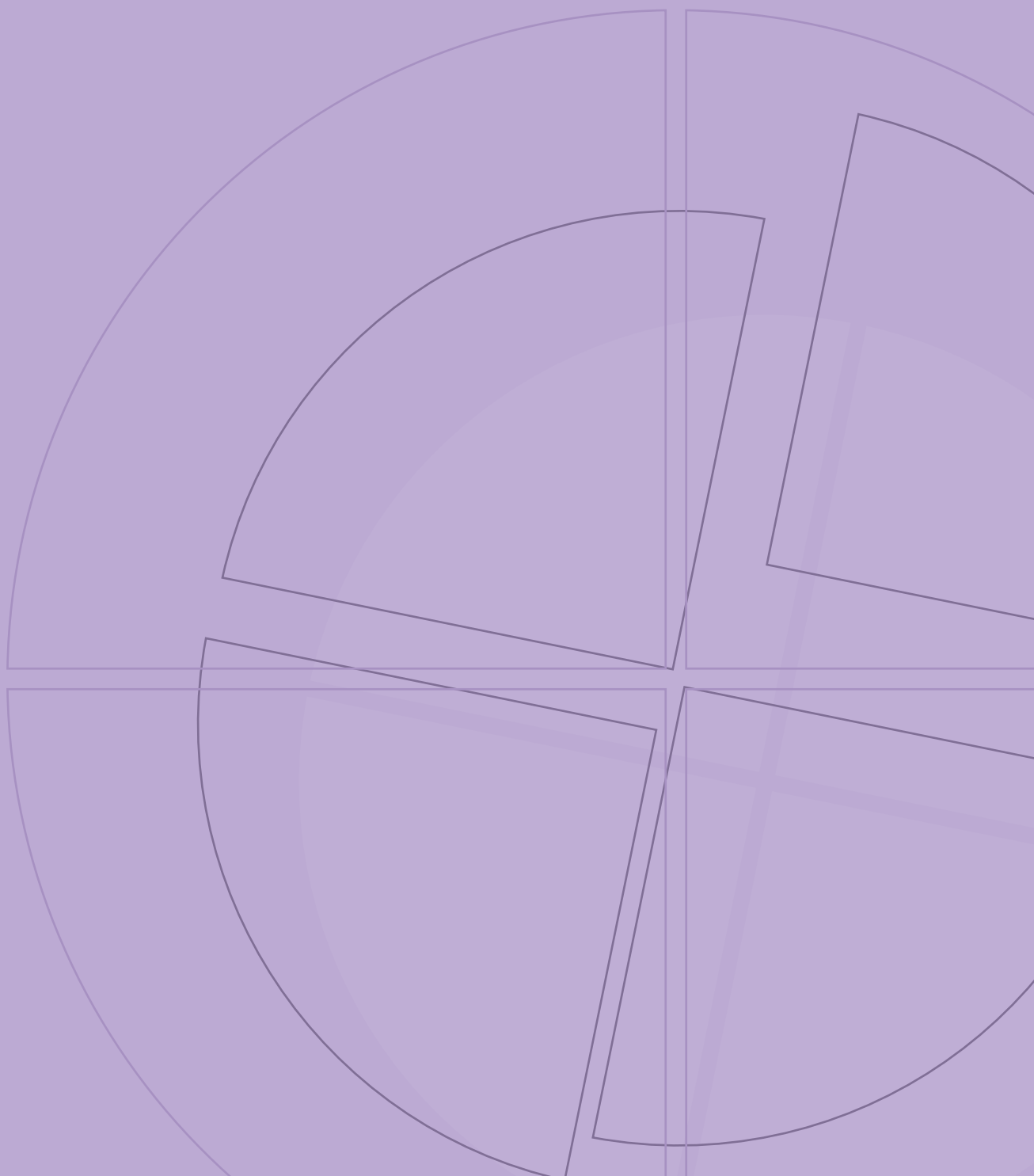


NowyStyl

The office and its

**MICRO
zones**





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Each of basic areas in the office space (Work Zone, Meet Zone, Focus Zone and Break Zone) is composed of a few smaller MICROZONES - individual, functionally the smallest office space, building blocks of the entire office space to support specific activities.

WORK ZONE

Workstations
Hot Desking Space
Managerial Rooms



FOCUS ZONE

Focus Room
Focus Spot



MEET ZONE

Open Collaboration
Semi-open Collaboration
Agile Space
Meeting Rooms

BREAK ZONE

Canteen
Chillout Space

Why Microzones?

The world is changing as we speak, and so are our needs, as well as the nature of our work and the type of professional activities we engage in. These new activities require a different setting and office arrangement.



+35%

Increase in work satisfaction when the office includes areas for focus work and team efforts.

OFFICE SPACE ZONING

- breaking down the space into dedicated areas -
considerably increases your effectiveness at work



79%

of ideas originate away from the desk, as a result of interactions and exchange of thoughts with others in the office.

DESIGNING DIVERSE WORKING AREAS IS THE KEY TO AN EFFICIENT OFFICE.

On a typical workday, we are engaged in various activities: we attend meetings (internal and external), complete operational tasks, work on a computer or devote our time to focus work in solitude.

We can boost our effectiveness at each of these steps if our office has special zones that support specific types of work.



+10%

Increase in individual productivity through access to a variety of office zones.

But it's not only our tasks and responsibilities that differ. People come with different personalities and individual traits. We are neurodiverse – our brain is unique, there's none like ours in the world. Better yet, it keeps changing every day. That's why we need a different environment to thrive. Plus, some of us have certain special features and needs.

We come up with diverse microzones not only to boost the effectiveness at work. We also focus on the people's wellbeing, so that they have a comfortable and safe place to work in and feel their individual needs are addressed.

The material contains the following information about microzones:

FUNCTION	Information regarding the functionality of a microzone -what it serves, why it should be present in office space, and typically in what form it appears.
LOCATION	Suggested location of the microzone in the office space.
VISUALISATION	Visual presentation of a microzone - a proposed arrangement that can serve as inspiration
NUMBER OF PEOPLE	Estimated number of people for whom the presented microzone is designed. The number of employees may depend on the nature of the space arrangement.
AVERAGE USE TIME	Approximate, estimated time that employees may spend in a given microzone.
PRODUCT PROPOSITION	The selected product proposal fulfilling the functionality of a microzone.

+ In the case of some microzones, additional essential information

What kind of Microzones can you have?

Parameters and a brief description

Enclosed

An enclosed space fosters individual activities and confidential tasks.



Open

An open space without walls is where you are visible to others. It is a low-privacy and low-confidentiality zone.



Offline

A space without complete audio-visual equipment, where you can't hold online meetings. It is designed for stationary work.

Online

A space with amenities that accommodate online meetings.

Quiet

A space with low sound intensity.



Noisy

A space with high sound intensity.

Individual work

A space that supports individual activities performed single-handedly by one employee at a time.



Team Work

A space that supports group and team efforts of employees.

Flexible

A space that can be easily rearranged and adjusted (multi-functional). It usually comes with mobile and modular furniture.



Fixed

A space with a fixed arrangement, which can fulfil similar functions.



Work Zone

THIS IS AN AREA OF THE OFFICE SPACE, WHICH IS DEDICATED TO INDIVIDUAL WORK AT A COMPUTER DESK. THIS IS THE PLACE FOR OPERATIONAL ACTIVITIES, ADMINISTRATION AND TECHNICAL MANAGEMENT.



A properly equipped workstation should make it easy for the user to perform multiple tasks without putting excessive strain on the musculoskeletal system. It should support comfortable work without forcing the human body to assume unnatural positions.

In the WORK ZONE, you will find the following MICROZONES:

- **Workstations**
- **Hot Desking Space**
- **Managerial Rooms**



Workstations

DEDICATED OR DESK-SHARING STATIONS

FUNCTION: A basic individual workstation usually includes the same staple elements: a desk (with or without height adjustment) + a chair. An ergonomic workstation makes it possible for the user to engage in work for more than 4 hours a day. Each employee can have a dedicated workstation, or they can follow a Desk Sharing scheme, with more than one employee assigned to each station. Workstations can be connected to form workbenches (this solution saves a lot of space) or they can remain separate.

