

United Nations Organizations (UNO) Office Space Planning Guidelines

A. Code	B. Gross Floor Area (GFA)	C. Provisions
1. Head of Office (Workstyle A for USG/ ASG)	35.71 SqM, enclosed	1 senior executive desk; 1 executive chair (high back); 2 visitor chairs; 2 work tables; 2 long back cabinets; 1 3-seater sofa; 1 center table; 2 side tables; 1 single-seater lounge chair; and 1 occasional chair;
2. Other Executive (Workstyle B for Directors, etc.)	17.86 SqM, enclosed	1 mid-level executive desk; 1 executive chair (high back); 2 visitor chairs; 1 long back cabinet; 1 file cabinet; 1 side return; 1 conference table; 3 conference chairs; and 2 short back cabinets;
3. Key Staff (Workstyle C for Professionals)	8.93 SqM, open	1 junior executive desk; 1 executive chair (mid-back); 1 visitor chair; 1 table; 1 long back cabinet; and 1 work chair;
4. Support Staff (Workstyle D for General Services)	5.95 SqM, open	1 clerical desk; 1 clerical chair (low back); 1 work table; and 1 side return;

Source: UN Office Space Planning Guidelines, January 2008

For details, please visit:

[http://www.un.org/cmp/uncmp/docs/Office%20Space%20Planning%20Guidelines%20Jan08 iSeek%20 FINAL.pdf](http://www.un.org/cmp/uncmp/docs/Office%20Space%20Planning%20Guidelines%20Jan08%20iSeek%20FINAL.pdf).