

★ A Guide to Buying Cubicles ★



Sebastian Squarehead

Your Walkthrough Tour Guide



I ♥ Cubicles!

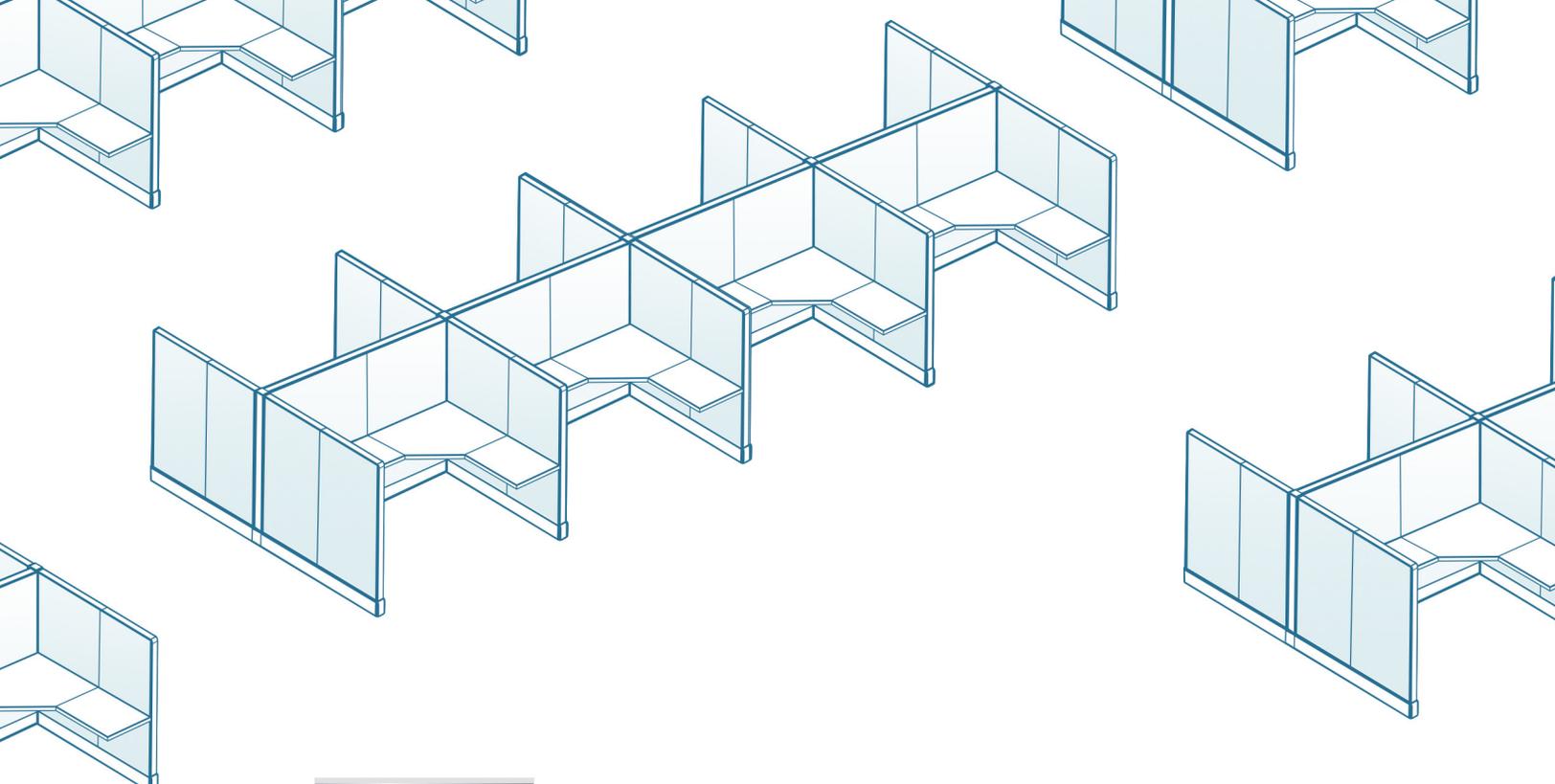
It's me, Sebastian Squarehead here, your cubical-enthusiast."

In this guide, We'll go through all the aspects of cubicle and office space planning from design to implementation. I'll even show you some other office options such as furniture, executive desks, chairs and more.