LOCATION: Workstation space

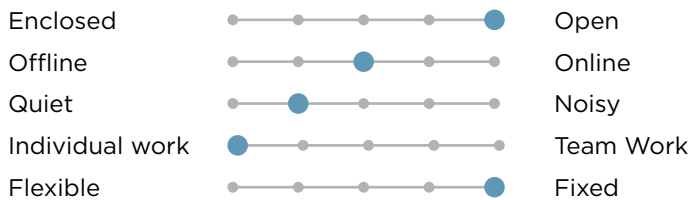
NUMBER OF PEOPLE: 1

AVERAGE USE TIME: +/- 8h

EXTRA FURNITURE: pedestal, lockers



PARAMETERS OF THE WORKSTATION MICROZONE:



PRODUCT PROPOSITION:



eUP3



Puzlo



Xilium

Hot Desking Space

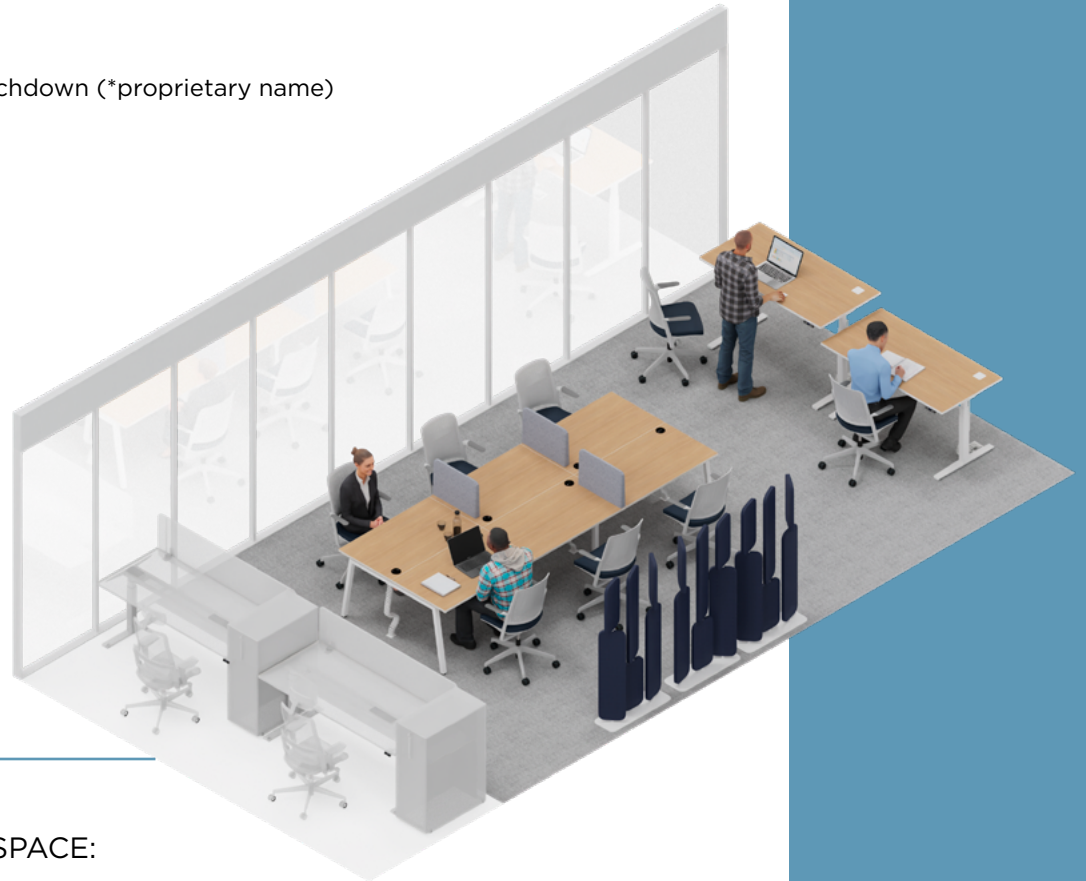
EXTRA WORKSPACE FOR EMPLOYEES OR CLIENTS

FUNCTION: An extra desk or a project table is available to all employees without the need to book it in advance. This is a solution designed for mobile employees or those who don't have an assigned workstation. Sometimes offices include a hot desking space for visiting employees, who come from other departments, or for visitors/clients who need a desk on an ad hoc basis.

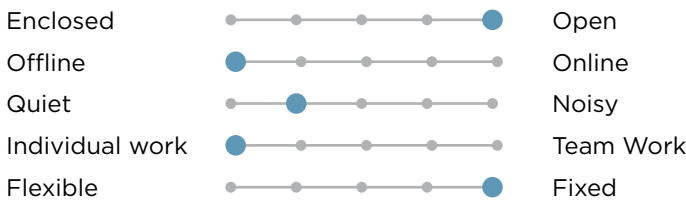
LOCATION: Workstation space or the entrance zone

AVERAGE USE TIME: ≤ 8h

ANOTHER NAME: Touchdown (*proprietary name)



PARAMETERS OF THE HOT DESKING SPACE:



PRODUCT PROPOSITION:



WithME



eUP 3



CS5040



Sileo

Managerial Rooms

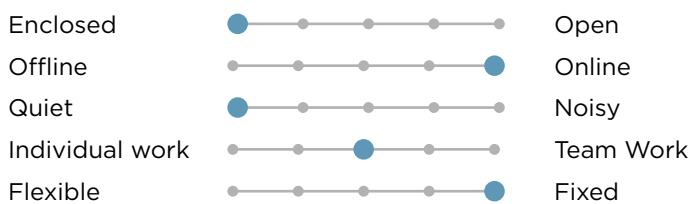
FUNCTION: An individual office space designed for managers, CEOs or the board (premium). The arrangement can reflect the organizational structure of the specific business. This type of microzone supports confidentiality and usually comes with extra storage space (e.g. for confidential employee files). This microzone can be a combination of all office zones (and support individual work, focus work, and meetings).

LOCATION: Near the workstations or in a dedicated office space

A small meeting zone for confidential or private-meetings. This is where the Manager/CEO can organize one-to-one briefings. **This space is off-limits to the general public.**



PARAMETERS OF THE MANAGERIAL ROOMS:



PRODUCT PROPOSITION:



SQart



XIO



San Siro



YouTEAM





Meet Zone

THIS IS THE AREA IN THE OFFICE SPACE WHERE YOU WILL FIND MICROZONES FOCUSED ON INTERACTION AND EXCHANGE. THIS IS A PLACE FOR MEETINGS: PLANNED, AD HOC, FORMAL AND INFORMAL.



Collaboration and team spirit are integration boosters in every organization. This serves to prove that teamwork is just as important as the ability to focus in solitude. Meeting other people and interacting with them are the primary reasons why people come to the office.

In the MEET ZONE, you will find the following MICROZONES:

- **Welcoming Zone**
- **Open Collaboration**
- **Semi-open Collaboration**
- **Agile Space**
- **Meeting Rooms**
 - **Small Meeting Room**
 - **Standard Meeting Room**
 - **Workshop**
 - **Executive Room**



Welcoming Zone

- FUNCTION:** The entrance area in the office space has the role of welcoming and controlling access, ensuring the security of employees and visitors. It is a waiting area, a short meeting place and a place where essential facilities such as registering appointments or receiving deliveries can be used. In addition, it is often the central workspace for Office Managers who manage day-to-day office operations. The entrance area is often the "business card" of the company, reflecting its culture and values through appropriate furnishings and arrangement.
- LOCATION:** The entrance area in the office space
- NUMBER OF PEOPLE:** Variable (often permanent for Office Managers)
- AVERAGE USE TIME:** Employee approx. 8h, Guest up to 1h.
- ANOTHER NAME:** Reception



PARAMETERS OF THE SMALL MEETING ROOM - VERSION 1:

- | | | |
|-----------------|-----------------------|-----------|
| Enclosed | ● — — — — — ● | Open |
| Offline | ● — ● — — — — ● | Online |
| Quiet | ● — — — — — ● | Noisy |
| Individual work | ● — — — — ● — — — — ● | Team Work |
| Flexible | ● — — — — — ● | Fixed |

PRODUCT PROPOSITION:



Creva Comta Genaya Sand SQart Puzlo

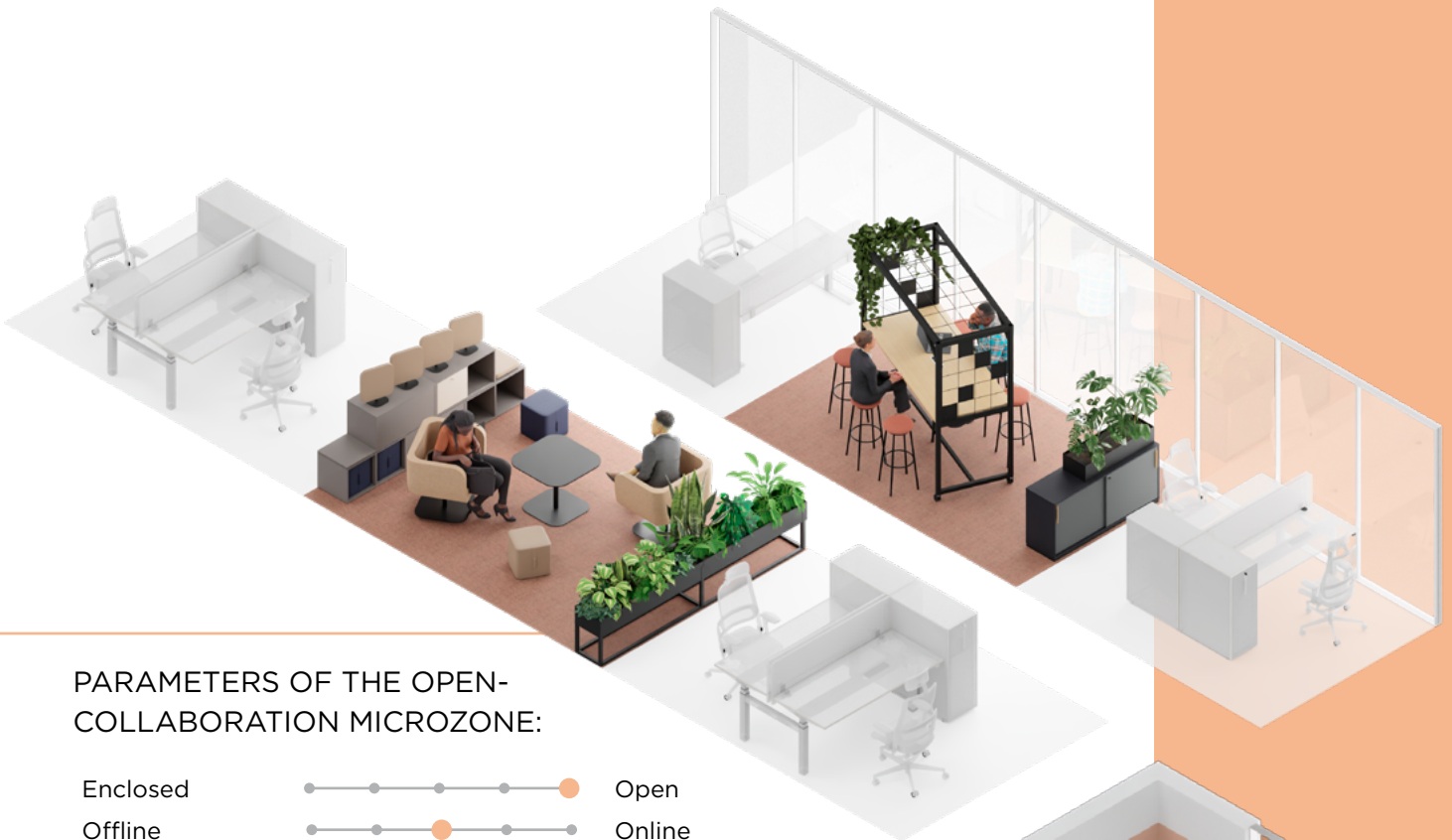
Open Collaboration

THIS MICROZONE IS OFTEN REFERRED TO AS TOUCH&GO, TEAM NESTS, TEAM SPOTS (NOWY STYL)

*The above are the names designed and used by clients. They are not intended for general use.

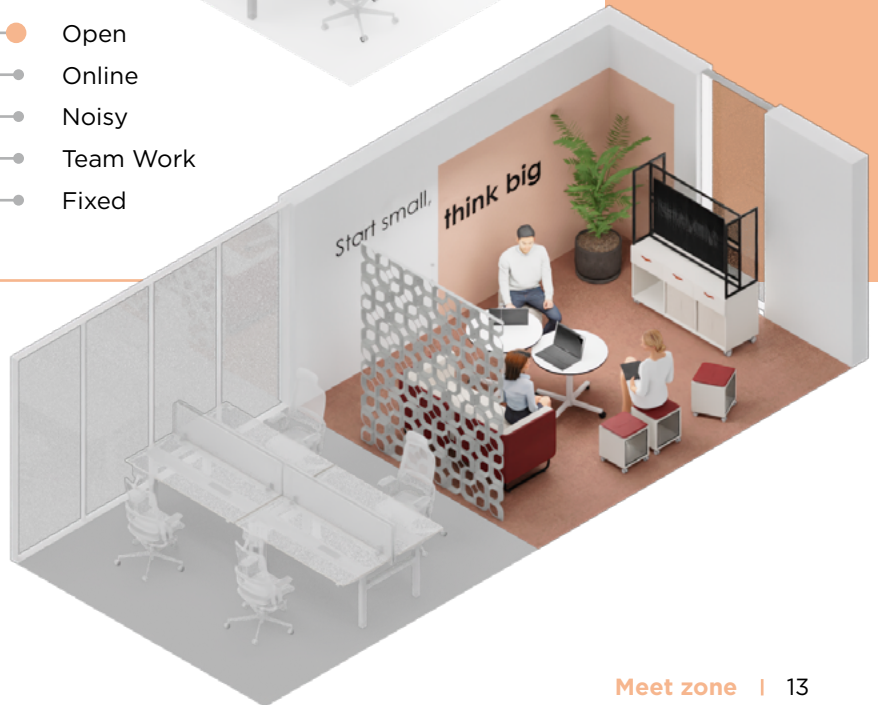
FUNCTION: An area for teamwork, without partition walls or panels. This microzone is intended for meetings and consulting sessions. The nature of this place makes it available and accessible at all times, without the need to book it in advance. This kind of microzone is often complete with versatile mobile furniture so that employees can easily rearrange the space and adjust it to their current needs or activities.

LOCATION: Near the open space - this microzone must be easily accessible to everyone



PARAMETERS OF THE OPEN-COLLABORATION MICROZONE:

Enclosed		Open
Offline		Online
Quiet		Noisy
Individual work		Team Work
Flexible		Fixed

