

# Salesforce Tower

Chicago, Illinois

LAW FIRM PLANNING EXAMPLE

3 FLOORS - HIGHRISE

UNIVERSAL OFFICES

76,905 RSF

Hines

For free adjustments to this space plan, please contact  
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LAW FIRM  
UNIVERSAL OFFICES  
3 Floors - Highrise

PROGRAM AREA		FLOOR ONE	FLOOR TWO	FLOOR THREE	ALL FLOORS
PEOPLE	~ USF				
Associate offices (window)	150	25	50	50	125
Associate offices (interior)	150	5	14	14	33
Support offices	100	4	4	4	12
Assistant stations	64	6	12	12	30
Support stations	36	-	6	6	12
Misc (reception, group areas, etc).	36	1	-	-	1
CONFERENCE					
10-person conference room	250	1	2	2	5
8-person conference room	220	1	2	2	5
6-person conference room	200	1	3	3	7
4-person conference room	120	2	2	2	6
4-person collaboration	100	1	3	3	7
SUPPORT					
High density filing	500	-	1	1	2
Mail/Copy room	180	1	1	1	3
Cafeteria	420	-	1	1	2
Coffee stations	80	1	1	1	3
Storage areas	180	1	1	1	3
MDF	220	1	-	-	1
IDF	80	-	1	1	2
Print stations	90	2	4	4	10
Wellness room	150	-	1	1	2
RECEPTION SUITE					
Reception area	1200	1	-	-	1
20-person board room	800	1	-	-	1
20-person conference room	940	2	-	-	2
18-person conference room	700	2	-	-	2
14-person conference room	500	1	-	-	1
12-person conference room	460	1	-	-	1
10-person conference room	350	1	-	-	1
8-person conference room	320	1	-	-	1
5-person conference room	220	1	-	-	1
Open collaboration	100	3	-	-	3
Kitchen / Catering	550	1	-	-	1
Business center	360	1	-	-	1
Beverage station	190	1	-	-	1
Coat closet (walk-in)	125	1	-	-	1
Furniture storage	225	1	-	-	1

SPACE METRICS	
RSF (4 floors):	76,905
Window attorneys:	125
Total attorneys:	158
Total employees:	213
RSF / window attorney:	615
RSF / attorney:	487
RSF / employee:	361
Conference areas:	44
Conference seats:	380
Conference seats / attorney:	2.4 / 1
Conference seats / employee:	1.8 / 1
Minimum primary aisle:	6 feet

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LAW FIRM  
CONFERENCE FLOOR (75-100k RSF)  
UNIVERSAL OFFICES

SPACE PROGRAM			
PEOPLE			
Associate / window	150 sf	25	
Associate / interior	150 sf	5	
Support offices:	100 sf	4	
Assistant stations	72 sf	6	
Support stations	36 sf	0	
TOTAL PEOPLE:		40	
CONFERCING			
10-person conference rooms		1	
8-person conference rooms		1	
6-person conference rooms		1	
4-person conference rooms		2	
Open collaboration areas		1	
CONFERENCE AREAS:		6	
SUPPORT			
Mail / Copy	150 sf	1	
Storage	200 sf	1	
Coffee	130 sf	1	
Print stations	100 sf	2	
IDF room	60 sf	1	
SUPPORT AREAS:		6	
RECEPTION SUITE			
Reception area		1	
20-person board room		1	
20-person conference rooms		2	
18-person conference rooms		2	
14-person conference room		1	
12-person conference room		1	
10-person conference room		1	
5-person conference room		1	
Open collaboration areas		3	
Kitchen / Catering		1	
Business center		1	
Beverage station		1	
Coat closet (walk-in)		1	
Furniture storage		1	





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LAW FIRM  
TYPICAL ATTORNEY FLOOR  
UNIVERSAL OFFICES

SPACE PROGRAM			
PEOPLE			
Associate / window	150 sf	50	
Associate / interior	150 sf	14	
Support offices:	100 sf	4	
Assistant stations	72 sf	12	
Support stations	36 sf	6	
TOTAL PEOPLE:		86	
CONFERENCING			
10-person conference rooms		2	
8-person conference rooms		2	
6-person conference rooms		3	
4-person conference rooms		2	
Open collaboration areas		3	
CONFERENCE AREAS:		12	
SUPPORT			
HD Filing	400 sf	1	
Mail / Copy	150 sf	1	
Storage	200 sf	1	
Cafeteria	400 sf	1	
Coffee	130 sf	1	
Print stations	100 sf	4	
Wellness room	100 sf	1	
IDF room	60 sf	1	
SUPPORT AREAS:		11	

SPACE METRICS (floor)	
Floor RSF	25,635
RSF / Attorney (window)	513
RSF / Attorney (total)	401
RSF / Employee	298
Minimum primary aisle	6 feet