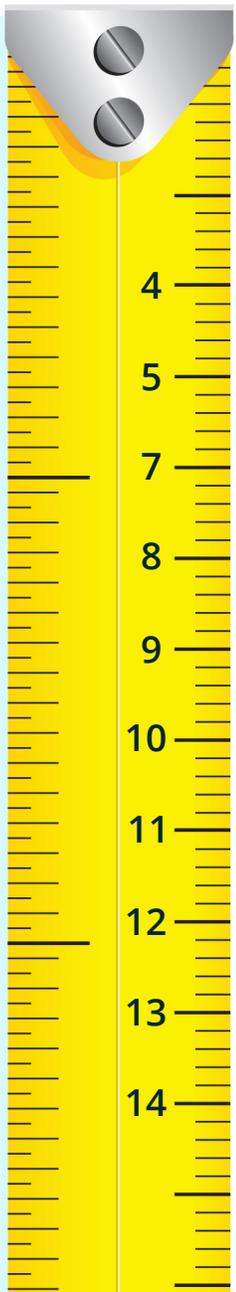
No matter which step of the process you are in, Fastcubes can help you out! If you have questions about cubicles, I'm your guy.

Let's Get Started!



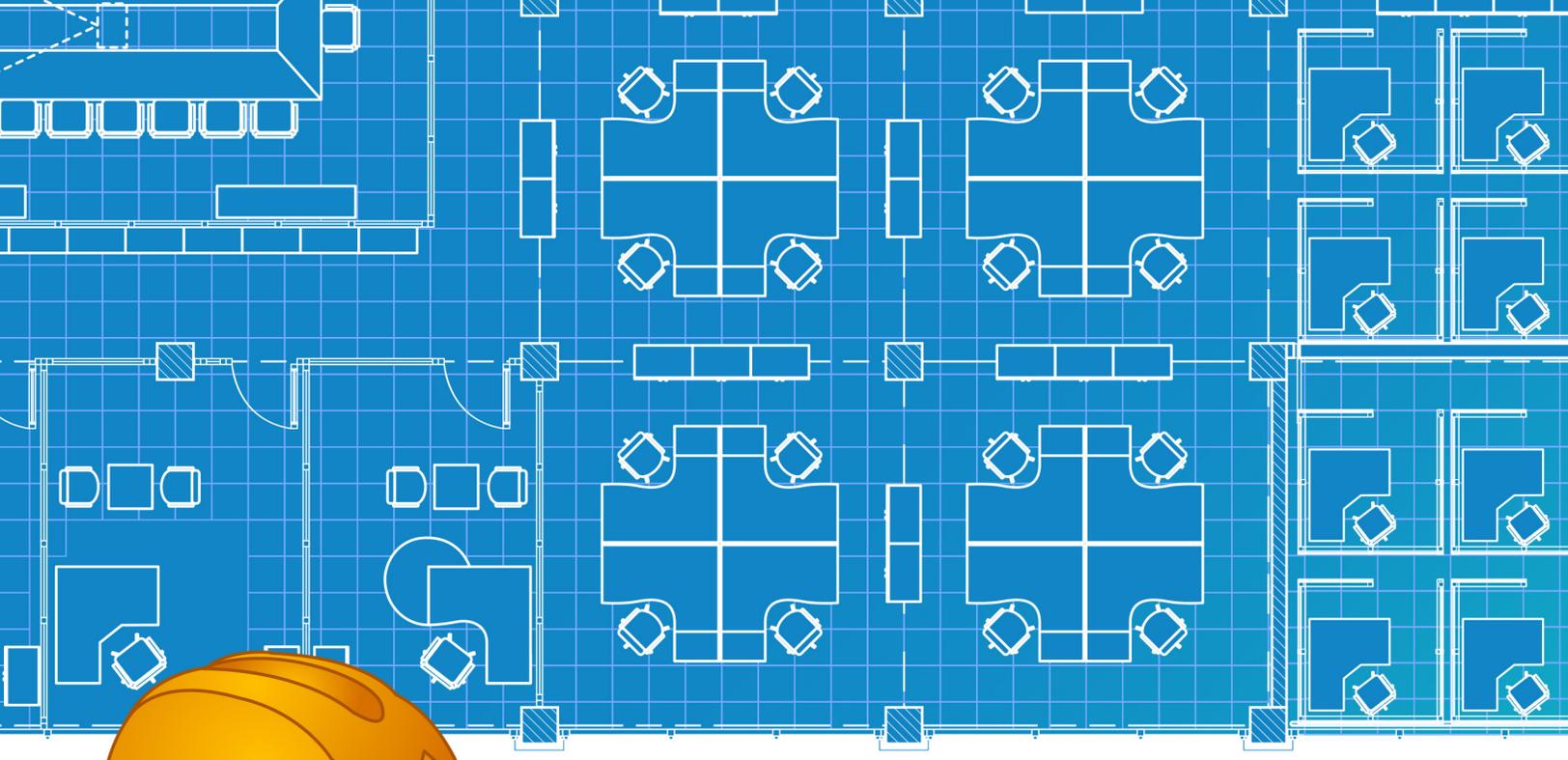


Fastcubes Buyers Guide Index

- 
- 4 Mapping Out Your Floor Plan
 - 5 Six Considerations for Office Space Planning
 - 7 Choosing Your Cubicle Configuration
 - 8 Style Options
 - 9 Storage Options
 - 10 Shelving Options
 - 11 Accessory Options
 - 12 Power/Electrical Options
 - 13 Extender Options
 - 14 Office Furniture & Chair Selections

Information subject to change without notice.