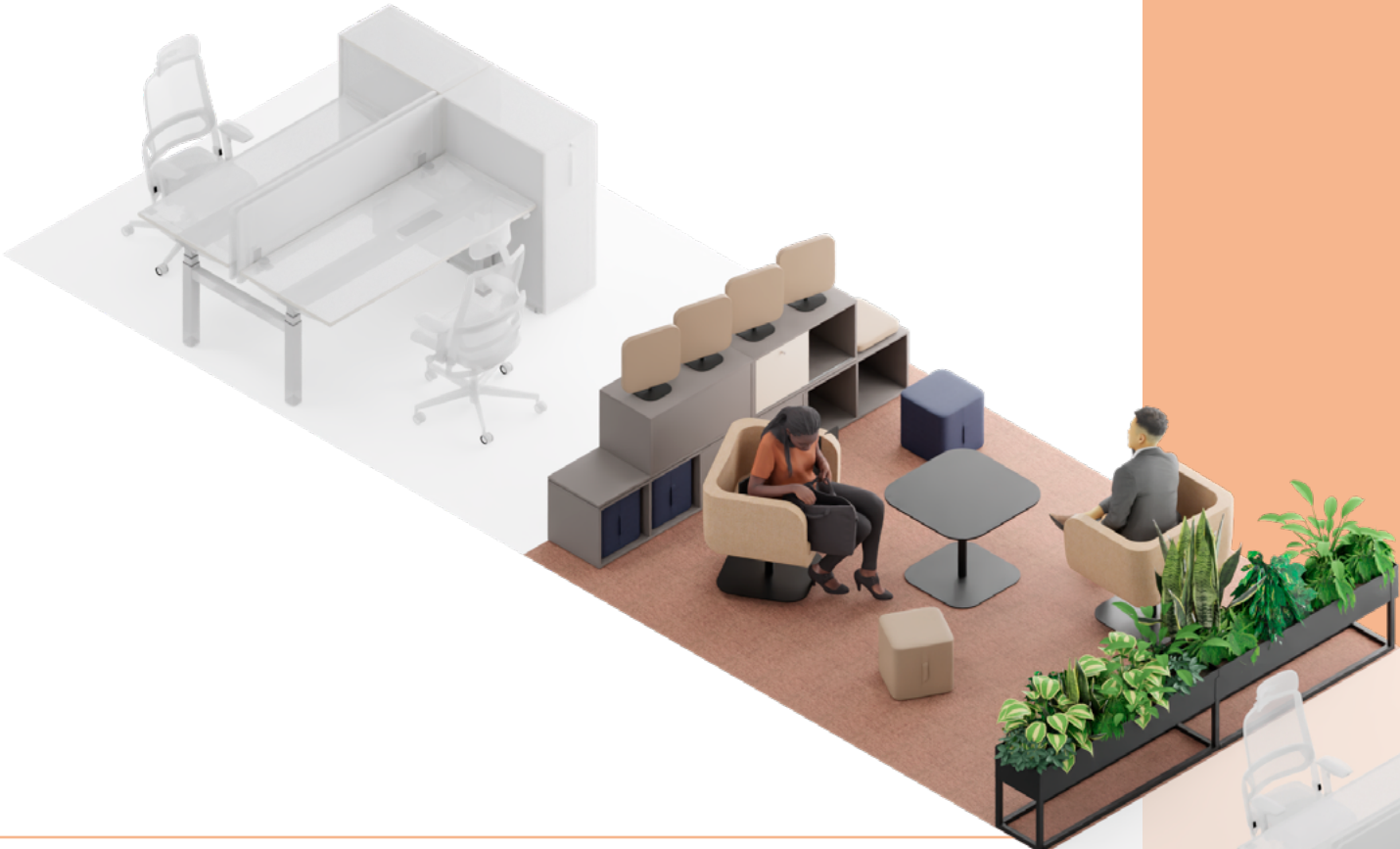


Open Collaboration

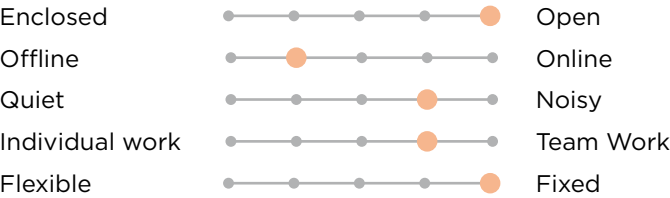
VERSION 1

NUMBER OF PEOPLE: 2-4

AVERAGE USE TIME: ≤ 1h



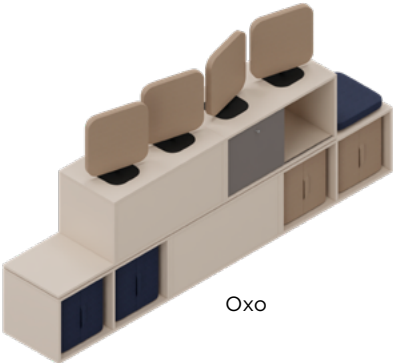
PARAMETERS VERSION 1:



PRODUCT PROPOSITION:



Bound



Oxo

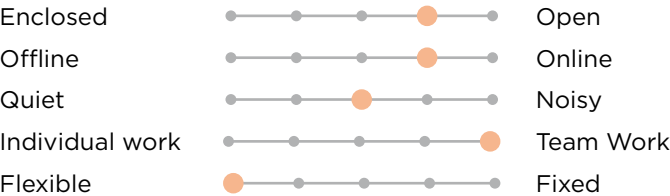
Open Collaboration

VERSION 2

NUMBER OF PEOPLE: 2-5
 AVERAGE USE TIME: ≤ 2h



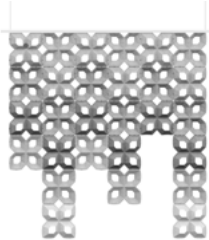
PARAMETERS VERSION 2:



PRODUCT PROPOSITION:



Play&Work



Formo



SQart



Offa

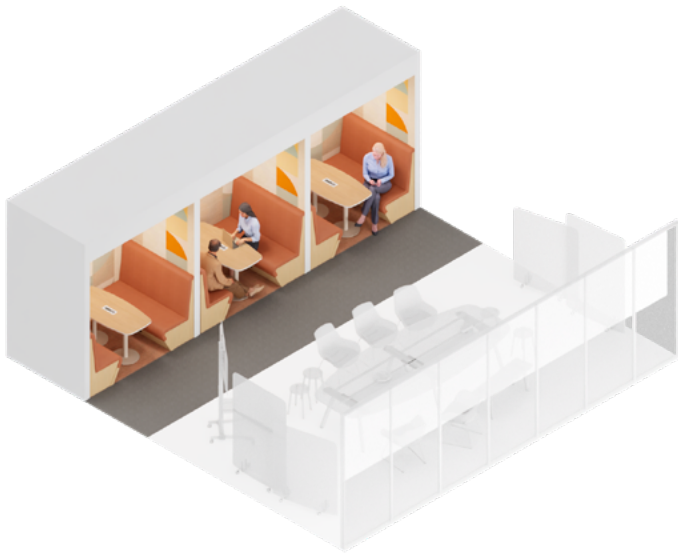
Semi-Open Collaboration

THIS MICROZONE IS OFTEN REFERRED TO AS TOUCH&GO, TEAM NESTS, TEAM SPOTS (NOWY STYL)

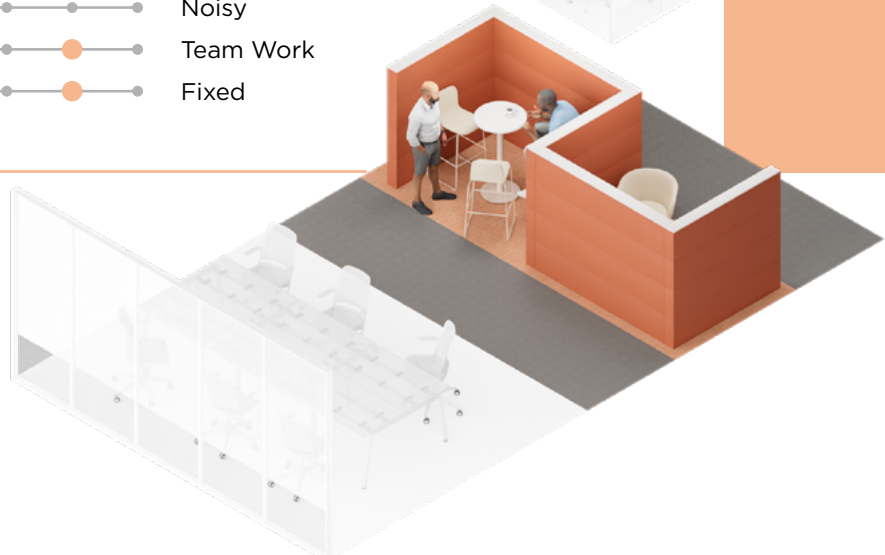
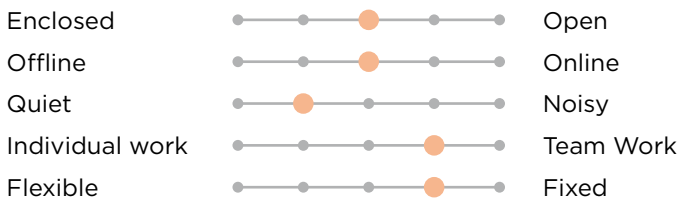
*The above are the names designed and used by clients. They are not intended for general use.

FUNCTION: This area is dedicated to teamwork but is fitted with extra panels or mobile partition walls to separate the team from the rest of the office space. This microzone ensures greater privacy, which makes it good for one-to-one meetings, and the general vibe promotes quiet talking rather than phone conversations or video calls. This microzone does not have to be booked in advance.

LOCATION: Near the open space - this microzone must be easily accessible to everyone



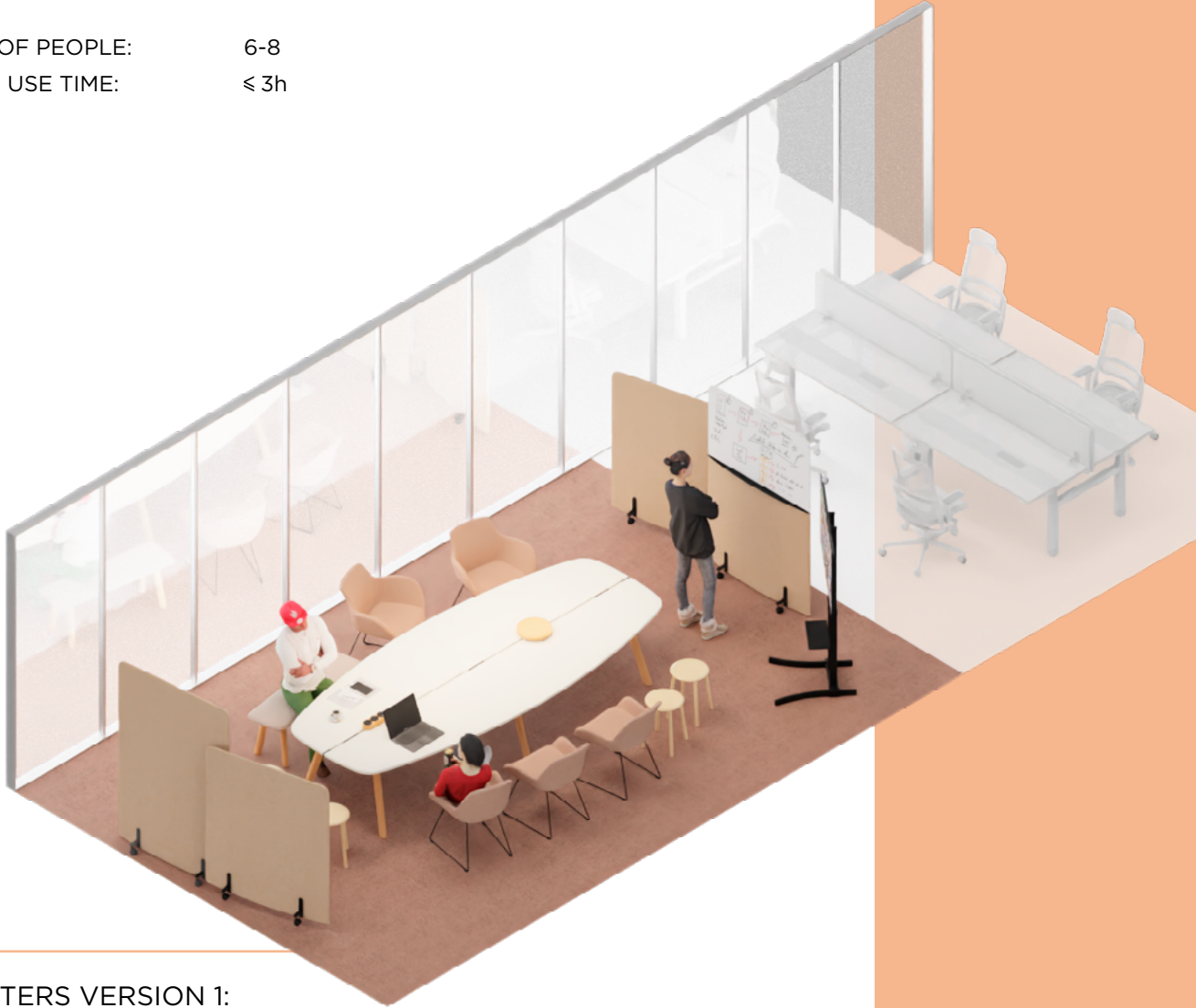
PARAMETERS OF THE SEMI-OPEN-COLLABORATION MICROZONE:



Semi-Open Collaboration

VERSION 1

NUMBER OF PEOPLE: 6-8
AVERAGE USE TIME: ≤ 3h



PARAMETERS VERSION 1:

Enclosed		Open
Offline		Online
Quiet		Noisy
Individual work		Team Work
Flexible		Fixed

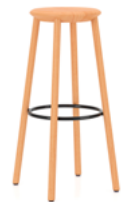
PRODUCT PROPOSITION:



Lupino



Creva



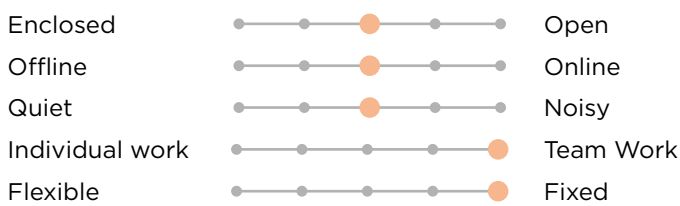
Semi-Open Collaboration

VERSION 2

NUMBER OF PEOPLE: 4-8
 AVERAGE USE TIME: ≤ 1h



PARAMETERS VERSION 2:



PRODUCT PROPOSITION:



Sand

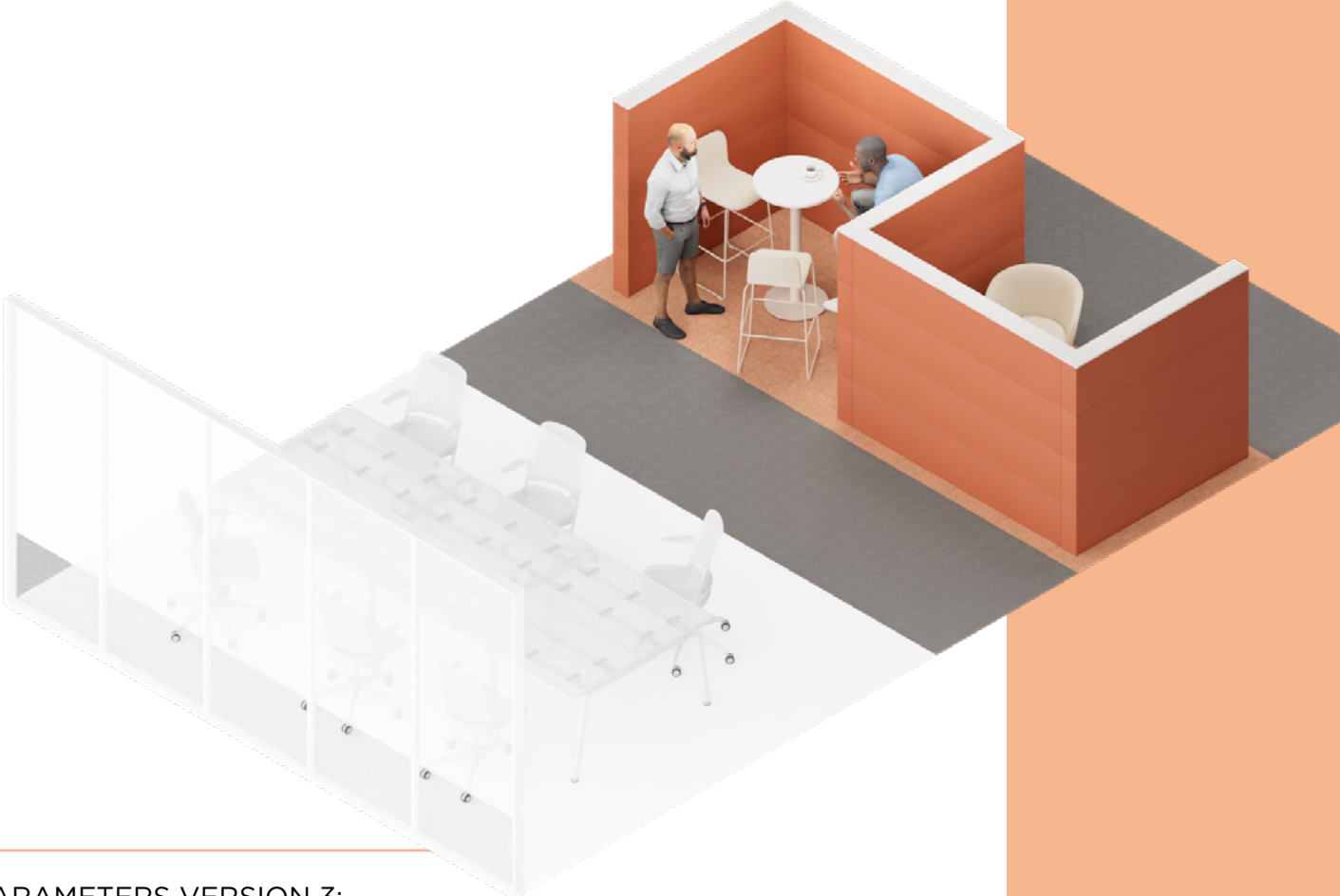


MeeThink

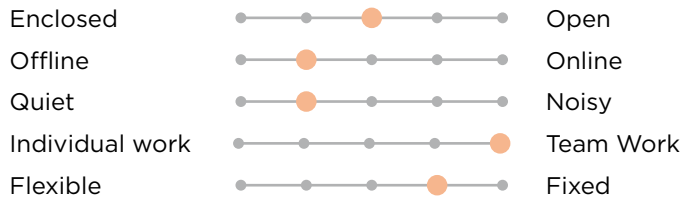
Semi-Open Collaboration

VERSION 3

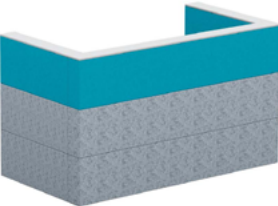
NUMBER OF PEOPLE: 4-6
 AVERAGE USE TIME: ≤ 1h



PARAMETERS VERSION 3:



PRODUCT PROPOSITION:



Sand



Naudu



Vapaa

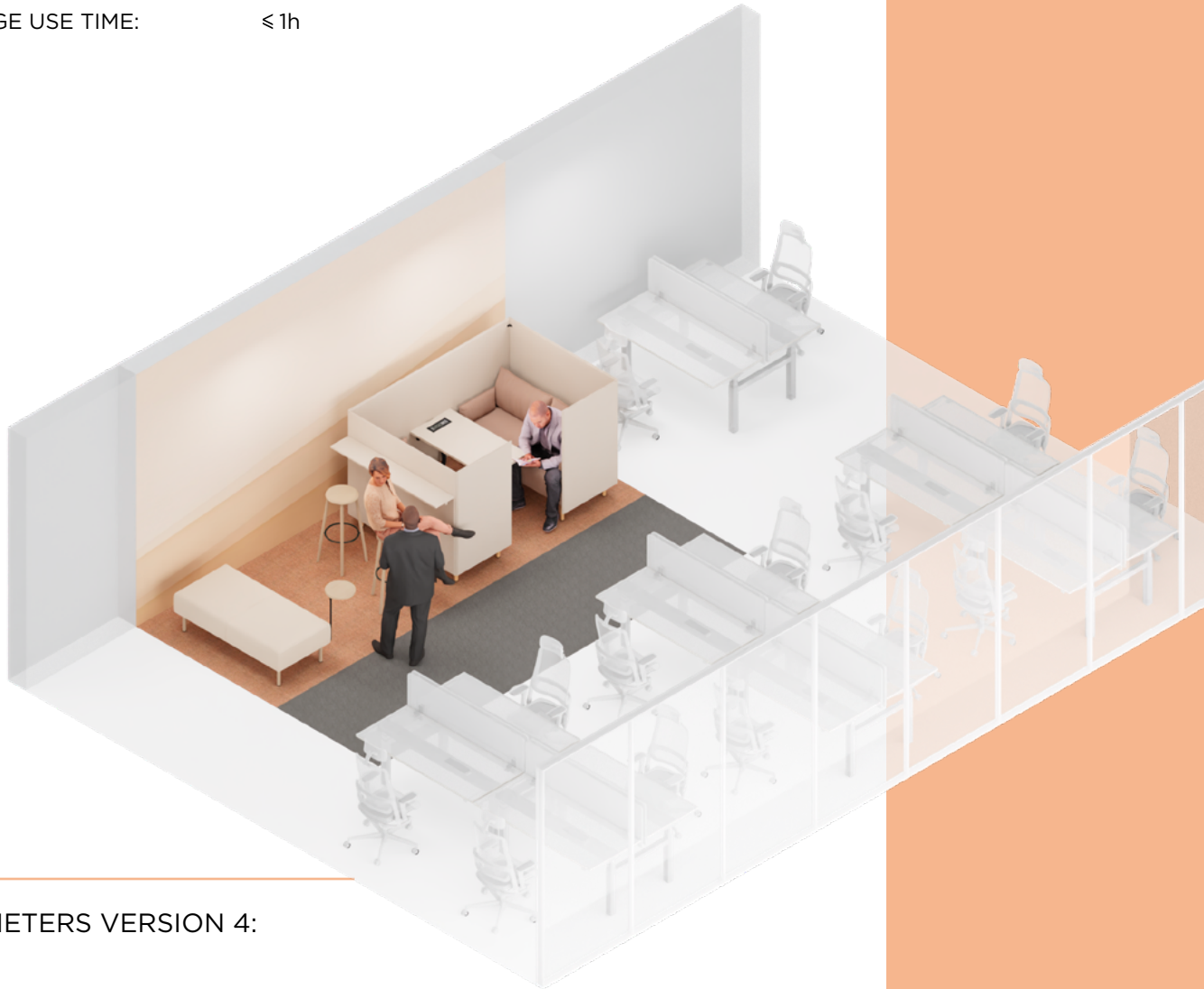


MeeThink

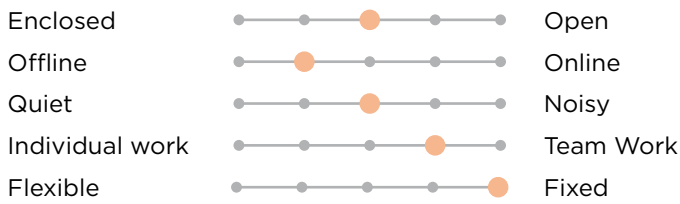
Semi-Open Collaboration

VERSION 4

NUMBER OF PEOPLE: 4-6
 AVERAGE USE TIME: ≤ 1h



PARAMETERS VERSION 4:



PRODUCT PROPOSITION:



Creva

Agile Space

FUNCTION:	This is a highly flexible and mobile area, designed for internal team meetings. It is complete with versatile, mobile furniture, which means it can be easily rearranged to suit current needs or accommodate specific activities. The space supports Agile work and philosophy.
LOCATION:	A separate zone in a different office area
NUMBER OF PEOPLE:	2-10
AVERAGE USE TIME:	Depends on the meeting



Agile Space



PARAMETERS OF THE AGILE SPACE MICROZONE:

Enclosed		Open
Offline		Online
Quiet		Noisy
Individual work		Team Work
Flexible		Fixed

PRODUCT PROPOSITION:



Xilium counter



XIO 2.0



Offa



Sileo

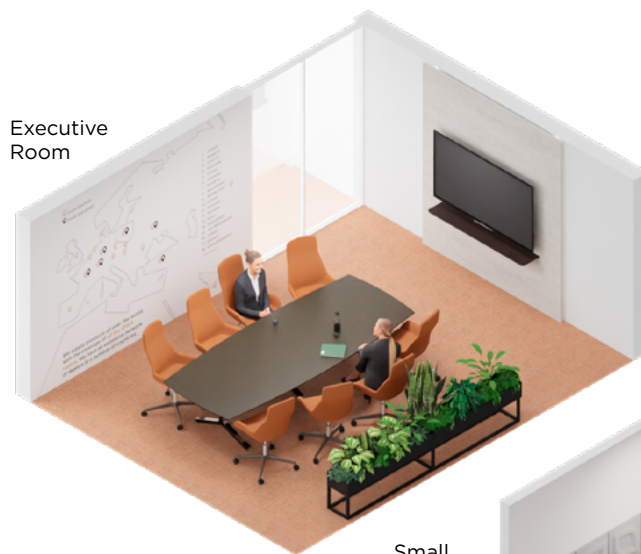
Meeting Rooms

FUNCTION: This is a closed conference room, which offers utmost privacy. This microzone comes in a number of variants: from informal to premium. The space can be subject to pre-booking. When it's not, however, and it's generally accessible at any time, it is referred to as the HUDDLE ROOM.

VARIANTS: Small Meeting Room, Huddle Room, Workshop, Brainstorming Room, Executive Room

LOCATION: Depending on the variant, or in any part of the office space

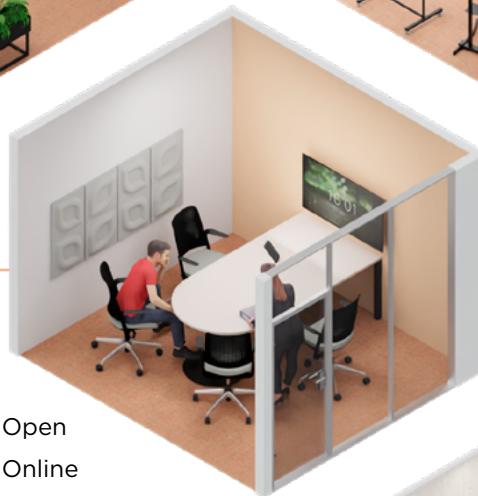
AVERAGE USE TIME: Depends on the meeting



Executive Room

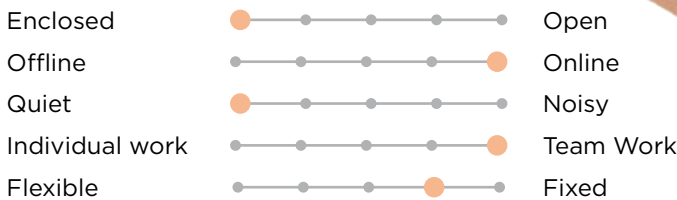


Brainstorming Room



Small Meeting Room

PARAMETERS OF THE MEETING ROOMS MICROZONE:



Workshop



Small Meeting Room

VERSION 1

If a room is excluded from the reservation system and is the possibility of using the space at any time ≤ 1 hour we are dealing with a HUDDLE ROOM

NUMBER OF PEOPLE:	4
AVERAGE USE TIME:	Depends on the meeting About ≤ 2 h



PARAMETERS OF THE SMALL MEETING ROOM - VERSION 1:

Enclosed	<input type="checkbox"/>	Open
Offline	<input type="checkbox"/>	Online
Quiet	<input type="checkbox"/>	Noisy
Individual work	<input type="checkbox"/>	Team Work
Flexible	<input type="checkbox"/>	Fixed

PRODUCT PROPOSITION:



Xilium Counter



Timmi



Levitate



Formo

Small Meeting Room

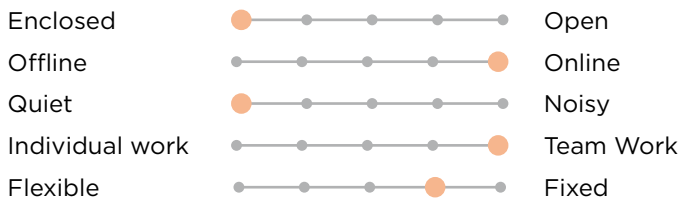
VERSION 2

Thanks to the variety of arrangements and solutions, you can create a space that fosters effective meetings – in a sitting or standing position.

