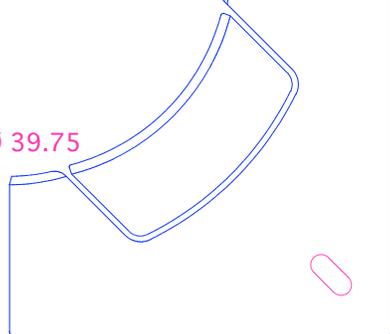
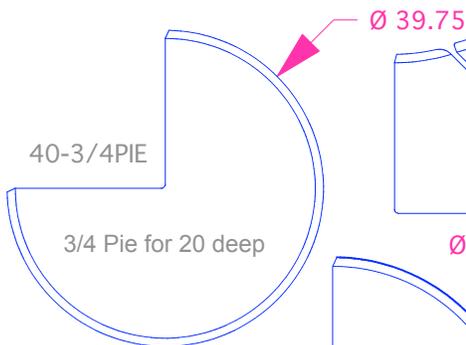
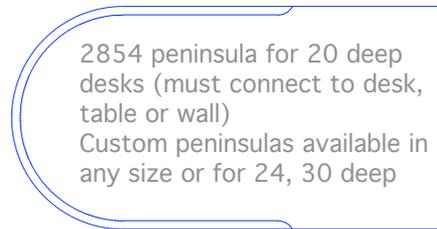
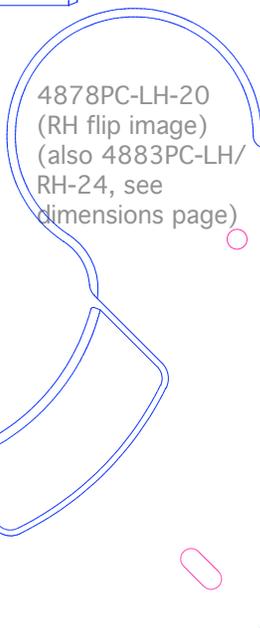
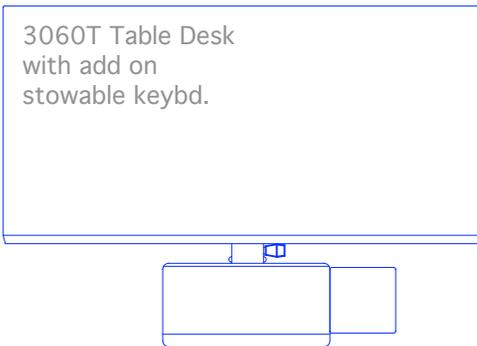
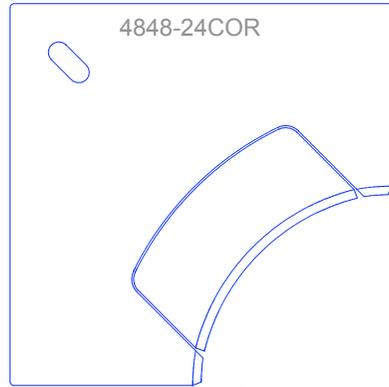
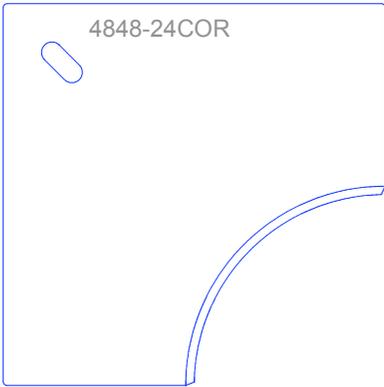
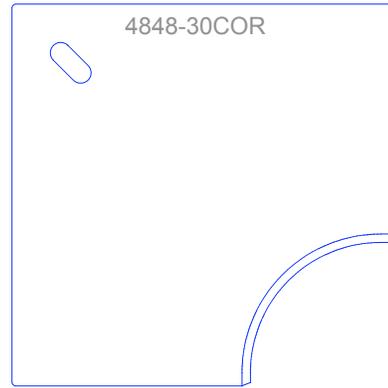
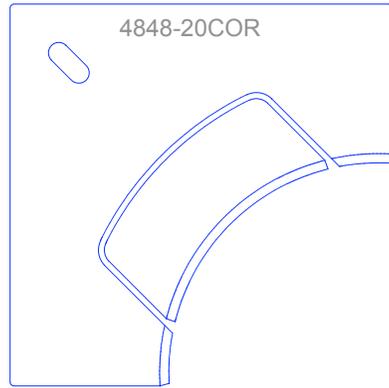
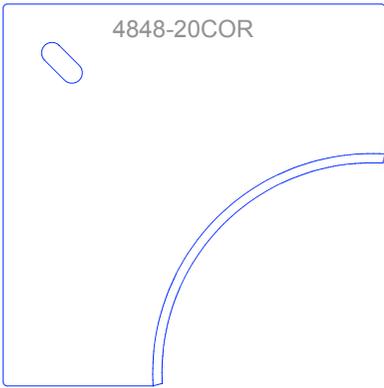