Mapping Out Your Floor Plan

Congratulations! You have an office space, and now you're ready to fill it with cubicles. What is the first step? *A floor plan.* To make the process go as easily and as quickly as possible you should measure the dimensions and layout of the room.

If you don't already have a floor plan, don't fret! Our cubicle designers are experts in office space planning and layouts and their service is *always free of charge.*

Already have a detailed blueprint? Even better! An architectural or AutoCAD drawing file is ideal so we are aware of the layout of doors and windows.

“Our designers are experts in office space planning and layouts...”



6

Considerations for Office Space Planning

Beginning this exciting new phase in your company there are key things to consider that will assist you in creating an efficient office, while still planning for

Future Growth & Possibilities.

1 Number of Employees & Growth Potential

It is not only essential to take into consideration the number of employees that will be occupying the office space you are planning for, but it is also important to take into consideration the growth potential of the business. Ask yourself, *“how many people need workstations?”* Additionally, *“how big and how quickly is your business expected to grow?”*

2 Statutory Requirements

The statutory requirements are the legal requirements that are set to ensure that employees have adequate space to work comfortably and safely. These regulations tend to oversee the minimum amount of space that must be provided for each employee. Requirements for fire safety, lighting, emergency exit, and other safety signage, ventilation, and temperature control all are protected by statutory requirements.

3 Business Needs

Remember to consider what type of needs your employees have depending on their job requirements. Is there a lot of paperwork that travels across desks? These desks will need larger spaces for storage, archiving and filing, as well as centers for photocopying and printing.

The services offered by your company should be used to influence your office space planning decisions. Do desks need telephones, computers and other types of equipment? If so, what kind of power, data and other cables are needed so that everyone is wired. How will they be installed to maximize your space utilization?

Read On! →

4 Industry Standards

Industry standards and norms can help you understand what kind of lanimates and workspace you will need for your office. *What seems to be standard for an employee in that position? Does your business require a more collaborative atmosphere?* All of these are questions that can be used to help you understand how you need to plan your space and what type of equipment you may need to purchase.

5 Department & Employee Layout

Each company has different flow of information throughout the office. This flow will help determine where departments should be placed to ensure the maximum and most efficient workflow. The level of supervision that is wanted must also be taken into consideration.

Low-walled cubicles (*call center cubicles*) are favorable to high-walled cubicles (*workstation cubicles*) if a supervisor is looking to have a higher level of supervision over employees.

6 Greeting, Meeting & Employee Areas

Companies need to consider space planning for areas not frequently used but are essential for business operations such as lobby areas and conference or meeting rooms.

Furnishing an area that is able to accommodate employees during office events, larger meetings, and regular dining activities is essential.

Next Steps

Space planning doesn't need to be a daunting and overwhelming task, but instead, the beginning of an exciting new chapter for your company. It is the first step in making your office a well oiled machine that generates revenue and creates an environment for employee comfort and satisfaction.

Once you have a good grasp on the way you would like your office to look and run, the next step will be exploring your cubicle and office furniture options for your space.

Choosing a Cubicle Configuration

One of the most important decisions to make when it comes to choosing cubicles for your office space, is size and configuration. Cubicles size is simple; if you are going for a compact solution “call center environment” you can then go with 3’x4’ cubicles. The wall height will depend on the environment you are creating. Lower walls will provide more of an interactive and open office environment or higher walls creates a greater sense of privacy.

