SYSTEMS FURNITURE 101

A Step-by-Step Cubicle Buying Guide.

ROSI Office Systems Inc.

e-Book
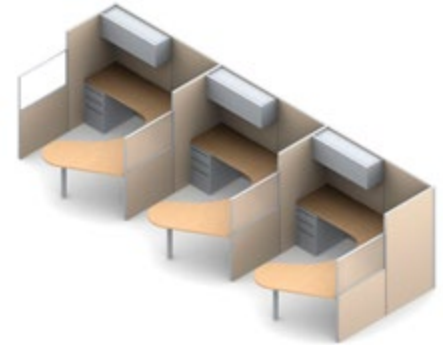
Systems Furniture History

It all began with the cubicle. In 1968, Robert Propst was asked by Herman Miller to design office furniture that would solve a myriad of issues found in the traditional open offce of the 1950's. Mr. Propst designed panel systems furniture that was connected with panels but opened up at 120 degree angles with sitting and standing desks. His vision was thoughtful and promoted a healthy work environment that would offer flexibility. But Herman Miller's corporate customers quickly realized that they could squeeze more people in if these flexible walled panels were turned to 90 degrees with a connector. The cubicle was born out of more concern for budgets and less for

the employee's comfort. Propst's original work space solutions would wait almost 60 years before designers revisited his original vision for the 'Action Office'.

Today, Propst would be elated to know that his original design of systems furniture along with standing and sitting options are becoming standard in many offices throughout the world. A revolution began in the office around 2005 against the traditional 90 degree high-walled office cubicle.

1950's

Due to tight budgets, start-ups and companies in the creative space realized the open office floorplan was a budget-friendly alternative. Open desk benching replaced walled desks and file drawers. Employees were thrust out into the open and it didn't go as well as expected. Distractions brought down productivity--especially in positions that required high amounts of concentration. Older employees were adversely affected by the abrupt change and overall job satisfaction declined drastically.

1960's

1970's

1980's

Systems Furniture Defined

«Today, the contemporary low-walled office cubicle is highly sought after. In fact, it's becoming one of the most popular workspace systems used in the office.»
- John Ofield, Owner ROSI Office Systems, Inc.

Companies are incorporating all styles of systems furniture along with moveable walls to create innovative work spaces that satisfy an employee's work needs throughout the day. From the project nook created from panel systems to the open and highly-collaborative benching, offices are no longer stuck in cubicle land or the open office, They have taken the best of both worlds and combined them to create a work environment that promises flexibility, employee satisfaction and increased productivity.

THE DIFFERENT TYPES OF SYSTEMS FURNITURE

Cubicle or Panel Systems are the more traditional looking systems furniture used in offices throughout the world. They are 90 degrees and covered in fabric but, they've evolved greatly over the years to include:

- Cubicles/Panel Systems come in a wide variety of fabric, trim and work surface colors. Glass Inserts can be incorporated into the pearls to let in more light.

- Cubicles/Panel Systems typical configurations include the 4-pack, 6 pack or 8-pack.

- Cubicles/Panel Systems offer a wide range in heights of 24" to 62". Getting the right height depends so much on the intended use--call center, managers, accounting, banking, graphic design, or engineering?

- Cubicle/Panel Systems Accessories are another consideration. There are many options such as file cabinets, book shelves, and drawers. Another popular accessory is the whiteboard. A whiteboard fits securely along a cubicle wall and allows employees to keep notes, designs or task lists handy.

Benching or Desking Systems make an office more energetic and dynamic. This is because these workspaces are continuous with low barriers, making communication among coworkers easier, thereby encouraging collaboration.

- The lack of walls creates better airflow and allows more natural light into the workplace.

- Data cabling installs easier than with individual offices or cubicles.

- They are highly cost-effective for large installations.

- They allow for the maximum number of employees per square foot while maintaining a comfortable working environment.

- They allow for flexible seating arrangements (hot desking).