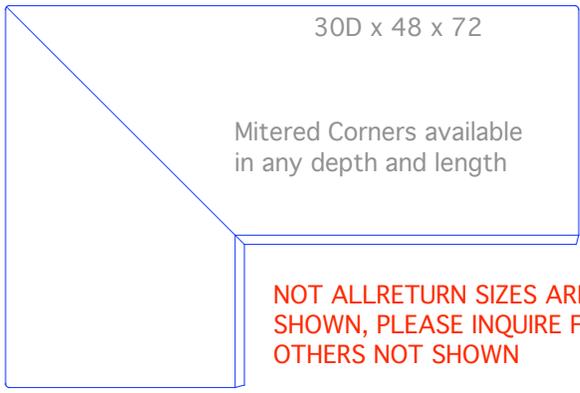
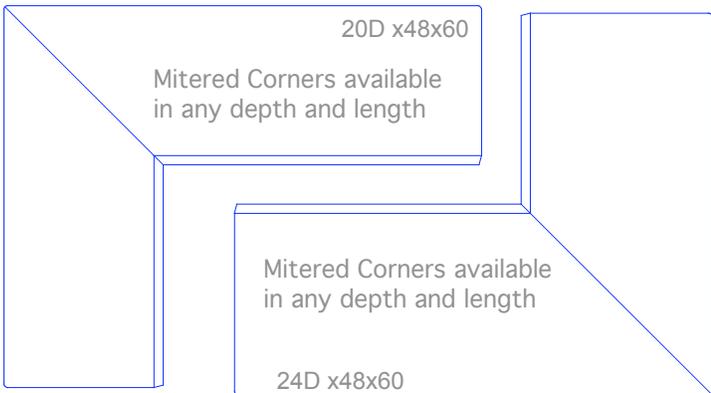
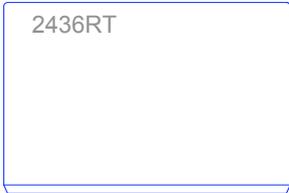


Many different custom desk combinations are available at reasonable pricing









Shelves and Ergo Symbols

1348US-LH upper shelf, 6565 desk

1346US-LH, upper shelf, 6060 desk

1328US for peninsula

1336USM mitred shelf for corner table

1348US-RH upper shelf, 6565 desk

1346US-RH, upper shelf, 6060 desk

1336US upper shelf

3434US, upper shelf for corner tables

1631LS low shelf for 2036 return table

3030LS, low shelf for corner tables

1342US upper shelf

1348US upper shelf for return or Studio Desk

1744LS-RH lower shelf, 6565 desk

1536LS-RH, lower shelf, 6060 desk

1354US for Studio Desk

1744LS-LH lower shelf, 6565 desk

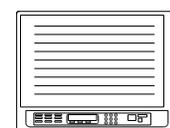
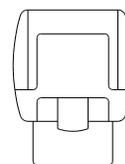
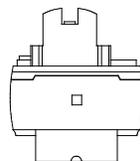
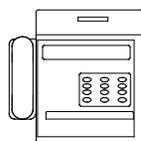
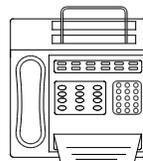
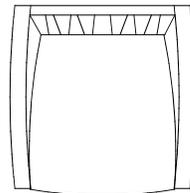
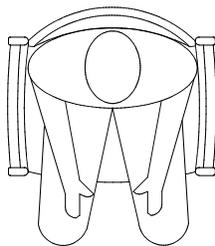
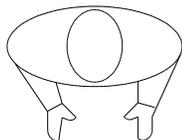
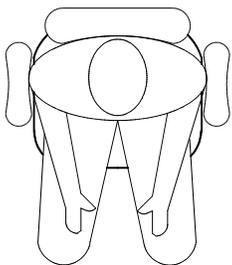
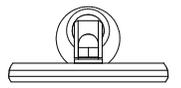
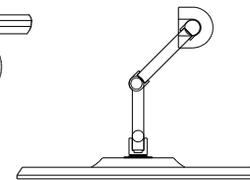
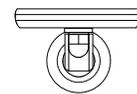
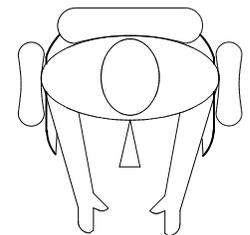
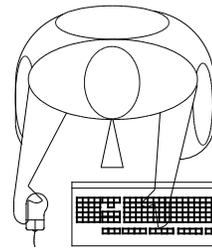
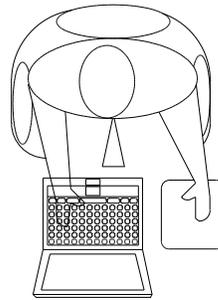
1536LS-LH, lower shelf, 6060 desk