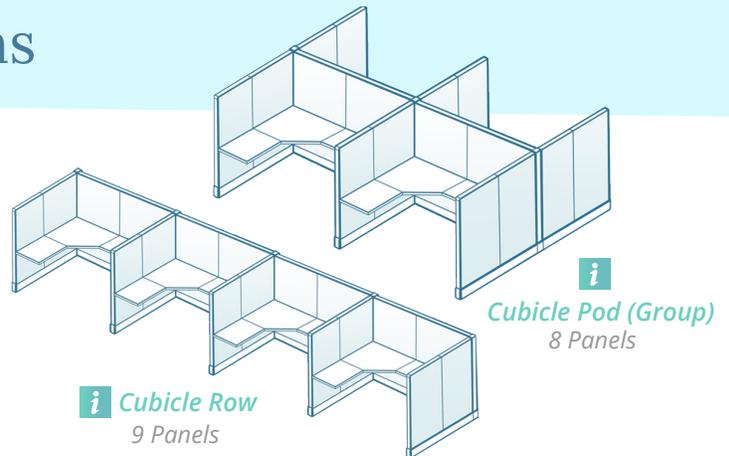
Larger cubicles or “workstation cubicles” are used in more managerial roles or environment. Workstation cubicles give employees more work space. Cubicle configurations not only determines the way your office or workspace will be set up, but has an effect on the price point of cubicles. This has to do with how many walls are being shared in a grouping of cubicles (materials used).

i Cubicle Size Examples



Configuration Considerations

In the example on the right, the single row of cubicles there are actually 9 cubicle walls where the pod group configuration has only 8. When pricing out your cubicle set up, consider that it is not just the wall, but the electric wiring, kick plates, and more. Decisions on cubicle configurations rely on space, style and a company’s budget.



Cubicle Style Options

Fabric Options

There are many fabric grades and colors to choose from for your office cubicles. When choosing a cubicle fabric color this will help set the office color scheme.



Worksurface Options

Next choose your cubicle work surface "desk" color option. Select from the colors to match the cubicle's fabric walls, which will help bring the look together



Trim Color

We offer three different trim colors to best facilitate the creation of an ideal office workspace. Our three tones are Medium, Dark Umber, and Light Gray. Please note that Light Gray is **not available** for cubicles 47" tall.

*Options shown are standard for all Fastcubes Cubicles.
Contact Us to see more options available.*

Cubicle Storage Options

File / File (FF)

The 2 drawer storage pedestal provides a space for employees to file documents and folders. A lock on the top file keeps confidential documents secure.



Box / Box / File (BBF)

This is one of the most popular storage pedestals used in office cubicles. They come with 2 box drawers and a filing bin. There is a lock above the top drawer that will lock the entire storage pedestal.

2 Drawer Lateral File

This is a wider and larger option for a 2 drawer filing storage pedestal. It is mainly used for mass document storage and other larger office supplies.

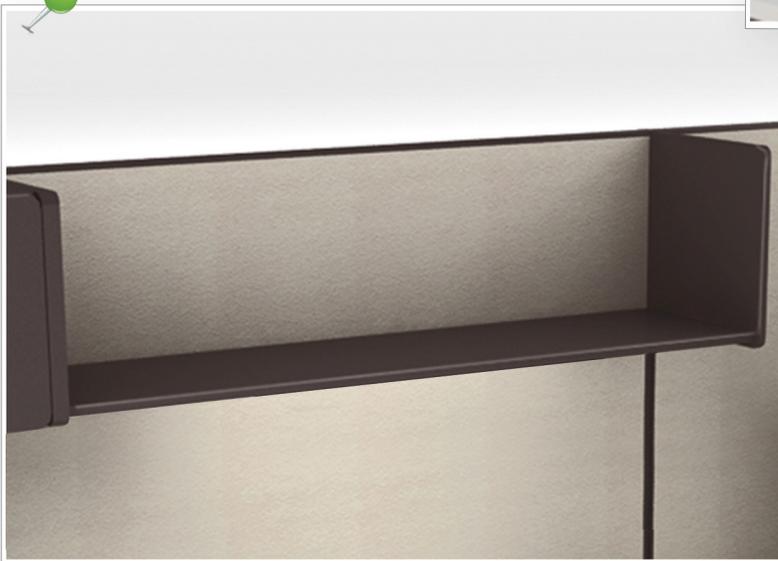
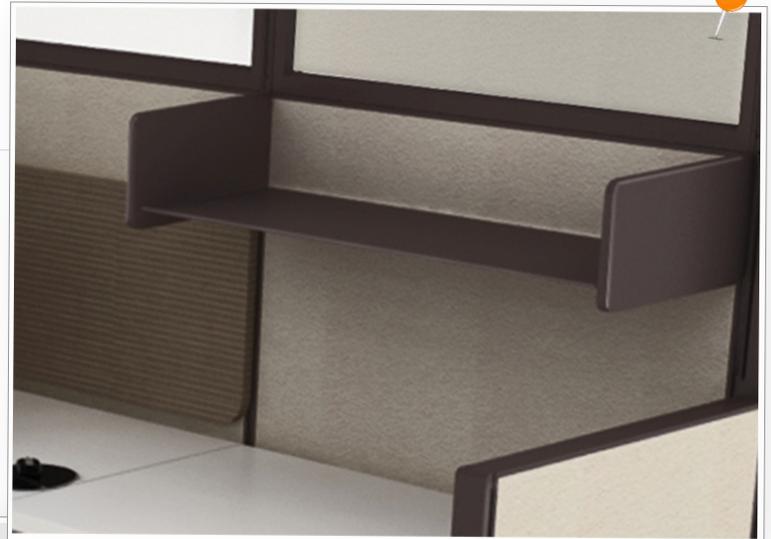