But, with collaboration comes noise and interruptions in the work space. So the current next-generation office combines private offices, cubicle banks and benching, as well as communal areas and soundproof rooms where employees can go to concentrate on solo work. "History has taught us to incorporate a variety of spaces that will encourage the employee to seek out the space that best suits their workstyle and preference. That is why ROSI Office Systems has evolved into a solutions provider and offers **'everything office'.**
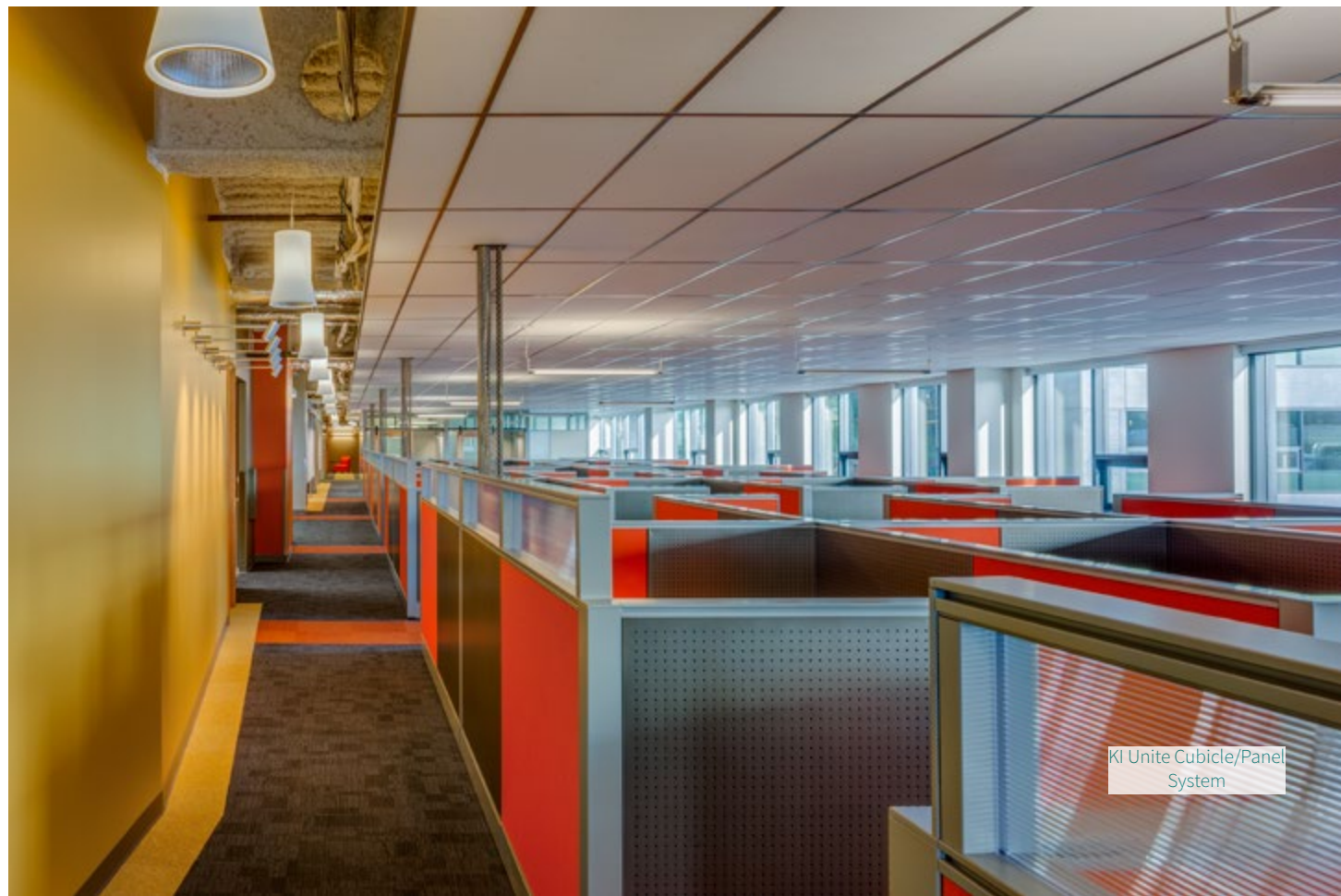
KI Unite Cubicle/Panel System

Global Sidebar Benching

Buying Guide

A step-by-step guide to make the system furniture buying experience simple, quick, and affordable.

