

ANATOMY FOR INTERIOR DESIGNERS

THE BUSINESS OFFICE

Excerpts from a chapter of the Third Edition of the Whitney Library book
with text by Julius Panero, A.I.A., N.S.I.D.,
and illustrations by Nino Repetto, Dr. Arch., M.S.*

The popularity of the office party is so great that it is often no longer confined to Christmas. Clerks, stenographers, salesmen, executives, and even accountants are finding more and more opportunities for getting loaded together. It is perhaps for this reason more than any other that, as office space becomes dearer, each individual worker, while forced by circumstances to be nearer his neighbor, needs the modern equivalent of a bundling board to separate himself as much as possible from the neighbor. This is clearly a development of the party system because (a) The chassee of the previous night does not want to have to listen to the excuses of the chaser (particularly

if the chaser was caught); (b) The chaser wants to be able to get away and hide until he or she thinks up a good excuse.

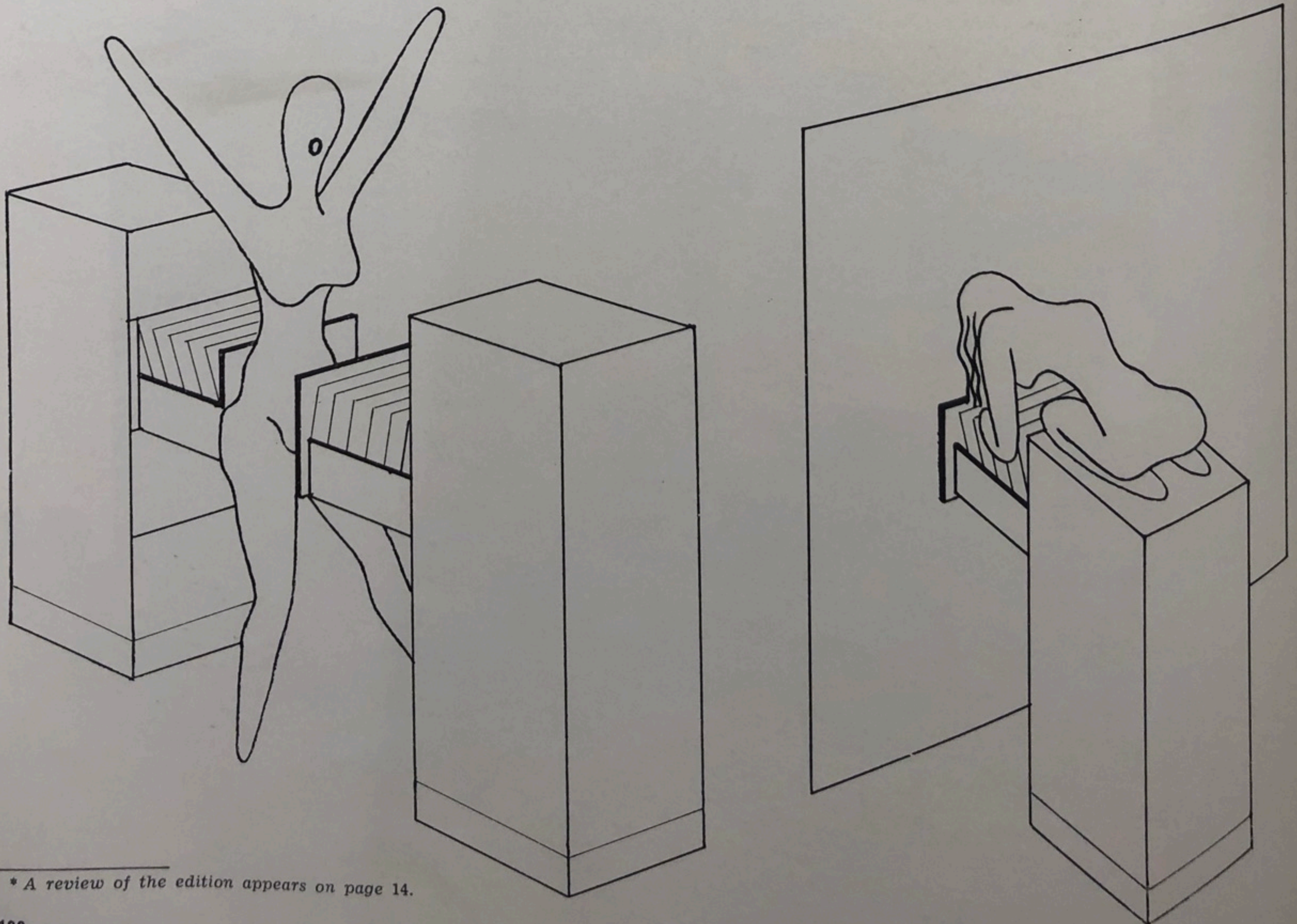
We are not absolutely certain that manufacturers of furniture and equipment have recognized all the nuances arising from these activities but our measurements will help designers arrange units in logical ways—to provide the proper party atmosphere when occasion demands. No one need worry about whether the furniture or equipment functions for work and play; our office worker community is quite original in the art of adaptation.

It is the constant boast of manufacturers of office furniture that no other

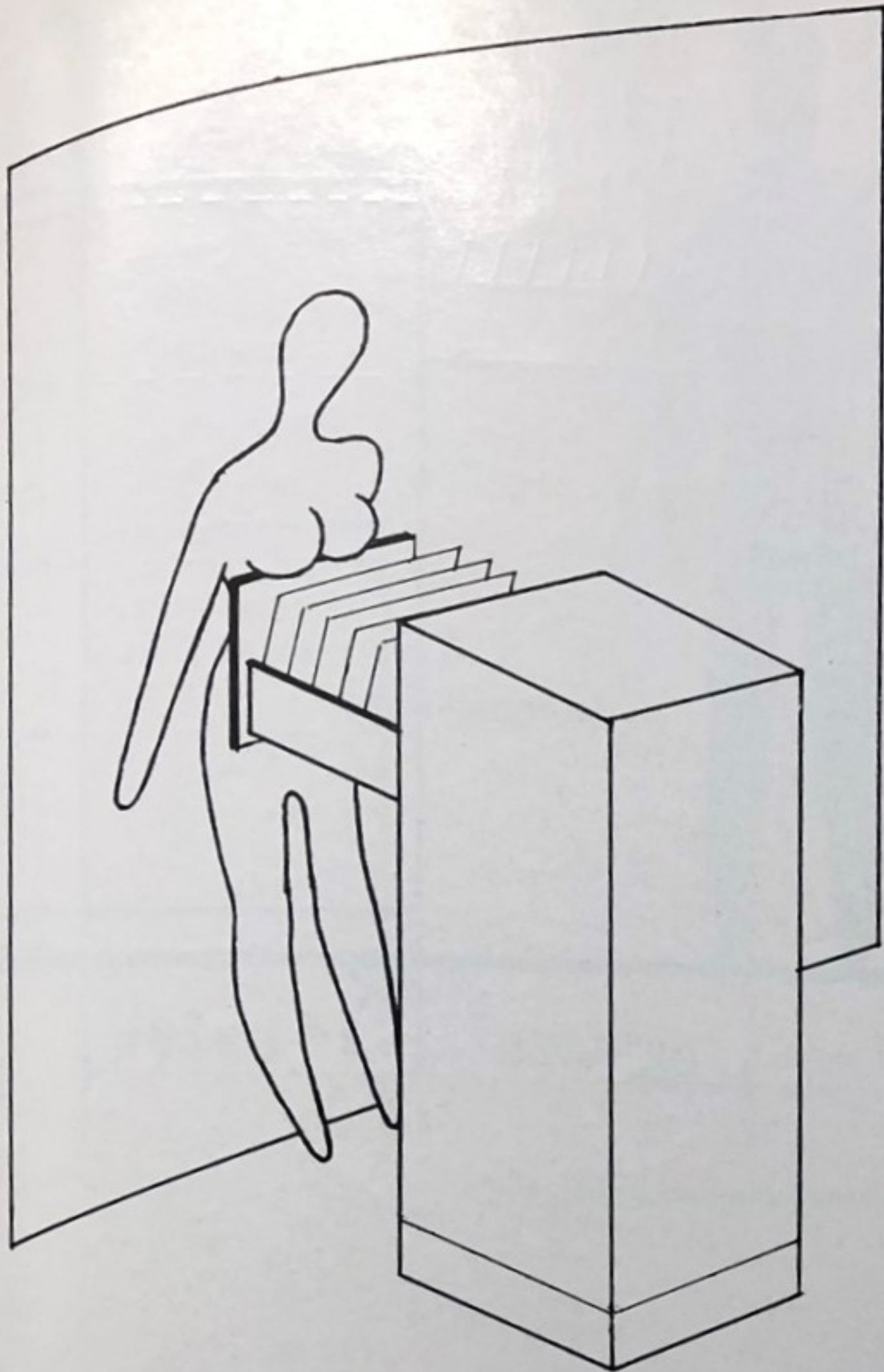
branch of the furniture industry has made more careful anatomical studies, or done more research on the functional use of drawers, shelves and lighting, the dimensions of telephones, ledgers, stationery, etc. than they have.

