This document explains how to design a coworking space that is comfortable, efficient, and easy to use. It covers the layout of each area, what the space will be used for, the equipment needed, and key design goals. The aim is to create a welcoming and productive environment where people can work, collaborate, and feel at home.

For more guidance on coworking space design, check out [Archie's guide →](#)

Designer & Architect High-Level Requirements

1) Main common area

Description:

This room is a multi-purpose space. It allows the operator to provide a large room to its members, where they feel good and not packed in, without losing non-optimized square footage.

The result will be a "wow effect" when prospective members are touring the space and when you are receiving people for events. Additionally, it will give members and potential members a large multi-purpose space across the building without compromising optimization.

Purposes of the space:

- <u>Kitchen Space</u>
    - Reheat food
    - Store food (perishable & non-perishable)
    - Get water, juice, beer, coffee, milk,
    - Get ice
    - Trash
        - Plastic & cans
        - Food

- - - ■ Others
    - Wash items, in the sink or the dishwasher
    - Store used cups and cutlery before the maintenance come wash it
    - Talk with friends
    - Eat or have a drink

- Work
    - Work in the working nooks in groups of 2 to 4
    - Work on the common tables
    - Work on couch or armchair
    - Work at the counter

- Meet & Chat
    - Sit at the tables and chat informally
    - Sit in the work nook and chat
    - Sit on the sofa and chat

- Eating
    - Eat in the work nooks
    - Eat at dedicated tables
    - Eat on couch
    - Eat at the kitchen counter

- Event Space
    - Watch a presentation
    - Have people present something to the public
    - Comfortably sit 100 people
    - Networking events welcoming up to 150 people
    - Events where alcohol is served welcoming up to 150 people
    - Register guests

Note: to be able to sit 100 people, the workspace manager will move the furniture around like the couches, chairs, tables, ect. and set up extra foldable chairs for people to sit. Those foldable chairs will not be stored in the workspace, they will be stored in the basement.

- Waiting
    - Wait for the company owner to come pick the guest up for a meeting

- Dispatch and storing center for mail & packages
    - Store mail & packages

- ○ Dispatch mail

- Storage:
  - ○ Coatroom for the members of the space
  - ○ Store other things

- Reception:
  - ○ Welcome guests & members
  - ○ Provide services to the clients

Which equipment does the area contain to serve its purpose:

- **Kitchen**

  - ○ 2 microwaves
  - ○ 1 ice machine
  - ○ 2 coffee machine
  - ○ 1 large sink
  - ○ Shelves for the glasses and the cups
  - ○ 1 hot & cold water dispenser
  - ○ 1 large fridge
  - ○ 2 small fridge
  - ○ 5 cupboard to store various kitchen items
  - ○ 1 beer dispenser
  - ○ 1 infused water dispenser
  - ○ Electric sockets
  - ○ Countertop storage for the cutlery
  - ○ 6 to 8 stools to eat on the counter
  - ○ Plugs

- **Chilling space**
  - ○ 2 to 4 work nooks of 2 to 4 people each
  - ○ Sofas
  - ○ Stylish chairs & floor lamps
  - ○ Other furniture
  - ○ Plants
  - ○ Books
  - ○ Plugs

- **Eating space**
  - ○ Chairs for 12-16 people

- ○ Tables for 12-16 people
- ○ Plugs

- **<u>Storage</u>**
  - ○ Private coat hanger area for staff
  - ○ Shelves for packages
  - ○ A chair
  - ○ A small office
  - ○ Other

- **<u>Event space</u>**
  - ○ Retractable white projector screen
  - ○ Projector
  - ○ Audio equipment
  - ○ Foldable chairs

- **<u>Front desk</u>**
  - ○ 2 computers
  - ○ Space for 2 chairs
  - ○ Audio equipment
  - ○ Foldable chairs
  - ○ Plugs
  - ○ 2 office spaces cabinet

- **<u>The honesty market AKA: a self serve snack bar</u>**
  - ○ Contains a selection of various snacks and drinks that the residents can buy on their own.
  - ○ Honesty markets are great for the people there, but it is hard to keep track of it and supply it.

Size of the space:

The smallest surface area for a fair common space would be 1340 sq. ft., a good sized common space area would be 2073 sq. ft.

Important design goals:
1. Make a terrific first impression with the guests when they enter the space. This space gives the vibe of the workspace to the audience
2. Make the people feel privileged to be in this workspace for the money they pay

3. Make people feel good & at home while being in the space - we sell hospitality, not blunt workspaces
4. The space has to be thought of as multi-purpose and it has to perfectly suit each function described above
5. Plugs need to be everywhere where people could work
6. We need a bright space for this area

Illustrations:

2) Printer & Mailroom nook

Description:

This room is meant to have all your mail & printing needs sorted. It has to be small not to waste space but should have enough room to contain everything you need when printing or sending mail. There is one printing nook per 8000 sq. ft.