SUGGESTED LOCATION: close to open-space



PARAMETERS OF THE SMALL MEETING ROOM - VERSION 2:



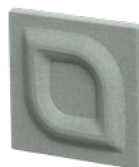
PRODUCT PROPOSITION:



WithME



MeeThink Bullet Table



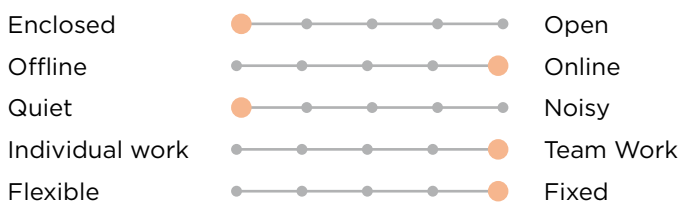
Formo

Standard Meeting Room

NUMBER OF PEOPLE: 6-8



PARAMETERS OF THE STANDARD MEETING ROOM:



PRODUCT PROPOSITION:



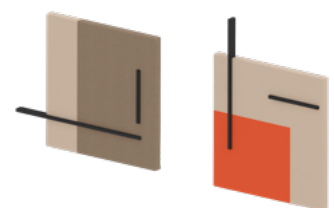
Comta



Naudu



SQart



Sileo Premium

Brainstorming Room

FUNCTION: This is a place for group work and teamwork. It supports collective design or brainstorming. With appropriate technology and acoustic equipment, it can be turned into a zone for creative online-offline meetings. This microzone is usually furnished with versatile and highly mobile solutions. That's why the space can be easily rearranged to suit current needs.

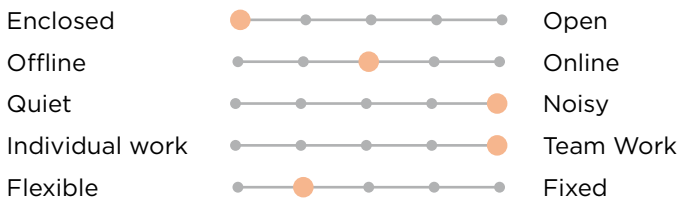
LOCATION: Deep in the office space

NUMBER OF PEOPLE: 6-8

AVERAGE USE TIME: ≤ 2h



PARAMETERS OF THE BRAINSTORMING ROOM MICROZONE:



PRODUCT PROPOSITION:



Workshop

FUNCTION: A versatile room, where you can hold large meetings, company events or office parties (also after business hours). The workshop can be created by combining two smaller areas, e.g. meeting rooms, to make the most of the available space.

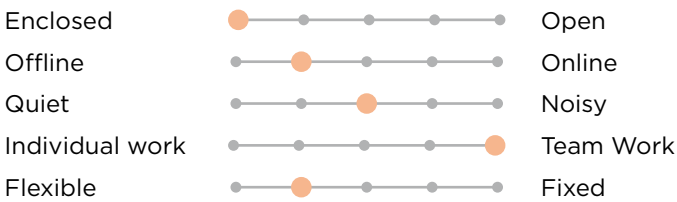
LOCATION: Deep in the office space, nearby break zone

NUMBER OF PEOPLE: 10-40

AVERAGE USE TIME: ≤ 8h



PARAMETERS OF THE WORKSHOP:



PRODUCT PROPOSITION:



Oxo



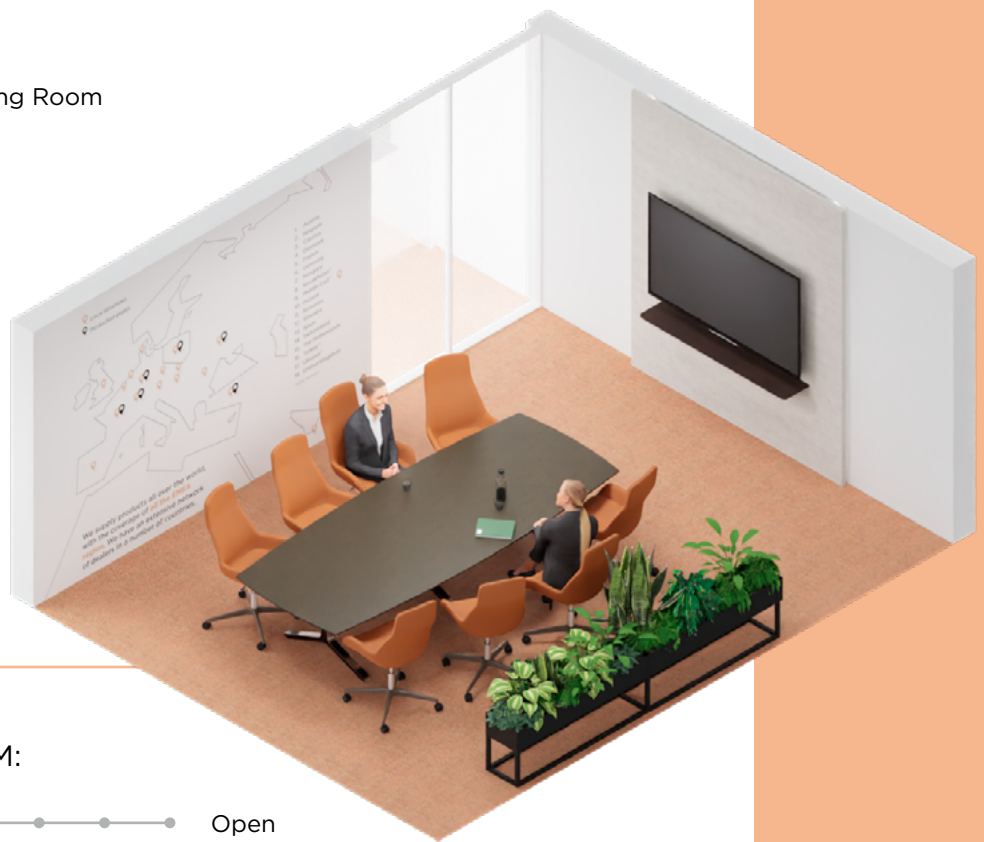
beWise



Convenio

Executive Room

- FUNCTION:** A flagship place, the highlight of your business. This is where external meetings are held: Board conferences or job interviews. The arrangement and décor of this place (furniture, premium finishes, decorative elements) are designed to reflect the prestige and value of the entire company. It's a good idea to include furniture with diverse finishing options, to fit in with the company's brandbook.
- LOCATION:** Near the entrance to the office, close to the Board zone
- NUMBER OF PEOPLE:** 8
- AVERAGE USE TIME:** ≤ 2h
- ANOTHER NAME:** Branding Room



PARAMETERS OF THE EXECUTIVE ROOM:

- | | | |
|-----------------|--|-----------|
| Enclosed | | Open |
| Offline | | Online |
| Quiet | | Noisy |
| Individual work | | Team Work |
| Flexible | | Fixed |

PRODUCT PROPOSITION:



Sitag Inline



Lupino



Focus Zone

THIS AREA IS DEDICATED TO
INDIVIDUAL FOCUS WORK,
WHICH CALLS FOR SILENCE.



It is important to assign a separate space to focus work, which requires silence. Distractions, such as people talking and the office buzz, reduce our effectiveness by as much as **40%** and increase the risk of errors by **27%**.

In the FOCUS ZONE,
you will find
the following
MICROZONES:

- **Focus Room**
- **Focus Spot**
- **Workpod**

Focus Room

FUNCTION: This office area is designed for focus work, which calls for silence. It's good to remember that a Focus Room is actually not an individual office room. It's a space that can be booked in advance and is available to all employees, so it's a good idea to furnish it with intuitive and easily adjustable solutions. A Focus Room can also be used for online meetings and private conferences of 2-3 people.