1360US, upper shelf for tables or wall mount

1372US, upper shelf for tables or wall mount

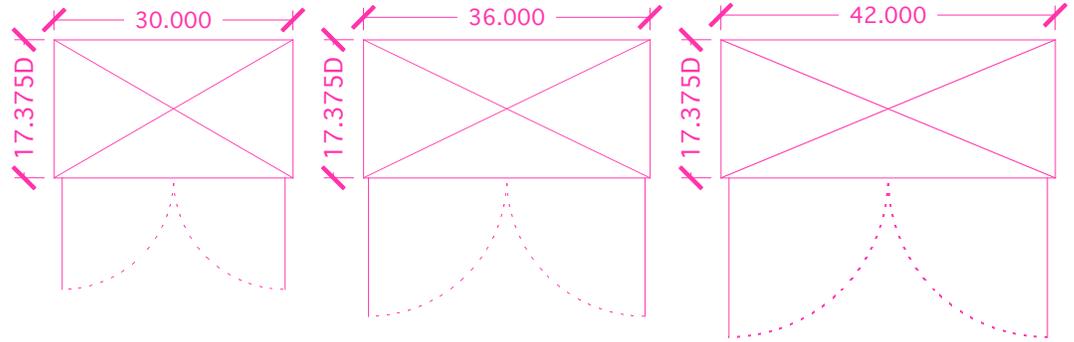
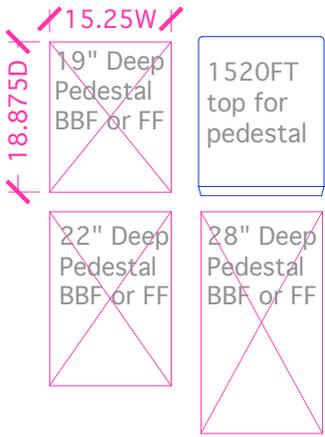
1746LS lower shelf for Studio Desk

1752LS lower shelf for Studio Desk

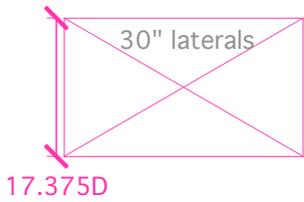


METAL CABINETS

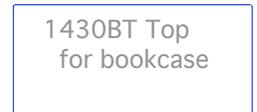
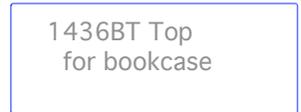
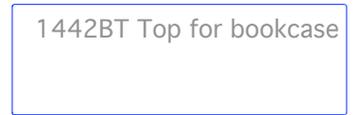
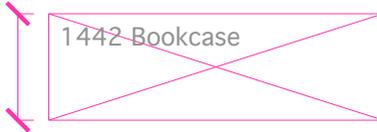
30, 36, 42" wide 2 door storage, 28, 40, 52, & 64" high



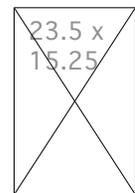
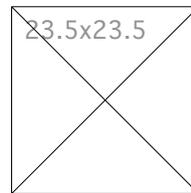
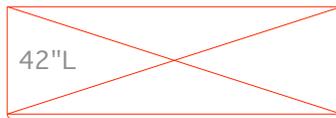
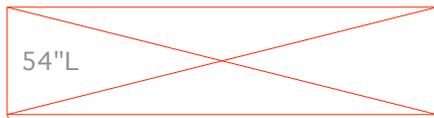
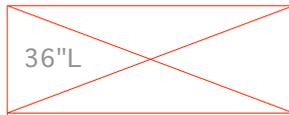
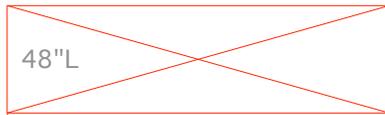
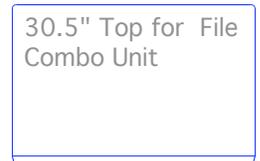
Laterals available in variety of drawer/door combinations for paper or electronic media



