



Herman Miller Living Office Settings

Living Office provides people with a variety of spaces that are optimized to support work and interaction. We call these spaces settings. Each of the following 10 settings is distinct in its purpose, scale, and sociability. Each may be executed in a variety of ways to enable purpose, express character, or enhance the activities of work.

Haven

A Haven is a small shelter where concentrative, focused work can be done without distractions—and alternatively, a place to unwind. It can be an enclosed room, such as a private office, or a semi-sheltered or screened-in space in the open. Depending on its intended use, the setting may offer a work surface and ergonomic seating or take on a more relaxed feel. It should also provide appropriate considerations for the use of personal technology and other tools. A shared Haven must be easily locatable in the landscape.

Modes of Work

- Create
- Contemplate
- Converse

Features

- Haven is optimized for one person, but may accommodate as many as three in some instances
- An appropriate vista or view encourages contemplation and inspiration
- Boundary enables focus
- Tools and technology are easily accommodated
- A Haven is easily identified in the landscape

Hive

A Hive takes advantage of co-location to help drive work forward. The setting offers a grouping of individual work points and ergonomic seating. Variances in spatial division, storage density, and boundary define the character of the space and enable the specific work that is to occur there. Further ergonomic considerations may include the optimal placement of fixed and adjustable technology.

Modes of Work

- Process & Respond
- Create
- Chat

Features

- Adequate workspace is provided for between eight and 24 people
- Spatial divisions vary according to the character and purpose of the Hive
- Comfortable ergonomic seating allows people to work and concentrate for greater durations of time
- Filing and storage may be provisioned based on the level of residency

Jump Space

A Jump Space consists of highly approachable work points that facilitate work for a distinct and discrete period of time between other activities. For this reason they tend to be located along highly trafficked routes, or adjacent to busy intersections within the landscape. A Jump Space may help connect people from disparate locations or teams who otherwise would not meet. It can be configured with comfortable seating and with bar- or table-height surfaces.

Modes of Work

- Process & Respond
- Chat

Features

- Work points are provided to accommodate two to eight people for brief durations of time
- A Jump Space is located near highly trafficked areas of the landscape
- Tools and technology are easily accommodated
- Some level of boundary may be provided

Clubhouse

A Clubhouse is a working neighborhood that generally belongs to a team assigned to a specific, long-term project. A variety of individual and group work points with ergonomic seating enable people to freely and intuitively cycle between tasks and activities as they use a variety of fixed, mobile, personal, and remote technology. Maintaining proximity and identity within the Clubhouse helps drive the work that occurs there. A Clubhouse should offer ample surfaces to display and share in-process work. This setting has defined edges with porosity for visual access.

Modes of Work

- Co-create
- Divide & Conquer Huddle

Features

- Unassigned work points are provided for 10 to 16 people on a team or sharing a project
- Multiple postures and work types are accommodated simultaneously and within proximity
- The content and context of the work are present for people to share and ideate further
- Enclosure varies dependent upon the character and purpose of the group and work being done

Cove

A Cove is a compact space within proximity to individual work points or common areas that enables people to assemble and engage with each other for a short period of time. A Cove may also accommodate remote participants with provisions for fixed and personal technology. Enough boundary to avoid disrupting others is essential—especially with the addition of technology. Territorial by nature, Coves are used more readily by the people working nearest to them.

Modes of Work

- Huddle
- Converse
- Co-create

Features

- Gathering space is provided for groups of two to four people
- Digital displays allow for remote participation and information sharing
- Enclosure varies to suit noise levels and participation in digitally mediated conversations
- A Cove may be placed adjacently to a Hive or Plaza

Meeting Space

A Meeting Space is designed to support information sharing—whether it's a single speaker at the head of the room, or a group of peers talking and listening among themselves. For this reason, a Meeting Space requires great lines of sight for everyone, including remote participants. Vertical display surfaces encourage ideation and interaction. Adequate perimeter space enables circulation and frees movement. A Meeting Space tends to be architecturally bounded.

Modes of Work

- Show & Tell

Features

- Accommodations are provided for four to 12 people
- Defined edges provide appropriate separation for privacy needs
- Information needs to be accessible and apparent to people in the room and remote participants
- Adequate circulation space enables free movement

Landing

A Landing is an open perching spot adjacent to Meeting Spaces or Forums. Prior to a meeting it provides a gathering space for attendees. After, it takes advantage of the visual continuity between the landing and its contiguous meeting space as an aid to contextual memory, and helps drive the work that happens in this setting. Provisions that welcome a brief gathering drive the utility of each Landing.

Modes of Work

- Warm Up, Cool Down

Features

- A Landing is a gathering space for two to four people
- Landings are located outside of Meeting Spaces and Forums
- A standing-height table anchors the setting and offers a place to perch temporarily
- Not enclosed, but boundaries are important to avoid disruption to adjacent spaces
- Design cues extending from the adjacent Meeting Space encourage contextual memory

Workshop

A Workshop is the ideal setting for people to work together to generate new ideas and drive their work forward. It offers easy access to analog and digital tools and surfaces to display and create work. People should always be able to see and hear each other easily—even when not physically present. A variety of postures and distinct groupings of mobile furniture allow people to choose and arrange how the space best suits their work in the moment. Adequate circulation space encourages movement.

Modes of Work

- Co-create
- Divide & Conquer

Features

- Ample room is provided for groups of four to 16 people
- Circulation space encourages movement of people and furniture
- Sharable vertical surfaces enable information display and idea generation
- Multiple postures and variation of furniture enable different modes of work

Forum

A Forum is designed to support the presentation of content. This is enabled by a clearly defined point of focus in the space, which tends to be architecturally enclosed. Critical elements include a good line of sight for everyone in the audience, excellent sound and lighting, and the capacity to engage remote participants. A variety of furniture selections may be provided, and it should be repositionable to best suit each presentation and audience.

Modes of Work

- Show & Tell

Features

- Audience size may vary from 12 to 100 people
- Furniture elements are highly configurable
- Presenter and presentation are the focus of the space
- A/V capabilities help to engage audience members and remote participants

Plaza

A Plaza acts as the vibrant and dynamic heart of the landscape—a place where people can intuitively take the pulse of the organization. They are open, welcoming, public spaces situated at major intersections and highly trafficked areas of the work environment. They support a diverse range of experiences and populations. A Plaza encourages mixing and mingling, enables multiple work activities simultaneously, helps broadcast information, and provides amenities as a point of attraction.

Modes of Work

- Co-create
- Divide & Conquer

Features

- A Plaza accommodates up to 100 people
- The layout should satisfy multiple modes of work occurring in parallel
- A view from one end of the Plaza to the other encourages interaction and helps people engage
- Digital displays disseminate information or enable work activities
- Landmarks and attractions—like food and drink—draw people in and invite them to linger