For designers who would build their own, or manufacturers who might change their lines, we present these dimensional drawings.

The file cabinet used is undoubtedly the most frequently used or misused piece of office equipment available. These pages show some of the standard measurements involved as well as Nino's idea of an efficiency expert's nightmare.

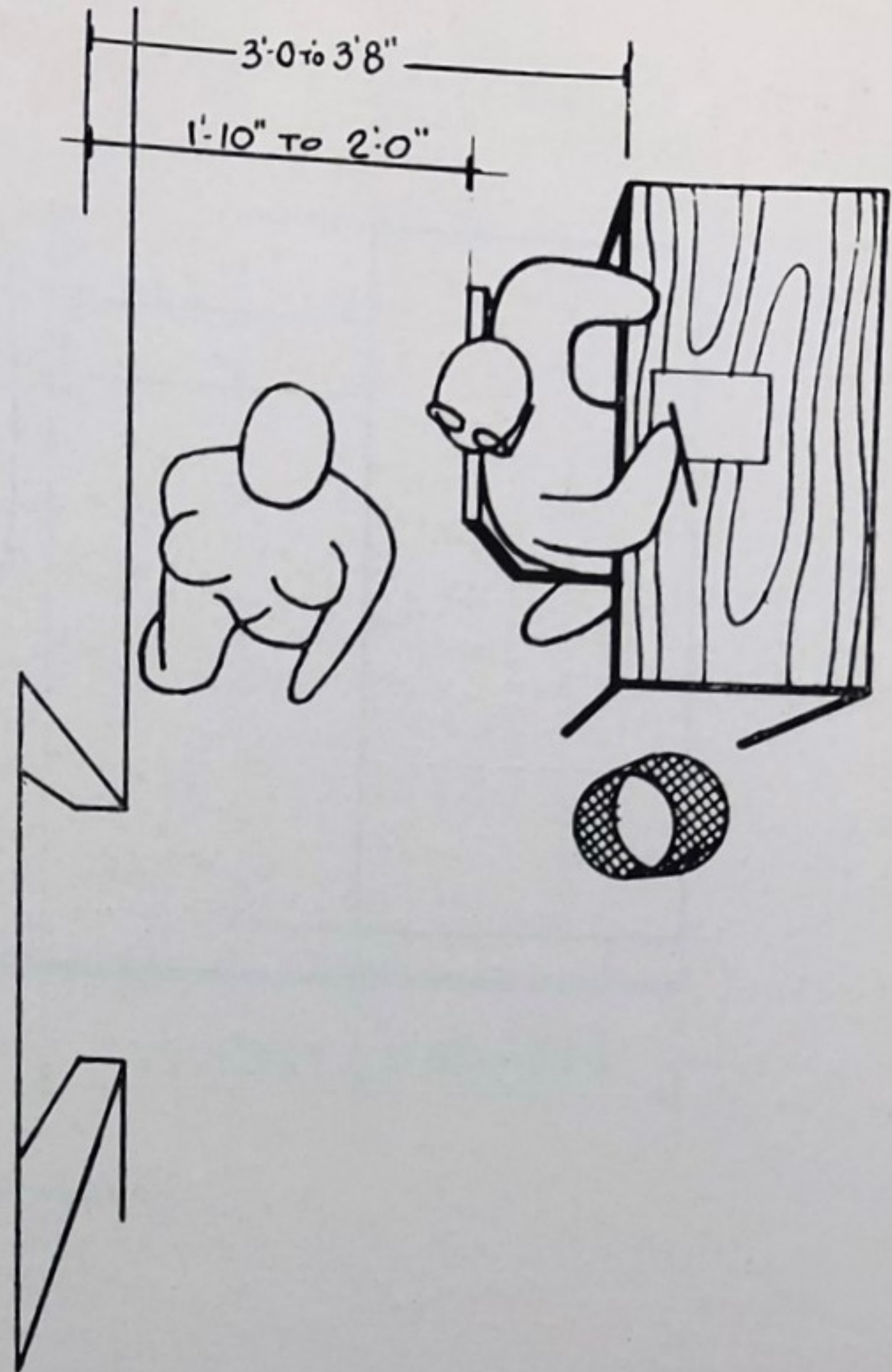
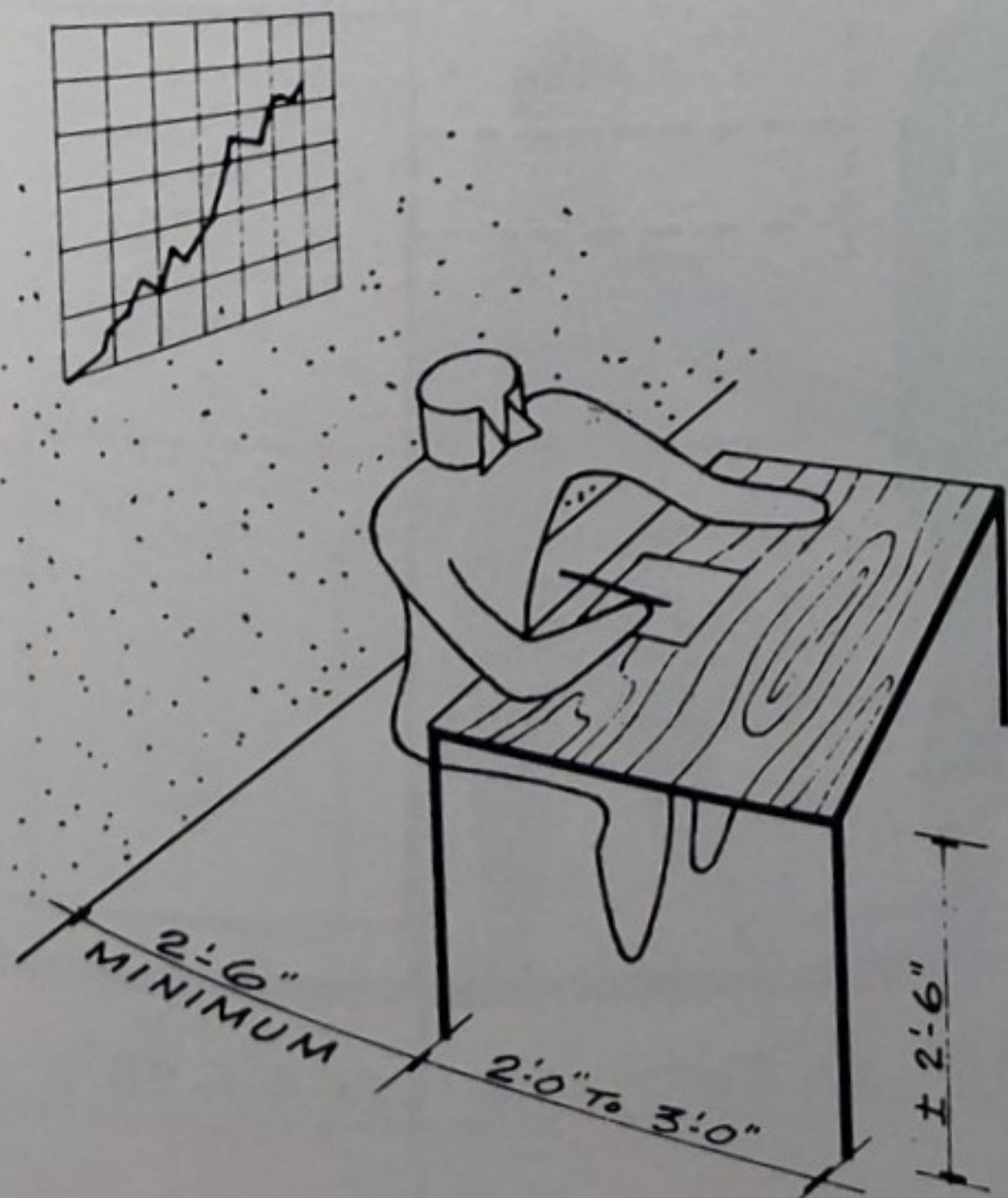


* A review of the edition appears on page 14.



Although the first arrangement shown on the opposite page (far left) is guaranteed to take inches off the waist, it tends to impede office traffic. Adequate clearance should be provided to allow passage between two banks of files.

