

Salesforce Tower

Chicago, Illinois

LAW FIRM PLANNING EXAMPLE

4 FLOORS - HIGHRISE

UNIVERSAL OFFICES

102,540 RSF

Hines

For free adjustments to this space plan, please contact
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Chicago, Illinois

LAW FIRM
UNIVERSAL OFFICES
4 Floors - Highrise

PROGRAM AREA		FLOOR 1	FLOOR 2	FLOOR 3	FLOOR 4	ALL FLOORS
PEOPLE	~ USF					
Associate offices (window)	150	25	50	50	50	175
Associate offices (interior)	150	5	14	14	14	47
Support offices	100	4	4	4	4	16
Assistant stations	64	6	12	12	12	42
Support stations	36	-	6	6	6	18
Misc (reception, group areas, etc).	36	1	-	-	-	1
CONFERENCE						
10-person conference room	250	1	2	2	2	7
8-person conference room	220	1	2	2	2	7
6-person conference room	200	1	3	3	3	10
4-person conference room	120	2	2	2	2	8
4-person collaboration	100	1	3	3	3	10
SUPPORT						
High density filing	500	-	1	1	1	3
Mail/Copy room	180	1	1	1	1	4
Cafeteria	420	-	1	1	1	3
Coffee stations	80	1	1	1	1	4
Storage areas	180	1	1	1	1	4
MDF	220	1	-	-	-	1
IDF	80	-	1	1	1	3
Print stations	90	2	4	4	4	14
Wellness room	150	-	1	1	1	3
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):	102,540
Window attorneys:	175
Total attorneys:	222
Total employees:	299
RSF / window attorney:	586
RSF / attorney:	462
RSF / employee:	343
Conference areas:	56
Conference seats:	454
Conference seats / attorney:	2.0 / 1
Conference seats / employee:	1.5 / 1
Minimum primary aisle:	72"



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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