1. Define Your Space

Develop a clear understanding of the area you will be filling with workstations and office furniture. Make sure there is adequate lighting and work hard to preserve all available natural light. Starting with a solid plan will help you achieve your space planning goals without overcrowding or workstation sizes.

When working with ROSI, our certified space planning consultants create visual representations of space allowing our clients to visualize their future office environment.

2. Determine Head Count

Carefully assess current group sizes and growth estimates when determining the overall head count in an area. Effective workstation environments enable workers to collaborate and build ideas quickly. Standard call center workstations require an overall footprint of 25 square feet per head, while management workstations require an overall footprint of 64 square feet.

Within the visual presentation of your future office, ROSI consultants will provide color-coded layouts with group designations as well as a total head count legend that enables decision makers to more informed business decisions

3. Analyze Job Function

With cost-per-employee real estate costs increasing, it is important to maximize available space while providing a workstation environment that enables employees to perform tasks and create value. At this point, it is important to define specific job functions within an environment and then determine workstation sizes and shapes.

While performing a thorough needs analysis, ROSI consultants will listen to your requests and then provide feedback and other industry standards information that will enable you to provide the right work area for the right task..

4. Create "Your" Culture

Cubicles and systems furniture enable companies to create open environments that promote sharing and collaboration or private environments that provide privacy for task workers that require quiet areas and minimal communication. While current trends point to more collaborative environments, each company is different.

We suggest that you spend time with your management team discussing culture and how it affects employee retention, the ability to hire the best and brightest future employees, and overall employee productivity. Clarity in this area will enable our space planners to provide best--in--class designs and layouts that will enable you to achieve your business objectives.

5. Power and Data – Get Wired for Speed

Power and data distribution works hand-in-hand with the cubicle planning process. Data and phone wires are typically fed through panel systems and exit at workstation areas that allow the connectivity required in modern day offices. Panels can be electrified and house duplex receptacles for easy plug--in of office peripherals. Panels systems include electrical modules that connect building power to the actual furniture system. Certified electricians are required to make the connection between building power and the furniture system module.

ROSI certified space planners analyze the power requirements of your workspace and then create layouts that provide easy connectivity and re-charging of electrical devices throughout your new workspace. In addition, ROSI's cabling division will work with our space planners and you to create and install a cabling system which caters to your unique needs.

6. Cubicle Specifics – Create Productive Spaces

The proper selection of worksurfaces and storage areas create workstations that maximize employee comfort and productivity. Worksurfaces are offered at varying heights, widths, and depths and are also offered in fixed or sit/stand positions. Storage is offered in the form of under--worksurface file or lateral storage as well as above worksurface overhead locking flipper door units.

ROSI space planning specialists will help you match job function to storage requirements enabling you to provide cost--effective efficient solutions to maximize employee output and comfort.

Global Sidebar

7. Upgrade your Workspace – Accessorize with Style

Workstation/cubicle areas have evolved from dense areas with tall partitions to collaborative workspaces that promote team thinking and idea sharing. Companies are adding clear glass partitions on top of low panels that provide separation at desk height but also provide for the flow of natural light throughout the work environment. These glass partitions provide a modern elegant look. Work--tools in the form of sleek modern monitor arms and keyboard trays provide the look of a progressive organization that is on the move.

ROSI provides a ground--breaking seamless glass stacking solution along with state--of--the--art work--tools that will position your company as an industry leader in workspace design.