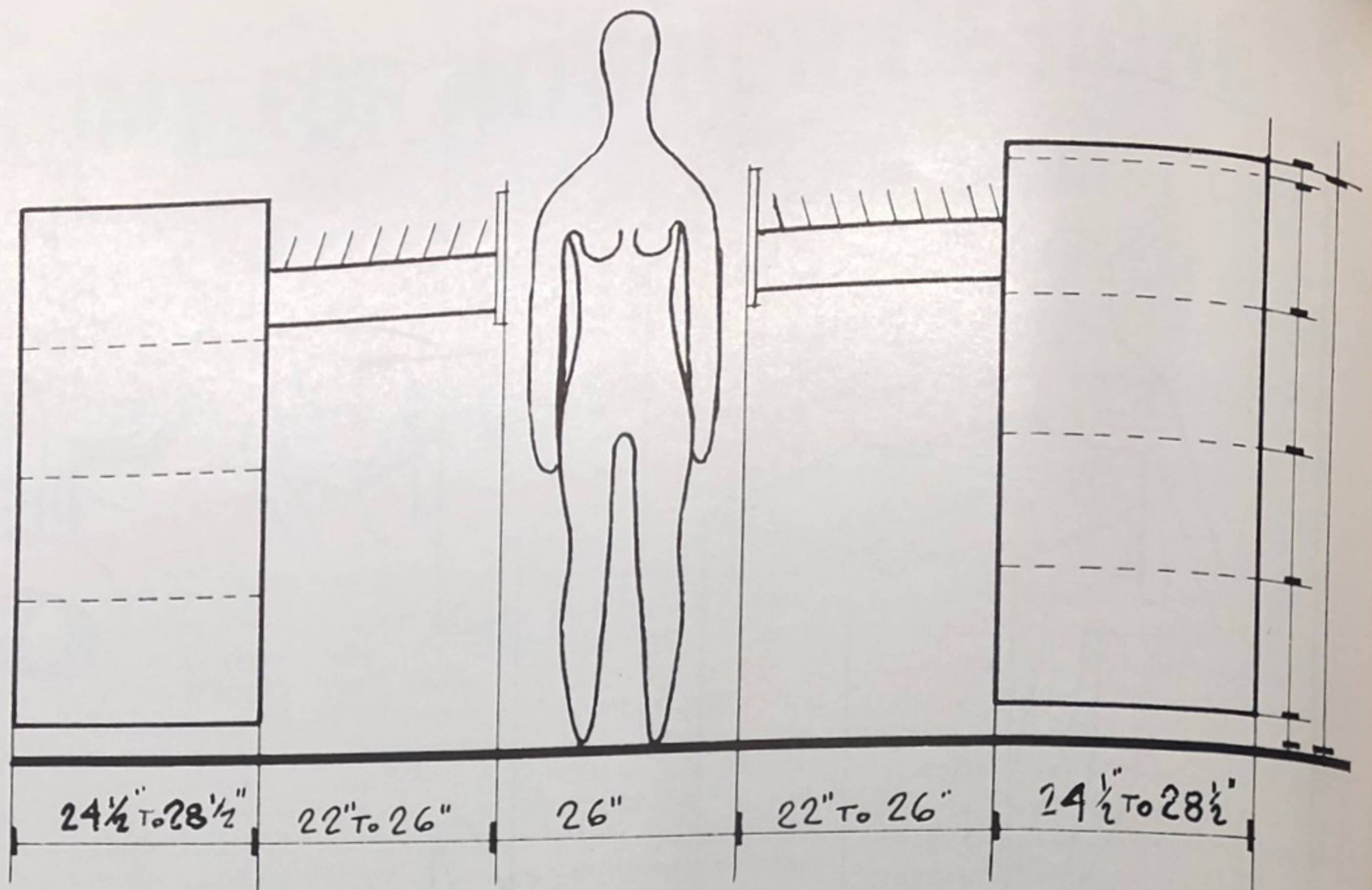
An efficient method of insuring good secretarial posture is to allow inadequate clearance for access behind file drawer, as shown above. The position assumed at near left (opposite page) would be quite appropriate for the annual Christmas party but a bit too much for day to day office routine. Clearance should be at least 4 feet.



To permit comfortable ogling a bald-headed clerk requires a total distance from behind his desk to the nearest obstruction of from 3'-0" to 3'-8" if passage is required.

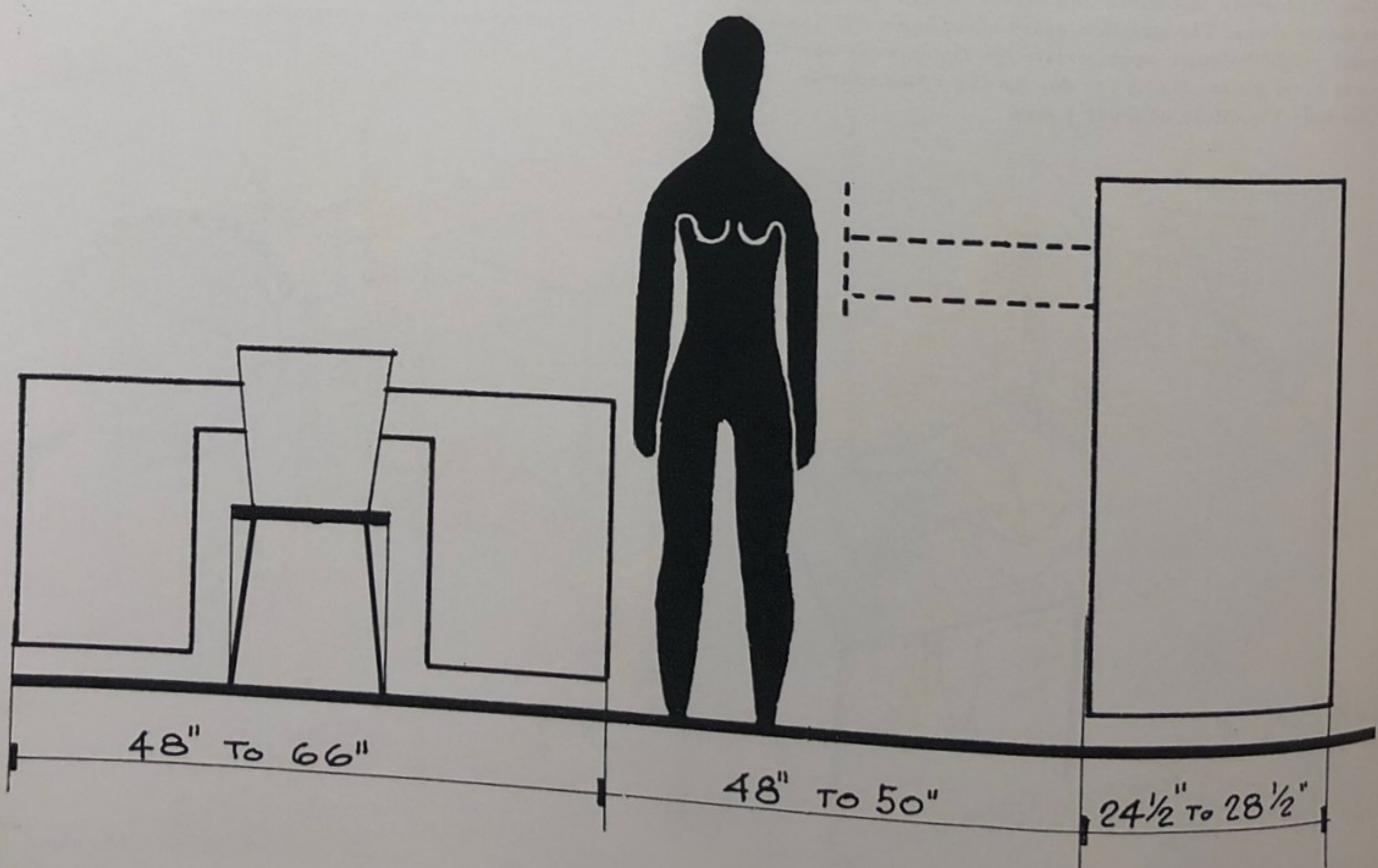
Diagram below at left illustrates the distance required by a headless stuffed shirt from behind his desk to the nearest wall or obstruction assuming no passage required.

