



Open Office Layout for 25 Employees

Space Planning Guide

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A 25-person open office is the scale at which systematic zone planning becomes essential — you need defined workstation clusters, a primary circulation strategy, dedicated collaboration spaces, and clear paths for emergency egress. At this headcount, individual furniture decisions become policy decisions: benching vs. assigned desks, shared vs. personal storage, enclosed vs. open collaboration. This guide provides the measurements, zone allocations, and furniture specifications for a well-planned 25-person open office.

Room Dimensions & Available Floor Space

A 25-person open office requires approximately 2,000–2,500 sq ft at standard commercial density (80–100 sq ft per person gross). At high-density benching: 1,375–1,625 sq ft (55–65 sq ft per person).

Zone allocation for a 2,000 sq ft 25-person floor:

- Workstation zone: 25 × 60 sq ft each = 1,500 sq ft (75% of floor)
- Primary aisles: ~200 sq ft (10%)
- Shared storage wall: ~100 sq ft (5%)
- Collaboration/huddle zone: ~200 sq ft (10%) — supports 2 small huddle tables or 1 open collaboration area

Density Model	Sq Ft/Person	Total for 25	Typical Footprint
High density	55–65 sq ft	1,375–1,625 sq ft	~38'×40' or 32'×50'
Standard density	80–100 sq ft	2,000–2,500 sq ft	~40'×55' or 45'×50'
Collaborative/generous	100–130 sq ft	2,500–3,250 sq ft	~50'×55' or 55'×60'

Recommended Furniture Layout

For 25 people at standard density in a 2,000 sq ft floor (approximately 40'×50'):

Workstation Configuration

- Five workstation clusters of 5 desks each — arranged as back-to-back rows or L-shaped clusters with shared storage spines between rows
- 25 × 60"×30" straight desks or a 120" (10-foot) benching run per 5 people at 24" per person
- 60"–72" back-to-back clearance between facing desk rows (30" per row behind occupied chair)
- 48" primary circulation aisles along the perimeter and between clusters — at least two full-length primary aisles running perpendicular to the workstation rows
- 25 mobile pedestals, 15"×20" at each workstation

Collaboration and Storage

- Two huddle areas: each with a 36"×60" table and 4 chairs — requires 8'×10' (80 sq ft) per huddle zone including chair clearance
- Shared storage wall: 5 lateral file cabinets (36"×18") in a 180" run along one short wall, 36" access aisle in front
- Optional: 1–2 phone booths or acoustic pods (4'×4' footprint each) for private calls

Clearance Requirements

- Primary aisles (48"–60"): At 25 people, at least two 48"+ aisles must run the full length of the floor, each accessible from the building's emergency egress paths. 60"-wide primary aisles are recommended when the total occupant load on the floor exceeds 49 people; 48" suffices for 25-person floors.
- Between-cluster secondary aisles (36"–42"): Secondary aisles between workstation clusters (not main circulation paths) may be 36" per ADA. Plan secondary aisles between each cluster of 5 so any employee can reach a primary aisle in ≤20 feet of travel.
- Back-to-back workstation clearance (60"): Each workstation row back must have 30" minimum behind it (chair rollback 24" + 6" clearance). Two back-to-back rows = 60" combined clearance. At 25 desks in 5 rows of 5, back-to-back rows consume 60" + 30" + 30" = 120" total per double-row set.
- ADA 60" turning circles: One 60" turning circle must be provided at each primary aisle intersection and at each exit/entry point. In a 40'×50' floor with 48" primary aisles crossing at 90°, the 48"×48" intersection provides a 68" diagonal — sufficient for the 60" turning circle.
- Huddle room/area clearance (30"–36" behind each chair): Huddle table chairs require 30" behind the back when occupied. A 36"×60" table with chairs on both long sides and one end needs: 60" + 30" + 30" = 120" wide × 36" + 30" = 66" deep minimum floor allocation.
- Storage aisle (36"): All lateral file drawers must have 36" clear in front. The 36" access aisle in front of the storage wall must not be blocked by adjacent workstation chairs when pulled back.

Option A: Benching Spine Layout

A benching spine layout uses continuous 10-foot or 12-foot benching runs as the primary workstation format. Five runs of 5-seat benching (each run: 120" long × 48" total depth for back-to-back seating) arranged in parallel with 60" aisles between runs. Total workstation zone: 5 runs × 120" long = 600" (50 feet) of run length, each 48" deep, with 60" aisles between runs. This configuration is extremely space-efficient at 2.5–3 sq ft per linear inch of bench — allowing 25 workstations in as little as 1,200–1,400

sq ft.

Option B: Clustered Neighborhoods

Divide the 25-person floor into five "neighborhoods" of 5 people each. Each neighborhood has its own cluster of desks arranged around a central shared storage unit (storage tower or low bookcase at 30"–42" height, keeping sight lines open). Between neighborhoods, 48" circulation spines run the length of the floor. Neighborhood clustering encourages team cohesion and makes departmental reorganization easier — move the cluster, not individual desks.

Option C: Perimeter Desks + Center Collaboration

Position all 25 workstations against the perimeter walls of the floor (desks facing outward, backs to the room center). This leaves the entire center of the floor (~30%–40% of floor area) as open collaboration, lounge, and common space. Perimeter desks against a 40'x50' floor perimeter: $(40' + 50') \times 2 \text{ walls} = 180$ linear feet of perimeter. At 30" per workstation, $25 \times 30" = 750"$ (62.5') of perimeter desk required — leaving 117.5' of perimeter for windows, storage, and passages. This layout maximizes natural light at workstations and creates a dramatic central common area.