



Open Office Layout for 10 Employees

Space Planning Guide

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A 10-person open office is the smallest open-plan configuration where workstation clustering strategies, aisle widths, and shared storage placement significantly affect productivity and compliance. At this scale, you can choose between individual desks, benching runs, or a hybrid approach — and the right choice depends on how much collaboration vs. focused work your team does. This guide provides the exact measurements, workstation configurations, and storage layouts for a functional 10-person open office.

Room Dimensions & Available Floor Space

A 10-person open office requires a minimum of approximately 800–1,000 sq ft of gross floor area at standard commercial density (80–100 sq ft per person), or as low as 600 sq ft at high-density benching (60 sq ft per person). For a comfortable mid-density open plan with individual desks, target 90–110 sq ft per person = 900–1,100 sq ft total.

Standard deductions for open office planning:

- Primary circulation aisles (48" x total aisle length): Main aisles through the space; in a 900 sq ft floor, typically 120–150 sq ft is primary aisle
- Secondary aisles between workstation rows (36" x length): 60–80 sq ft
- Shared storage zone (36"–48" depth against one wall): 30–50 sq ft
- Perimeter clearances (HVAC, windows, outlets): 20–30 sq ft

Density Model	Sq Ft/Person	Total for 10	Typical Layout
High density (benching)	55–65 sq ft	550–650 sq ft	Back-to-back 48" benching, shared storage
Standard density	80–100 sq ft	800–1,000 sq ft	Individual 60" desks or 6' benching per person
Comfortable/collaborative	100–120 sq ft	1,000–1,200 sq ft	Individual desks + dedicated collaboration zone

Recommended Furniture Layout

For a 10-person team at standard density in a rectangular 1,000 sq ft space (approximately 20'x50' or 25'x40');

Option 1: Individual Desk Cluster Configuration

- Ten 60"x30" straight desks arranged in two rows of five — each row occupies 300" (25') of length against a 30" wide base footprint
- Back-to-back desk rows with a 60" combined back-to-back aisle between the two facing rows (30" per person behind each desk)
- Secondary aisles at each end: 42" between the last desk in a row and the nearest wall
- Ten mobile 3-drawer pedestals (15"x20") at each workstation for personal storage
- Shared storage wall: 3–4 lateral files (36"x18") or a 96" storage cabinet run along one short wall
- Collaboration zone: 48"x48" or 36" round table with 4 chairs in one corner — requires approximately 10'x10' (100 sq ft) of dedicated space

Back-to-back desk row footprint: Row 1 (30" deep) + aisle (60") + Row 2 (30" deep) = 120" (10') total depth per double row. In a 40'-deep room (480"), two double-rows consume 20' of depth, leaving 20' for aisles, collaboration, and storage.

Clearance Requirements

- Primary circulation aisles (48" minimum; 60" preferred): Main aisles that run the length of the open floor must be 48" wide minimum. This accommodates two people passing simultaneously (24" each) plus 0" margin — 60" is preferred for a professional workspace. Mark these aisles before placing any workstation furniture.
- Secondary/workstation aisles (36"–42"): The aisles between back-to-back desk rows (the zone behind seated employees) must be 36" minimum per ADA requirements. At 36", one person can pass behind a seated worker without contact. At 42", two people can pass. Back-to-back desk rows should be separated by 60" (30" per person when standing from their chair — a 24" seat + 6" rollback minimum). 60" accommodates two people standing simultaneously back-to-back.
- ADA 60" wheelchair turning radius: In an open office, at least one 60" turning circle must exist at each primary path intersection. Typically satisfied at aisle crossings if primary aisles are 48"+ wide. If two 48" aisles cross at 90°, a 48"x48" intersection provides 68" diagonal — accommodating the 60" turning circle diagonally.
- Chair rollback (24"–30" per workstation): Each individual desk needs 30" of clear space behind the task chair when fully rolled back. This is included in the 60" back-to-back aisle allocation.
- End-of-row access (42"): At each end of a workstation row, maintain 42" of clearance between the last desk and any perpendicular wall or furniture — this serves as the secondary entry/egress for the row.
- Storage clearance (36"): Shared lateral files and storage cabinets require 36" of clear floor in front for drawer/door access.

Option A: Benching System

A 10-person benching configuration uses two 120" (10-foot) benching runs, each serving 5 people at 24" per person. Back-to-back benching runs with a 60" back-to-back aisle consume (24" bench depth \times 2) + 60" aisle = 108" (9') total depth for 10 people. This is significantly more compact than individual desks — 10 individual desks at 30" depth consume 120" (10') plus the same 60" aisle. Benching reduces individual storage to shared overhead panels and central storage towers. Typical benching footprint for 10 people: 120" \times 108" = 90 sq ft for the full workstation zone (vs. ~200 sq ft for individual desks).

Option B: L-Desk Private Cluster

Arrange 10 L-desks in a pinwheel or quad-cluster configuration — four desks facing outward with backs to a central shared storage tower, and two additional clusters of three desks. Each L-desk (60" \times 48" footprint) requires approximately 80 sq ft of allocated floor area including chair clearance and aisle access. Total for 10 L-desks: 800 sq ft — demanding close to the full standard density floor area. This configuration maximizes individual storage and surface area at the cost of floor efficiency.

Option C: Activity-Based Working Zones

For teams with fewer than 10 assigned seats (hot-desking, hybrid work): reduce assigned workstations to 7–8 and allocate the remaining floor area to focus rooms (minimum 6' \times 8'), lounge seating, and standing-height collaboration tables. Each focus room requires 48 sq ft minimum. Two focus rooms + 8 workstations + a 10-person collaboration table zone can be planned in 900–1,000 sq ft with careful layout.