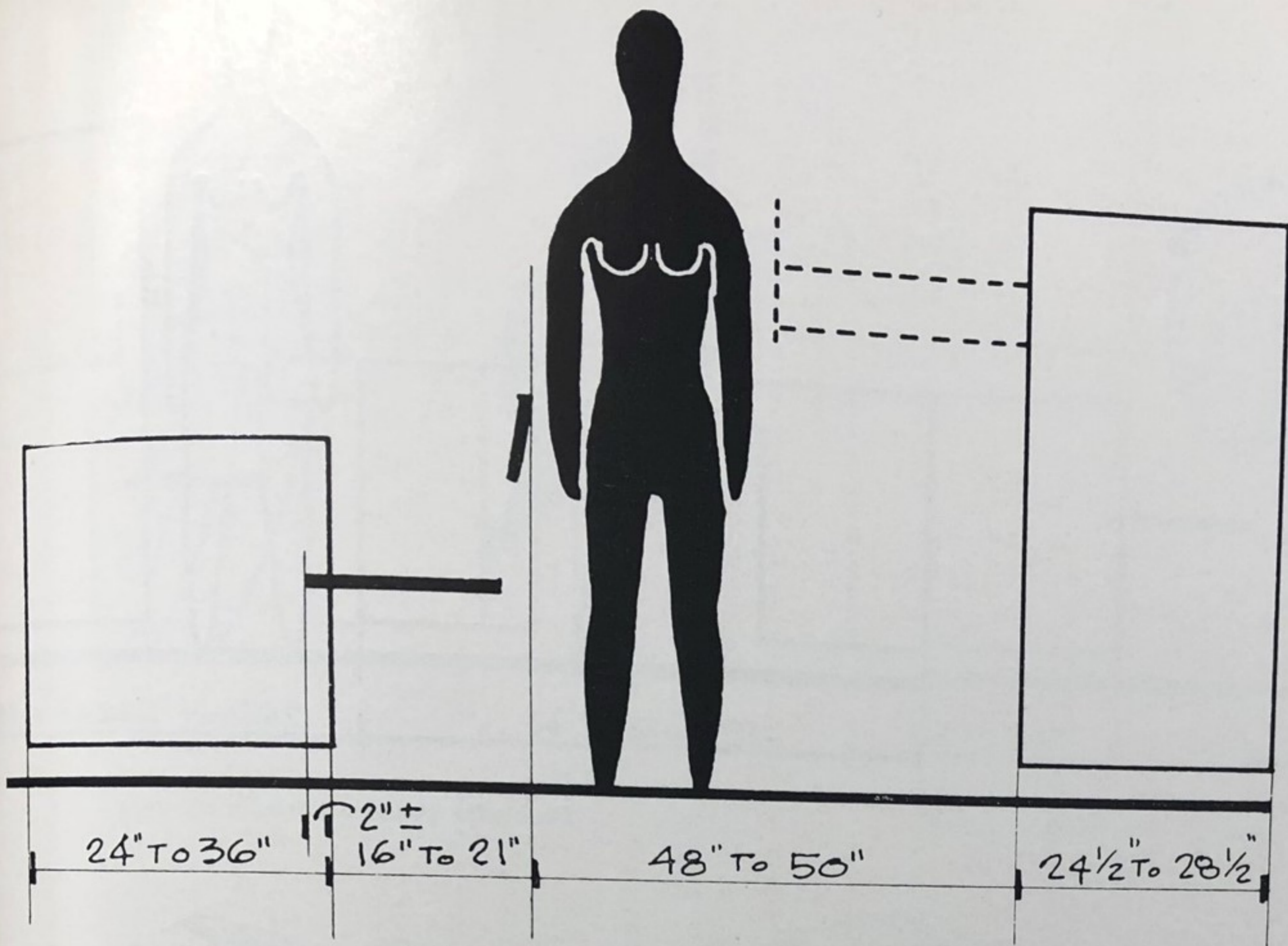




Open file plus passage plus open file.

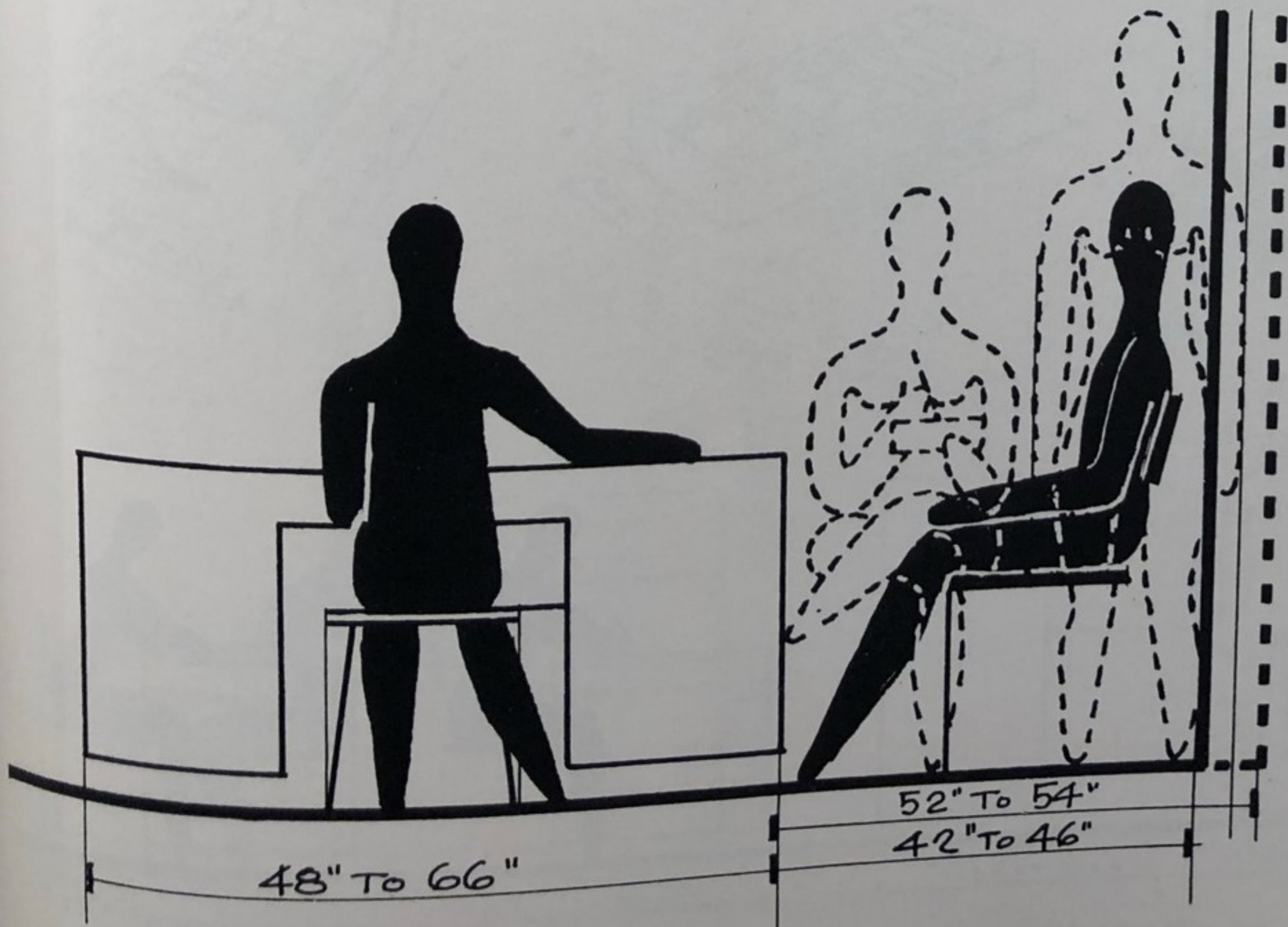
Desk plus chair plus passage plus file.