Cubicle

Shelving Options

Half-Height Shelf

The half height shelf is a lower side as well as sits at a lower height in terms of where on the cubicle it is located. The shelf option helps employees keep clutter off their work surface.



Full-Height Shelf

The full height cubicle shelf is ideal storage of folders, binders, or papers to help keep the employee's work surface clear of clutter.

Binder Bin w/ Lock

The binder bin shelf is ideal for large item storage. It comes with an overhead locking door that is on a horizontal hinge and opens upward.



Accessory Options

Keyboard Tray

The cubicle keyboard tray pulls out from the under work surface. A great option for cubicles of all sizes but is typically found in call center cubicles where workspace needs to be optimized.



Pencil/Center Drawer

A small sliding drawer located in the center of a work surface, generally used for storage of small items such as pencils and other necessary office supplies.

Task Light

Task lights are fluorescent lamps that can be attached under any of the shelving options to provide extra light for dimly lit areas and workspaces that may require more visibility.



Tackboard

A board that gives employees the ability to “tack things onto” — such as reminders, papers, calendars, etc.

(Note: Matches your selected fabric option when purchasing online)

Cubicle

Power Options

No Feed

If you do not require power to the cubicles no feed will be provided. This includes outlets and wiring, however kick plates and metal bases will still be used to cover the cubicle base.



Base Feed

Choosing a base feed electric option provides hook up to a wall or floor outlet. Wires are run behind kick plates and metal bases providing electrical outlets.

Power Pole/Ceiling Feed

Choosing a ceiling feed option uses a power pole to provide electric. The power pole is a hollow metal compartment that extends through a drop ceiling and hooks into the base of the cubicle.



Extender Options

Glass Stackers

A small glass panel sits on top of a fabric covered panel. Glass stackers provide additional lighting and visibility in cubicles while giving heightened privacy.



Fabric Stackers

Fabric stackers are designed to increase the height of the cubicle walls for privacy. Fabric stackers can also be couple with glass stackers to create a custom cubicle look.

Glass Stackers and Fabric Stackers are currently not available for online purchase when ordering on fastcubes.com. If interested please [contact us](#) for information.

Looking for Additional Options?

For a full list of all cubicle options [contact us](#) or visit our [cubicles 101](#) page which details each option of a Fastcubes cubicle.

info@fastcubes.com
Fastcubes.com/cubicles-101

Office Furniture

Office Chairs

An office needs more than just cubicles. When planning your office space, do not forget to include furniture for the private offices, employee areas, lobby areas, reception area, and conference rooms. There are many desks and set up options to help you customize your office.

The reception area is your company's chance at a lasting first impression, so finding the right desk and chairs is important. Classy executive desks make a bold statement in private offices and gives a feeling of sophistication to your visitors.

There are many chair options to choose from. You can customize the fabric or leather, chair style, arm style, and height to make a chair that fits your needs perfectly. Our chairs are a great option for conferences or long days working at your desk.

When choosing a chair, there are two very important factors to consider; value and comfort. Most of your time each day will be spent in the chair you choose. So when choosing a desk chair, make sure you choose a chair for comfort.

[View All Office Furniture →](#)

[View All Office Chairs →](#)



Insignia Office Desk



Moby Fabric/Mesh ★ Mojo Leather

Request a Free Floor Plan Drawing & Cubicle Quote

Whether updating old work areas, furnishing new work spaces, to selecting the right cubicles for installation, we have the expertise and services to help you design a better office workspace.

With more than 120 cubicle configurations and extensive options, we can tailor a package to fit your floor plan – and your budget – perfectly.

[Get Floor Plan & Quote →](#)



The Life³ Blog

Visit the [Fastcubes Life³ Blog](#) for inspiration to decorate your cubicle, receive expert advice about cubicle buying, or for fun office articles.



blog.Fastcubes.com



Fastcubes.com

Info@Fastcubes.com

866.622.2823

Fastcubes Cubicles & Office Furniture



National Installations
Fastcubes Handles Cubicle Installations

866.622.2823