Purposes of the space:

- Print documents sent from the computer
- Scan documents

- Stapling or punching hole in documents
- Throw sensitive documents in a trash that will be collected to be shred later
- Put letters in a box to be sent out and brought to canada post

Which equipment does the area contain to serve its purpose:

- A printer
- A trash for sensitive documents that people cannot open
- A closet to store the ink & paper
- A small surface to put documents and staple them etc.
- Locked letterbox
- A stapler, a hole puncher, etc.

Important design goal:

- This printer should be positioned in a space that we have to "waste" to avoid losing on optimization
- The nook should have everything necessary that a printer & mail nook should have and be stylish while being useful.

Size of the space:

A width of 4 feet & a length of 7 feet should be used, otherwise it will be a waste of space. If we can integrate this space in the common area or in a space where we could not find a use for, like a hallway, even better!

Illustrations:

3) Office area

Description:

Every office is designed to fit the amount of desks that an office needs to have, nothing more, and to the inch! The only exception is for the 1 person office space, because it is sometimes used for service professionals like accountants etc to receive their clients. Some 10 person offices will require a close space for two people for the sales team.

Purposes of the space:
- Work
- Brainstorm

- Eat lunch
- Take call or make a sales pitch
- Have the client come visit the office

Which equipment does the area contain to serve its purpose:
- A file cabinet
  - fits under the desk
  - The size is 20.5" (Length) x 15.25" (Width) x 23.5" (Height)
- A lamp (not mandatory)
- An office chair
- A desk
  - Size: 52" (Length) x 23.5" (Width) x 28.5" (Height), with a space of 46.5" between the two legs of the desk (this is where the file cabinet and the chair fit)
- Plugs
- No ethernet cable in our spaces (to be discussed)
- 2 bins: 1 small blue bin for recycling (no bag inside) and 1 small black bin (with a bag) for all other trash

Important design goals:
- Here we need some modularity. For example, two 4 person office spaces should be able to become an 8 person office space by manually removing a glass wall or a door. Example can be seen in the picture below.

Size of the space:

We need to discuss this, but the average space per member in offices is between 29 to 31.2 sq. ft. There are no spaces between the individual desks and each desk measures 4.33 ft. (Length) x 1.97 ft. (Width) x 2.39 ft. (Height). There is 0.75 ft. between the wall and the desk on each side. We have to fit 83 people in offices for this space

Illustrations:

4) Storage room

Description:

Most of the time, the storage room is not located behind the front desk but when it is possible, it is useful so things or packages can be stored and easily retrieved and handed out to the guests. When not possible, the storage room is located not too far from the front desk. If this is the case, the packages & mailing will be kept under the front desk for 3-4 days, then stored in the storage if not distributed.

Purposes of the space:
- Store all the keys
- Store coats and personal belongings of the staff
- Store package & mailing temporarily
- Store various items, not very large
- Can contain the server and the audio equipments
- Store beer or wine for an events
- Store event banners & promotion materials
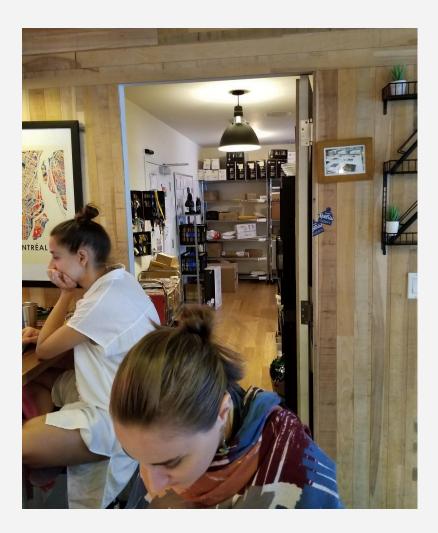- Store basic cleaning items
- Store basic medical assistance items

Which equipment does the area contain to serve its purpose:

- Shelves
- Hangers
- Plugs

Important design goals:

- The storage room should be small, especially for this project because we have storage for large items in the basement
- If the servers are there, they should not be in the way when moving around the storage space.

Size of the space:

I don't have a specific size for this one but it should be smaller than the picture because the space is 3x smaller

Illustrations:

5) Bathroom

Description:

When the space is above 8000 sq. ft., the bathroom can be separated into Male & Female. It can be done at 5000 sq. ft. as well but at 50 sq. ft., we would try to create 2 or 3 individual bathrooms containing everything (sink, toilet, etc.). Otherwise, we will allocate 1 urinal in the men's bathroom with 1-2 closed stalls and 2-3 stalls in the female's bathroom per 5000 sq. ft.