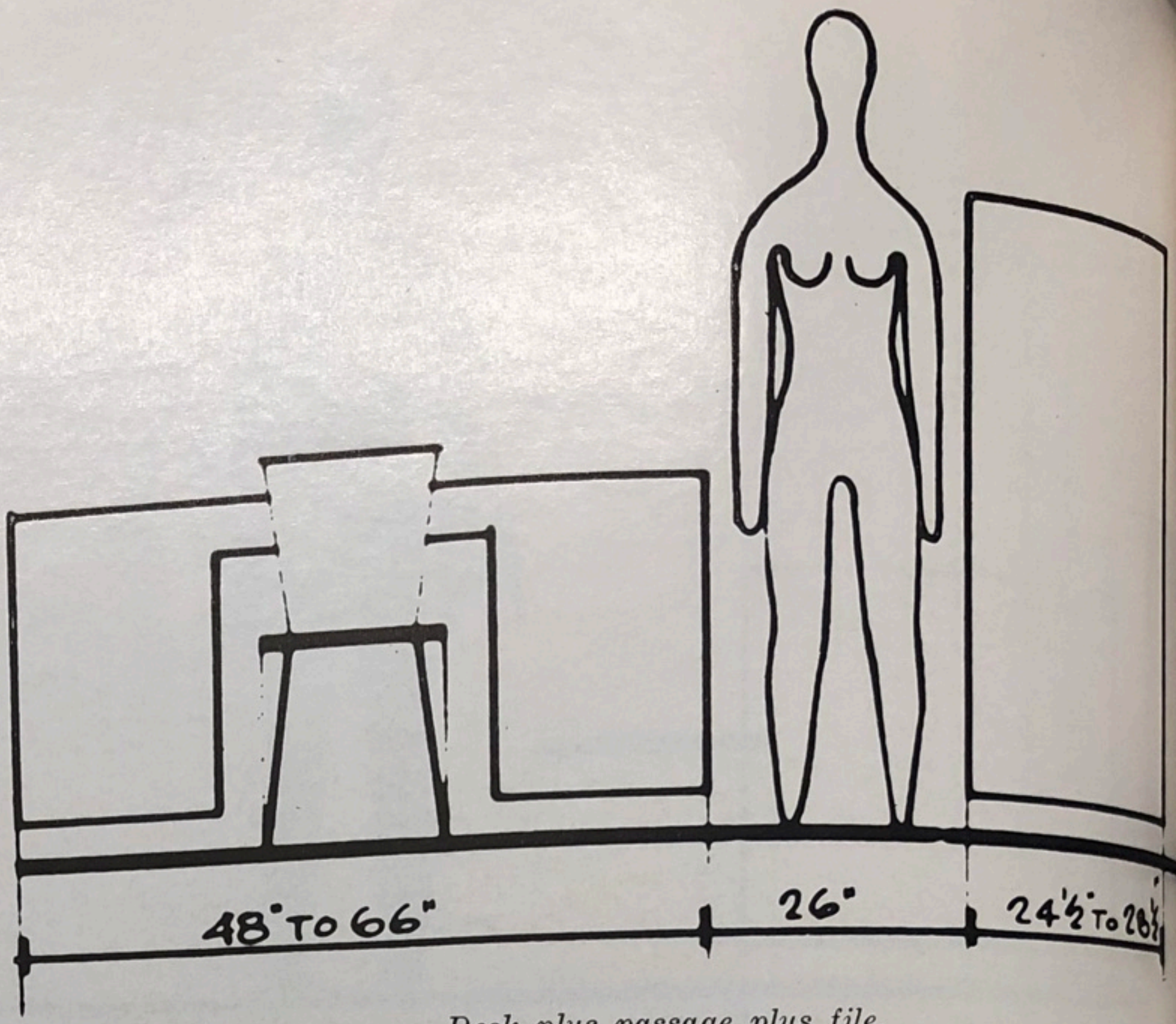




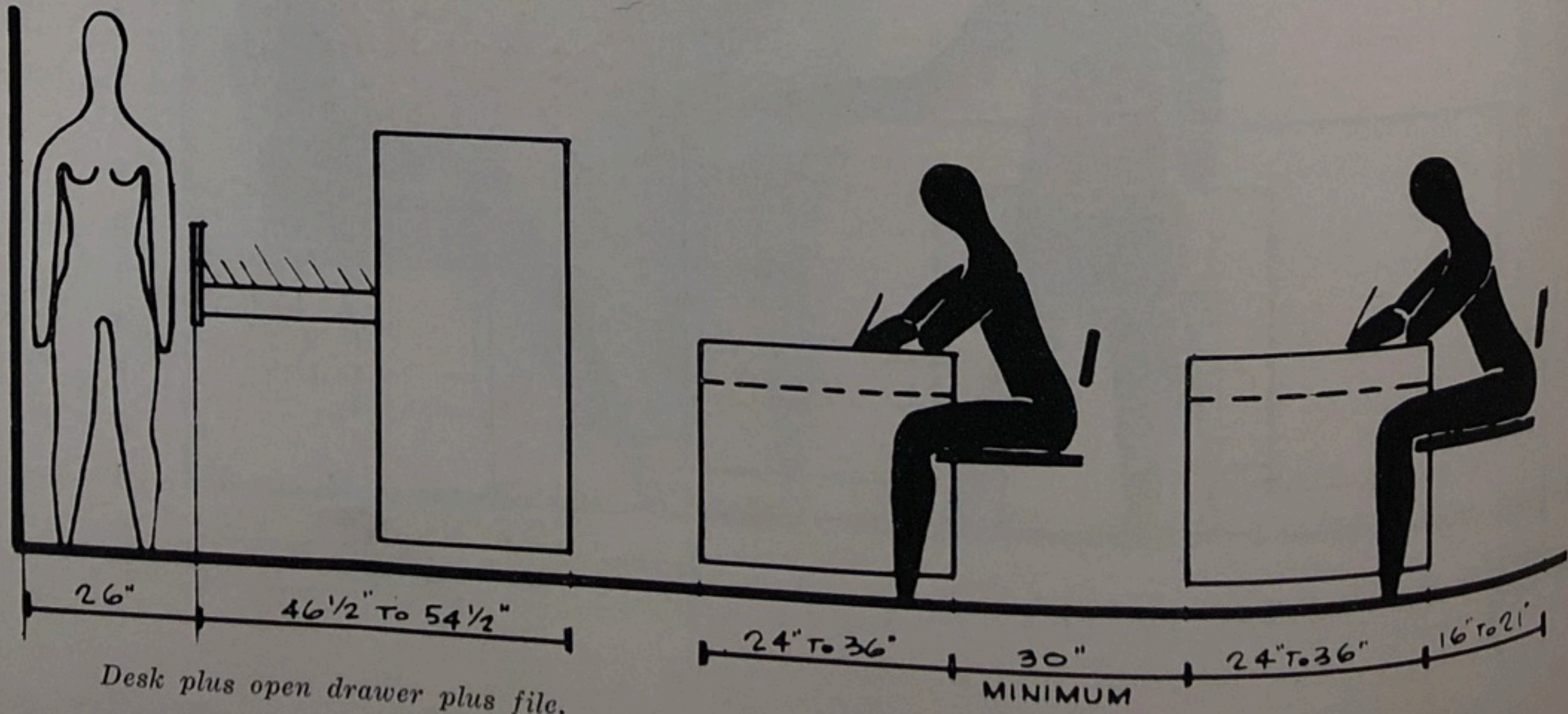
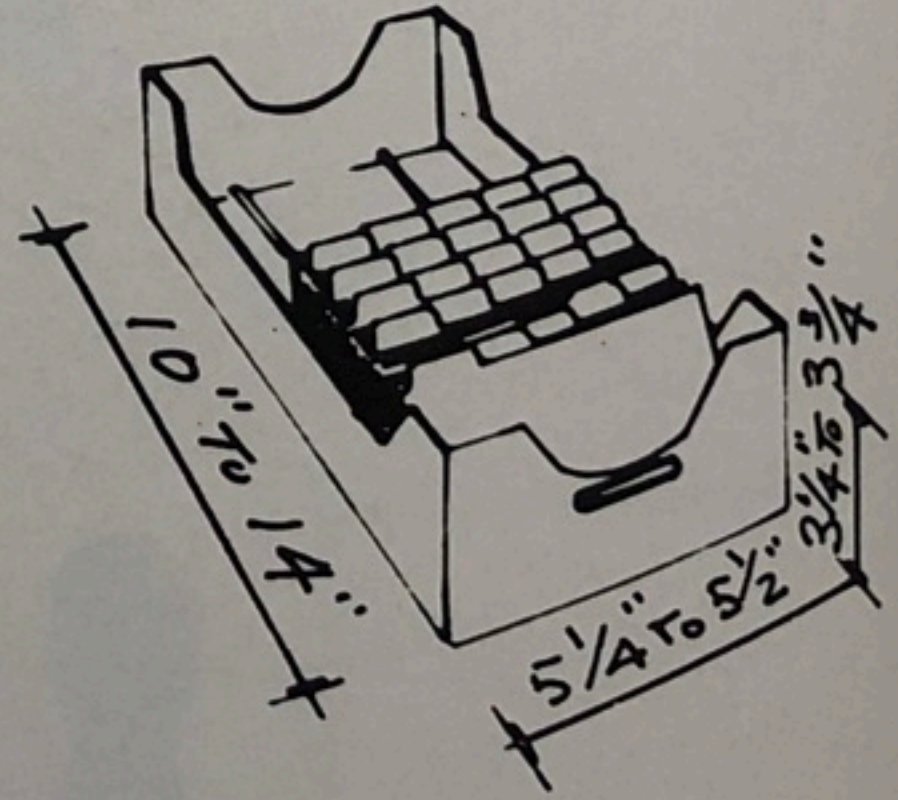
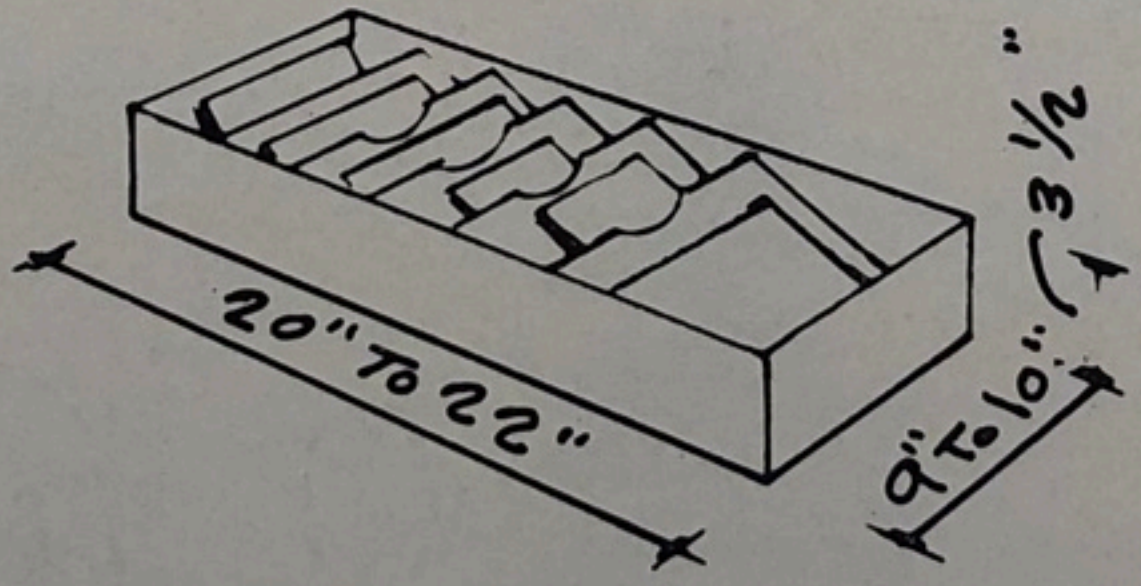
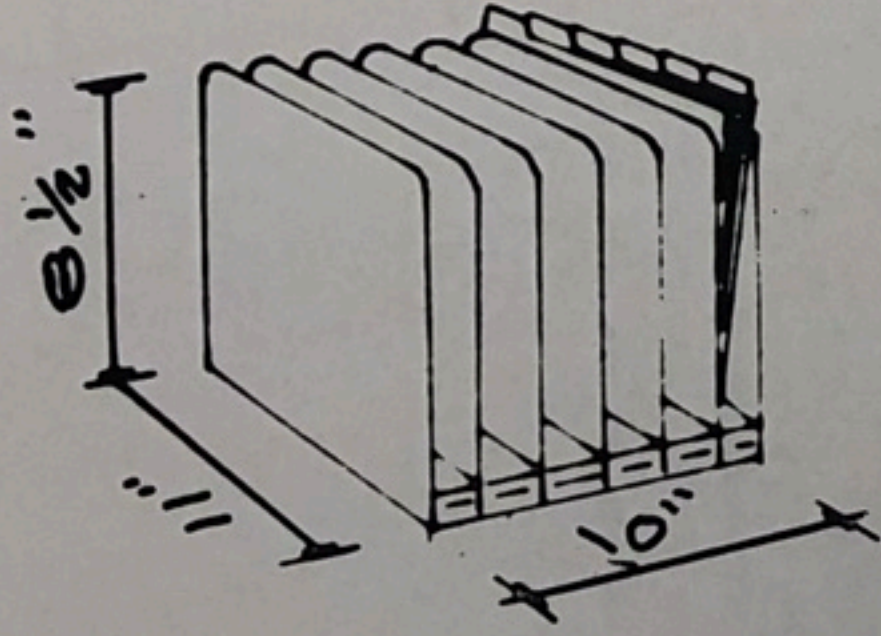