Bookcases are 28, 41, 54, 67, and 80" high



Metal Wall Mount Overhead Cabinets (flipper door stores inside)

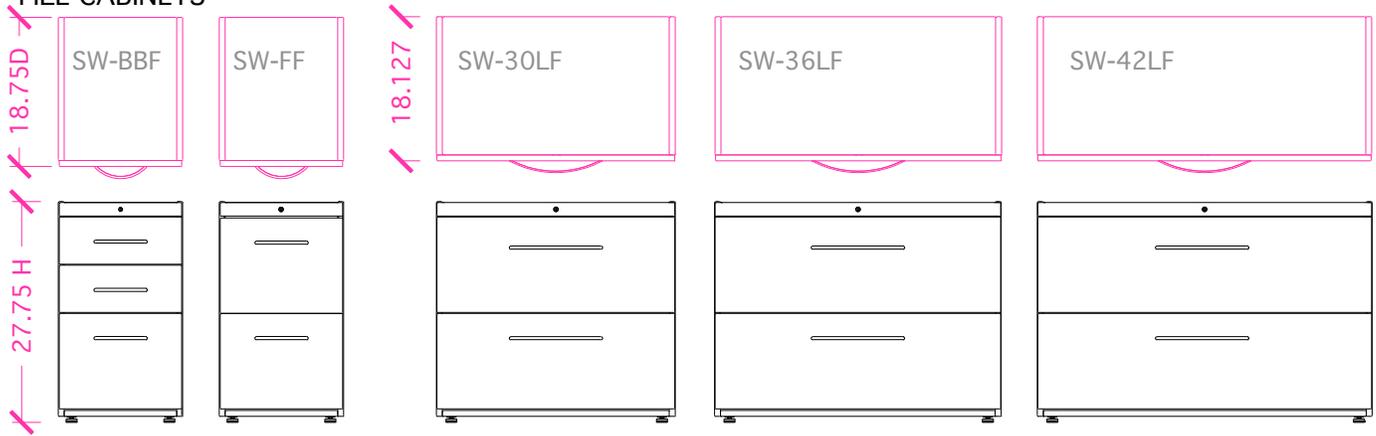


Storage Towers 40", 51", 63" high with combination of doors, laterals, wardrobes

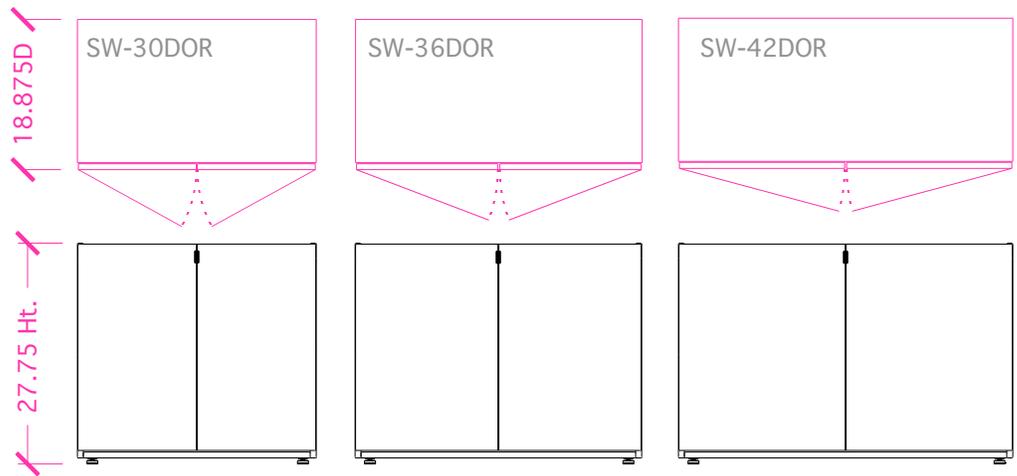
Pedestal Tower, 52" & 64" high with combinations of side storage & ped file drawers in front

WOOD CABINETS- black laminate cases & wood grain faces (add woodgrain tops to finish off cabinet)

FILE CABINETS



STORAGE CABINETS



WALL MOUNTED OVERHEADS