Purposes of the space:
- Regular use
- Wash & dry hands
- Apply care products & freshen up in the mirror
- Find sanitary products

Which equipment does the area contain to serve its purpose:

- Urinal, toilets
- Toilet brush
- Sinks
- Mirror
- Music speakers in each individual bathroom and in the common area
- 1 paper towel dispenser
- Mouth wash, moisturizer, soap, tampons,
- Toilet paper dispenser
- Coat hanger in every toilet
- 1 sink per toilet
- A trash can in every female bathroom
- 1 trash can on the wall just below or next to the paper dispenser

Important design goals:

- There should be 1 sink per toilet
- The sink should not be too dark or the floor, otherwise it looks messy quickly, with minimal amount of water after a couple of uses.
- No hand dryer to avoid water dripping on the floor
- The bathroom should not be overlooked, it is the place to go beyond for a great impression

Size of the space:

I don't have a set square footage for 3 toilets. It should be 160 sq. ft. of max 13.12 ft. (Length) x 12.14 ft. (Width). Any larger would be a waste of space.

Illustrations:

6) Conference rooms

Description:

Conference rooms in coworking spaces usually fit 4 to 8 people. The number of conference rooms per person is usually low as the members have a credit system in place that gives them access to 6 hours of conference room per person every month to avoid overuse of room and a waste of the space.

Purposes of the space:

- Meeting with a team
- Video conferencing
- Audio conferencing
- Presenting information on the TV
- Projecting things on TV
- Brainstorming on whiteboard
- Do employee reviews
- Chat casually

Which equipment does the area contain to serve its purpose:

- A glass whiteboard
- A tv
- Cables
- A chrome cast or similar casting technology to project tv
- A video conferencing system with a webcam (only the largest)
- A table
- Seating
- Plants
- Trash cans
- A mic for the video conferencing that can also receive calls so that the team can talk in groups

Important design goals:

- In our space, we would like to have 2 conference rooms, one 8 seats (the table will be a 6 person table and the 2 last seats are at the end of the table) and one 4 seats.
- Having the conference room in sight from the common space is sometimes a good idea so that the people visiting the space for an event understand immediately that

this is a nice workspace. However, it should not be the priority if the space design puts guests using the conference rooms too much on display to avoid privacy issues.
- Conference rooms do not need to be full glass as they are not modular.

Size of the spaces:
- The total size of the 4 ppl room should be of 136 sq. ft. (12.86 ft. long x 10.6 ft. wide)
- The total size of the 8ppl room should be of 156 sq. ft. (14.17 ft. long x 11 ft. wide)

Illustrations:

7) Phone booths

Description:

Phone booths are always present in coworking spaces because the offices are very small and people often cannot take calls in them. Having members of the space taking loud calls in the common area or the hallways is not good either. Phone booths should be small. There should be 3 phone booths per 100 members, rounded up.

Purposes of the space:

- Taking sales calls
- Having team meeting for remote teams
- Taking personal calls

Which equipment does the area contain to serve its purpose:

- Lights that turn on automatically but need a button push to close
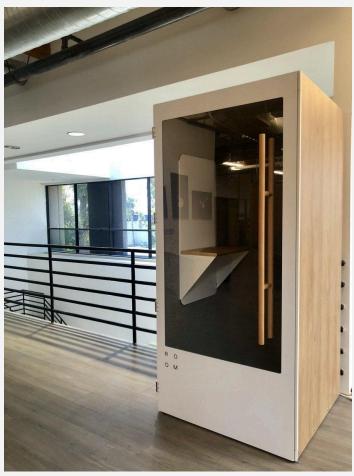- A small support for a laptop
- 1 seat
- 1 plug

Important design goals:

- The phone booth should be small. One person could spend a maximum of 1 to 2 hours.
- Although small, it should be nice
- Ventilation in the phone booth is mandatory not to feel claustrophobic
- Most space use a foldable door and include the phone booth in a wall
- The phone booth should feel welcoming
- Instead of building the phone booth in the wall, we can also have movable phone booth if the price difference is not too big
- There should be 3 phone booths in our space

Size of the space:

- The total size a phone booth is 13.32 sq. ft. (3.49 ft. long x 3.38 ft. wide)

Illustrations:

8) Server room (sometimes included in the storage space)

Description:

Server room - when separate from storage space - is very small, it needs to contain the servers for the cameras, local server for company network, and the base of the audio dispatcher

Purposes of the space:

- Have all the servers and hardwares of the space

Which equipment does the area contain to serve its purpose:

- TBD

Important design goals:

- -

Size of the pace:

To be determined by the designer but, as small as possible

9) Hallways

Description:

Hallways should have specific size and be kept to a minimum as it takes up space for no much usage

Purposes of the space:

- Walk from one destination to another
- Talk with people you cross on your way
- Moving cleaning cart across the space
- Moving furniture

Which equipment does the area contain to serve its purpose:

- -

Important design goals:
- While having a large hallways is always nice, the width should be controlled not to take too much space
- The goal is to minimize the amount of hallways in the space to maximize other areas

Size of the pace:
- The width should be 3.9 ft. or 45" maximum for this project

10) Entrance

Description:

The entrance is very important as it is the first impression that the prospect members & guests will have of the space. It should be kept clean, odor free and look appealing for very cheap.

Purposes of the space:
- Lead the customer to the space

Important design goal:
- Look appealing at low cost

State of the space as it is now (Pictures)