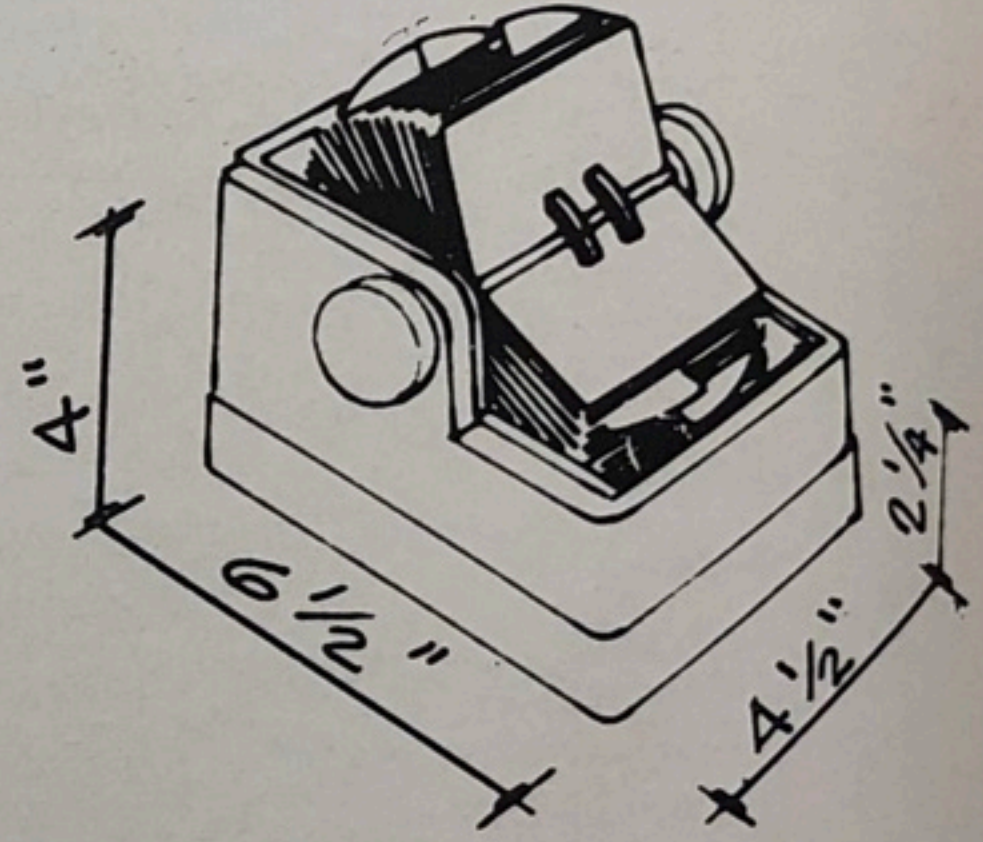
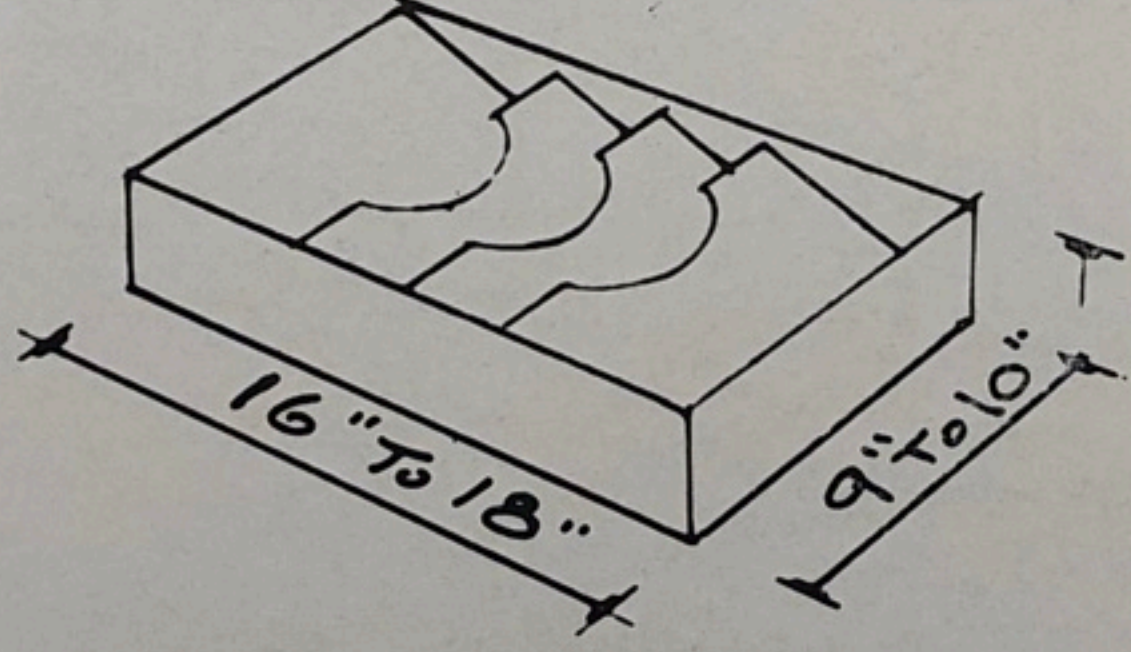
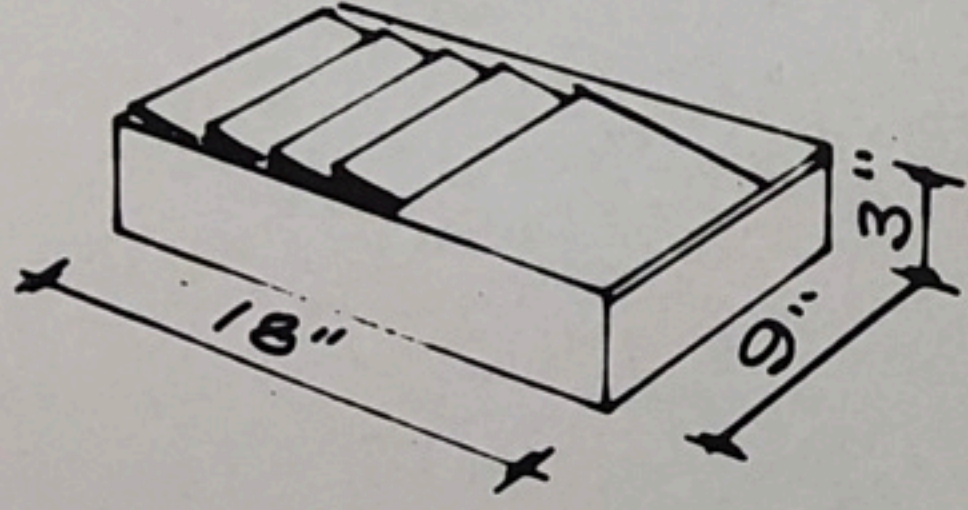
Desk plus passage plus drawer plus file.

Desk plus chair plus passage.