8. Finalize your layout with 2D and 3D drawings

At this point in the process, 2D and 3D drawings should be analyzed to ensure that the new workstation layout will create a productive environment for your employees. These drawings bring your new space to life and can be used to build excitement in your office about the upcoming new workstations.

ROSI supplies complimentary space planning and design to all of our clients. Our trained designers create best--in--class drawings that let your visual your future environment prior to purchase.

REcube by ROSI Remanufactured Cubicles

9. Create Custom Environments with Fabrics and Finishes

When choosing colors for workstations, there are three areas that require a selection. These areas include panels (fabric), worksurfaces (laminate), and panel trim (paint color). This gives buyers the ability to customize the work environment blending furniture colors into paint, carpet, and other interior finishes.

ROSI has hundreds of fabrics, laminates, and finishes to choose from enabling our clients to create custom furniture environments. If needed, our design experts would be happy to guide you through the color selection process.

10. Prepare Your Area for New Furniture

Prior to delivery of office furniture, it is important to address data, telephone, and electrical issues to ensure a seamless delivery process. Data and phone wires should be run from server rooms to the workstation area. Electrical junction boxes that are required to connect building power to the workstations should be installed prior to the delivery of office furniture and workstations.

When purchasing from ROSI, we offer project management services that will coordinate all data, phone, and electrical contractors prior to the installation of office furniture. Our staff will create a project timeline ensuring that the project stays on track and move--in dates are met.

New, Remanufactured or Used Cubicles

What's the Difference?

New Workstations/Cubicles

New workstations are typically customizable high-end cubicle solutions that range from **$2,500– $6,000** per standard workstation. New workstations offer the latest designs including frame and tile systems, benching systems, and standard monolith-ic panel systems. They also carry a "limited lifetime" warranty. Replacement parts are provided at no cost as long as products are used in accordance with normal usage standards--typically 8 hours per day.

When buying new cubicles, you will have a larger range of fabric, finish, storage, and workstation size options. The downside is that lead times from order entry to delivery range can be from 5 to 12 weeks. Typical customers include large corporations that are purchasing 150 or more workstations.

Remanufactured Workstations/Cubicles

This segment of the workstation/cubicle market continues to expand. Remanufactured workstations or cubicles provide a "like-new" appearance and are now incorporating glass stacking options and ergonomic tools into office cubicle environments. These workstations are completely remanufactured with new fabric, new laminate work surfaces, and painted metal trim. Workstation costs range from **$1,200 –$2,400** per standard workstations. Remanufactured products carry a "limited lifetime" warranty mirroring the warranty offered by new cubicle manufacturers. Standard size remanufactured cubicles are delivered in 2–4 weeks. Typical customers are startups and mid-size companies looking for high-quality, low-cost office furniture workstations and cubicles. The market segment has grown to 50%, of the overall market, due to the high-quality and low-cost of these workstations.

Pre-Owned/Used Cubicles

These cubicles are typically low-quality, low-tech workstations used by companies in non-customer facing areas. These workstations range in price from **$495 – $999** per standard workstation. These workstations do not have a warranty and are typically pulled directly out of an office furniture warehouse prior to delivery. Be aware that many companies represent pre-owned cubicles as refurbished cubicles.

While these workstations serve a valuable purpose for some companies, they do not provide a "like new" appearance and are typically sold as-is-where-is by used office furniture companies. Typical customers include startups and small businesses with a limited office furniture budget.

REcube by ROSI
Remanufactured

Used

NEW Global eo+

NEW Synergy by ROSI

ROSI is everything office.

	cubiture	ROSIInc.com	office makers
FREE space planning 2D & 3D renderings	✓	✓	✗
DesignLive Meet & tweak space plans virtually	✗	✓	✗
Quick Turnaround Space plans and quotes delivered in 24-48 hours.	?	✓	?
Local Showrooms & Workshop	✓	✓	✓
Rental & Buyback Program	✗	✓	✗
Sound Masking	✗	✓	✗
Digital Cabling	✗	✓	✗

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