LOCATION: Near the workstations

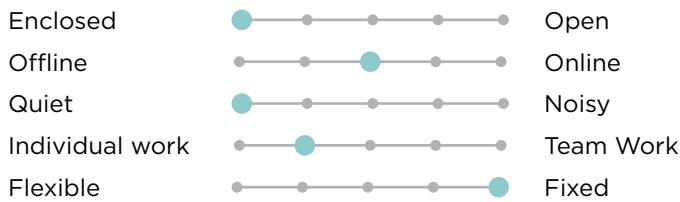
ANOTHER NAME: Silent Room, Focus Area (Place), Face-to-screen Room

NUMBER OF PEOPLE: 1 (2-3 in the case of consultations)

AVERAGE USE TIME: up to a few hours



PARAMETERS OF THE FOCUS ROOM MICROZONE:



PRODUCT PROPOSITION:



Belise



Utila



Play&Work



Formo

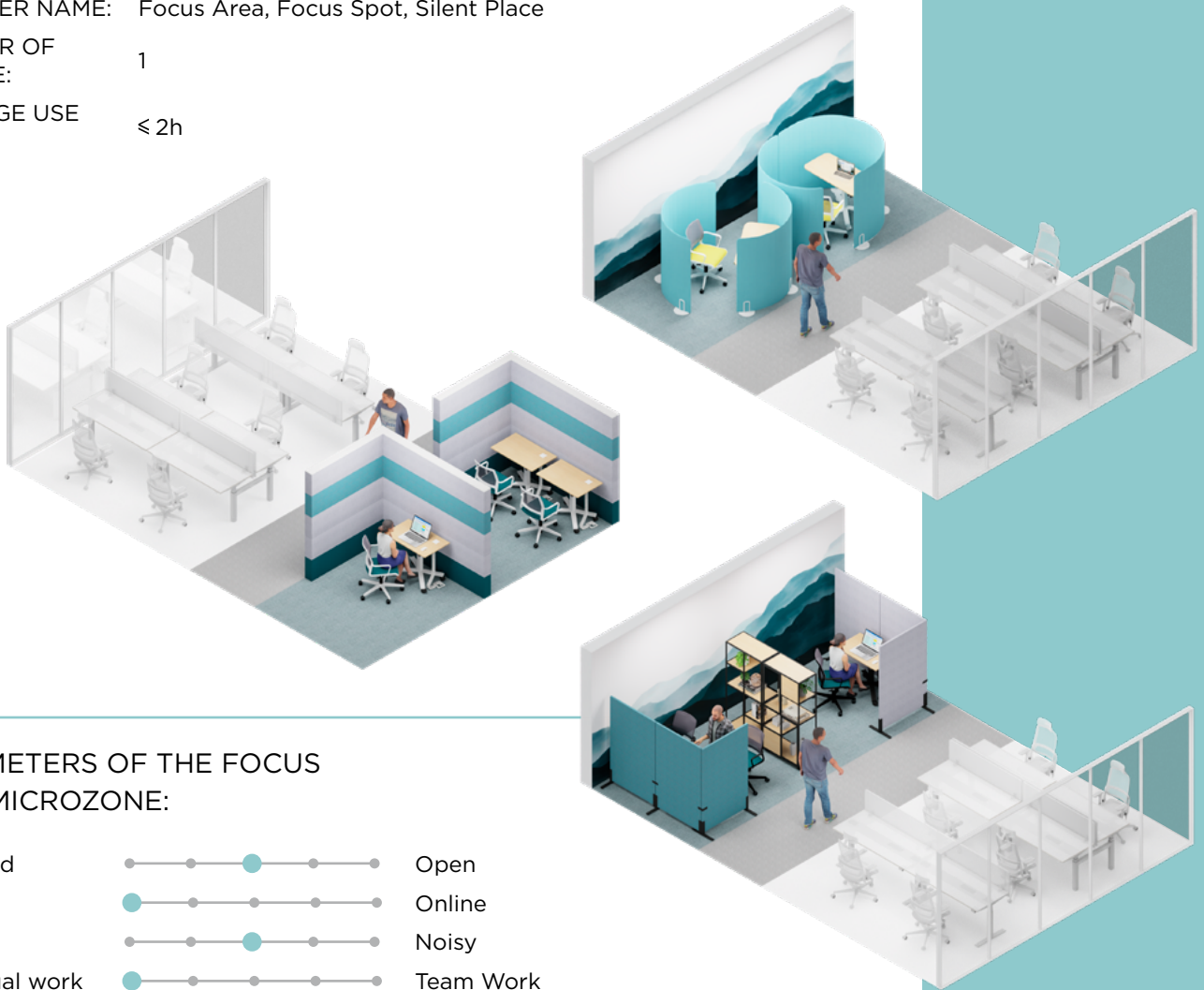
Focus Spot

FUNCTION: This is a separate area within the open space, where you can find more privacy for confidential work. This visually isolated micro-zone imposes certain rules of behaviour: speaking in a quiet voice, no online meetings or loud conversations. Extra accessories, such as sound-absorbing panels or mobile walls, improve the acoustic properties of the zone.

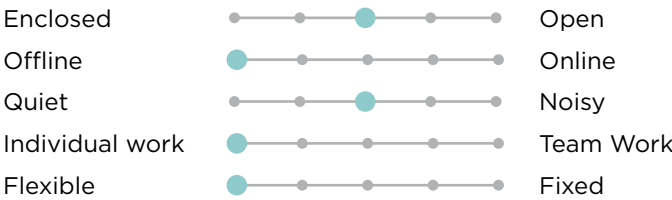
LOCATION: Open space
ANOTHER NAME: Focus Area, Focus Spot, Silent Place

NUMBER OF PEOPLE: 1

AVERAGE USE TIME: ≤ 2h



PARAMETERS OF THE FOCUS SPOT MICROZONE:



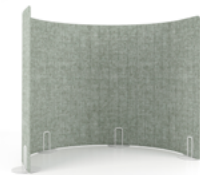
PRODUCT PROPOSITION:



Xilium conference



eModel 2.0



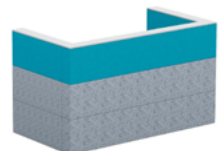
Privi



Sileo



Offa



Sand

Focus Spot

WORKPOD

A workpod is a single furniture solution for individual computer work. Usually in the form of soft-seating with high panels and an additional desktop.

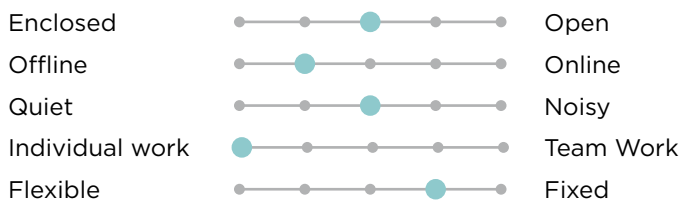
Creva



Play&Work



WORKPOD PARAMETERS:



Focus Spot

BRAINY

- FUNCTION:** This solution by Nowy Styl is a microzone in itself. You don't need any extra elements to create a space for focus work. The highly mobile adjustable solution can be assembled in any office location and even put up in crowded spaces.
- LOCATION:** Any
- NUMBER OF PEOPLE:** 1
- AVERAGE USE TIME:** ≤ 2h



Folded version

Brainy (also when folded) can be placed near workstations, but also in dedicated quiet work zones, as a buffer zone, useful when the business is expanding.

BRAINY SOLUTION

PARAMETERS:

- | | | |
|-----------------|---------------------------------------|-----------|
| Enclosed | ● — ● — ● — ● — ● — ● — ● — ● — ● — ● | Open |
| Offline | ● — ● — ● — ● — ● — ● — ● — ● — ● — ● | Online |
| Quiet | ● — ● — ● — ● — ● — ● — ● — ● — ● — ● | Noisy |
| Individual work | ● — ● — ● — ● — ● — ● — ● — ● — ● — ● | Team Work |
| Flexible | ● — ● — ● — ● — ● — ● — ● — ● — ● — ● | Fixed |



Break Zone

THIS AREA IS DESIGNED FOR CHILLOUT, LEISURE, REGENERATION AND OF COURSE, AS A PLACE WHERE YOU CAN HAVE COFFEE OR A MEAL. IT IS IN THESE ZONES THAT THE EMPLOYEES CAN DEVELOP INFORMAL RELATIONS.



Having a meal is generally associated with warmth and care. It is in the kitchen that long conversations take place, as we prepare food, and holding a cup of hot tea makes us feel kindly disposed towards the world. Meetings in the kitchen reduce social distance and encourage deeper relationships.

In the BREAK ZONE, you will find the following MICROZONES:

- **Canteen**
- **Chillout Space**



Canteen

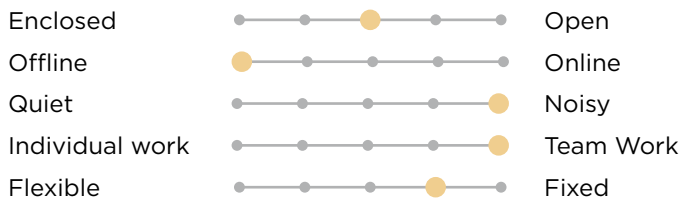
FUNCTION: This microzone has a primarily social function. When it's big enough, it could become a meeting space for the entire company. It's a place where people come to have a meal, relax and engage in informal conversations. The Canteen is often combined with the Chillout Space, with a smooth transition to help the employees continue the conversations started during the meal.

LOCATION: Deep in the office space

ANOTHER NAME: Food Garden, Kitchenette, Canteen



PARAMETERS OF THE CANTEEN MICROZONE:



PRODUCT PROPOSITION:



Embla



MeeThink tables



Offa coffee point



Vapaa



Sand



Each organization is different, but they share one thing: they need areas and microzones that support the staff in their everyday work. This manual could be used as a basic set of guidelines for people who design and arrange work environments. Identifying the employees' needs and corporate priorities is the key to defining the right proportions and selecting zones underlying a successful workplace design.



If you have any questions or concerns,
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www.NowyStyl.com

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