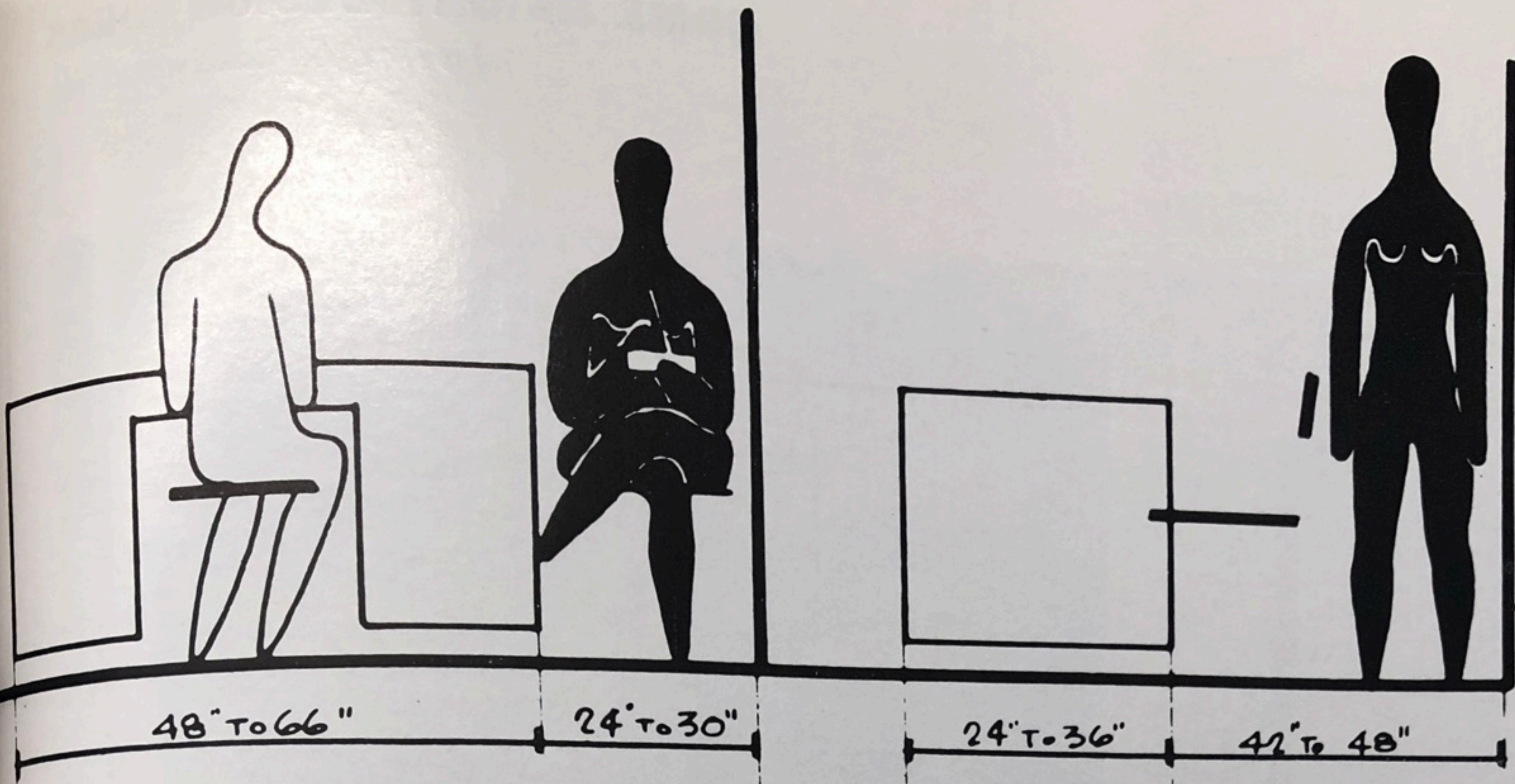


Desk plus passage plus file.



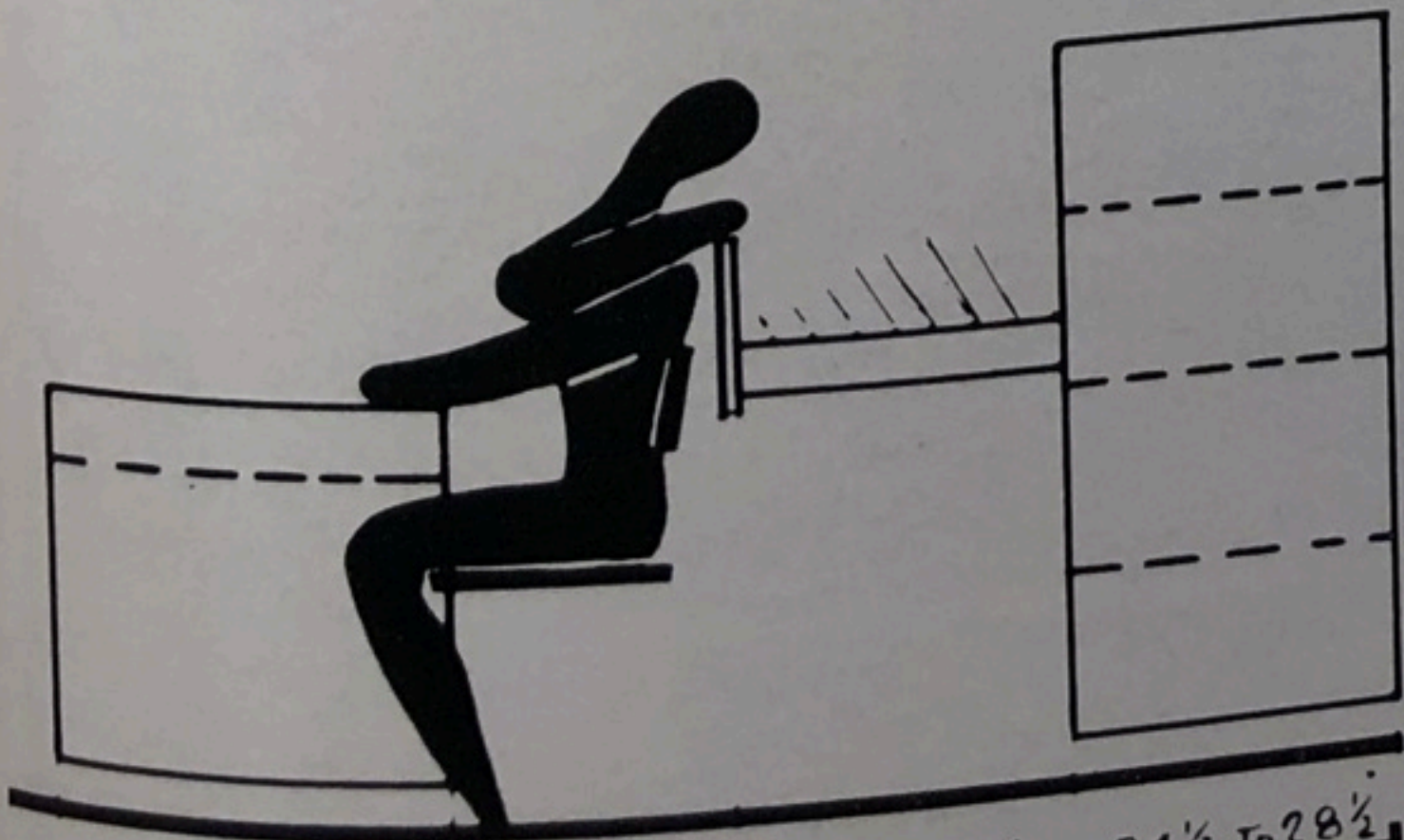
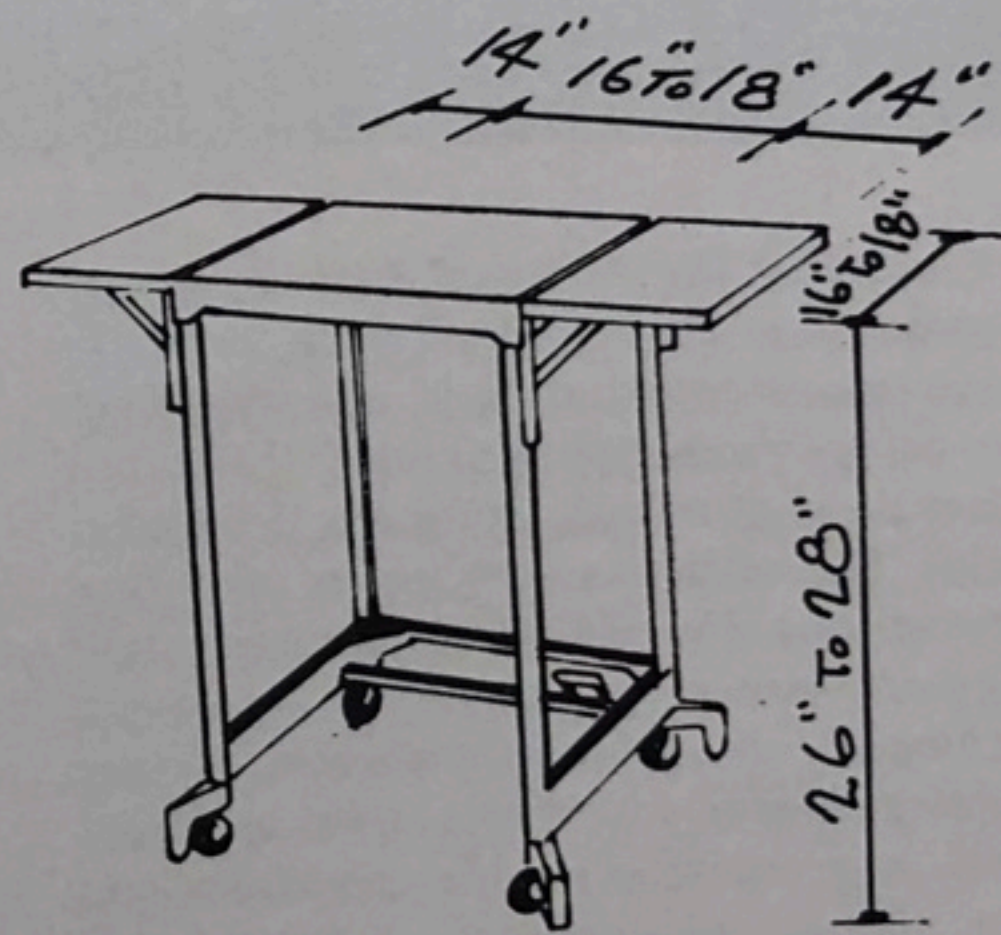
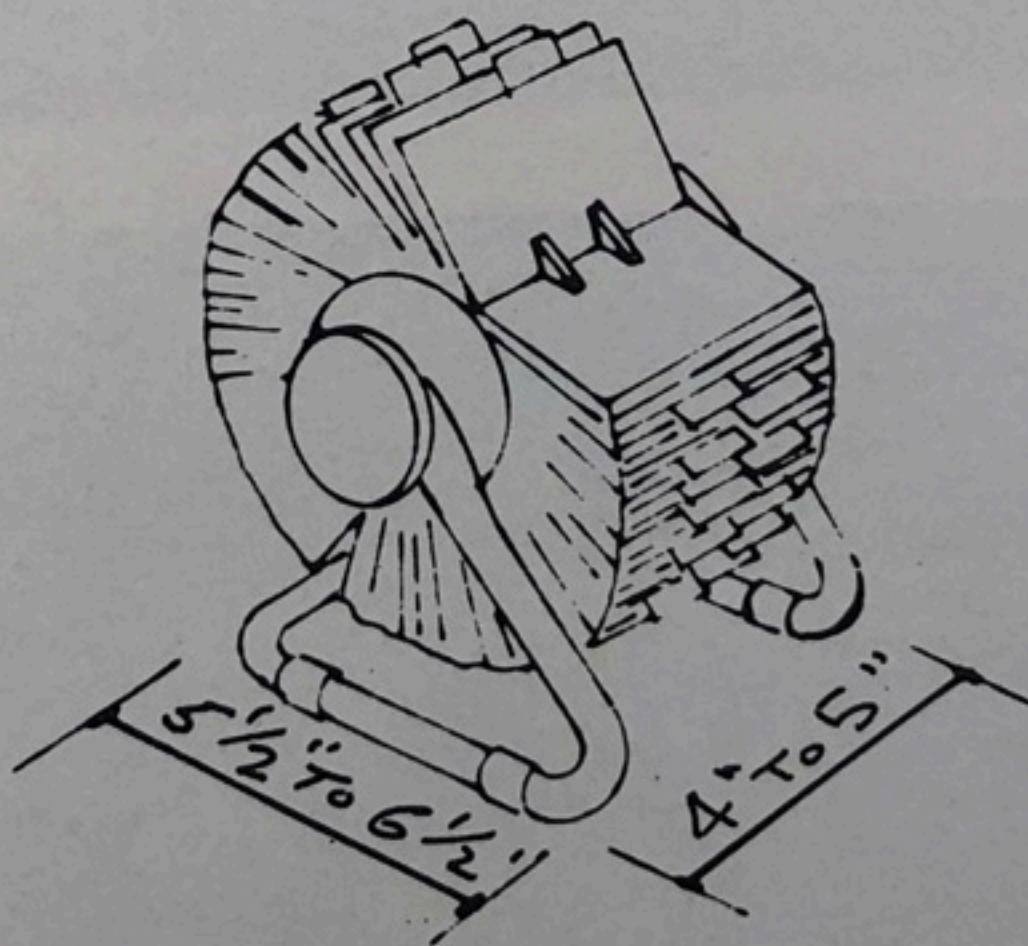
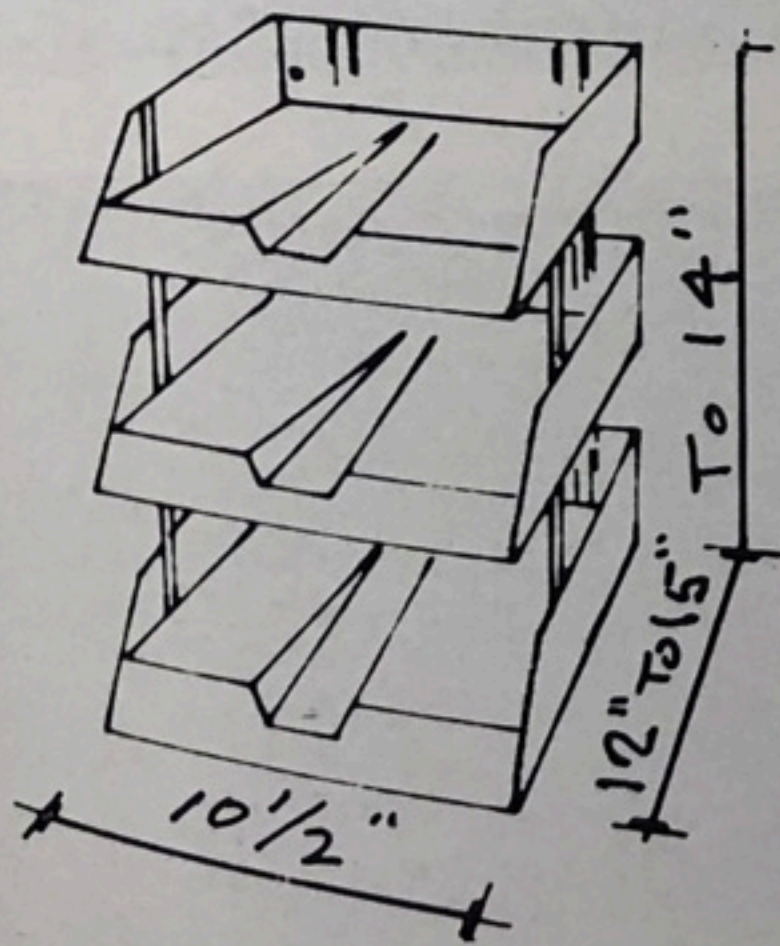
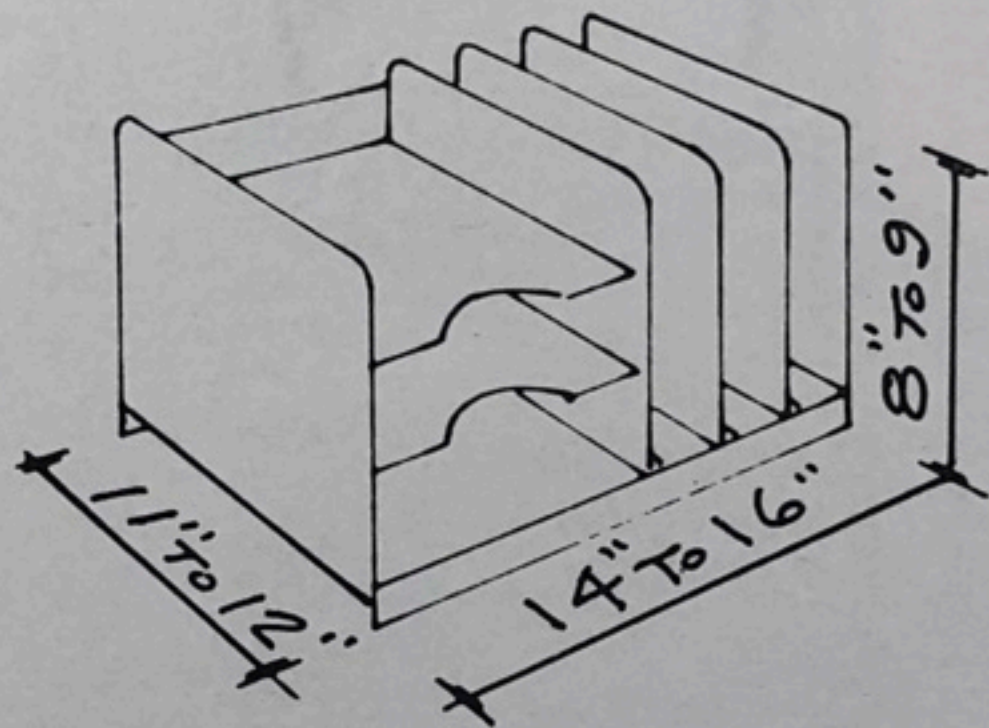
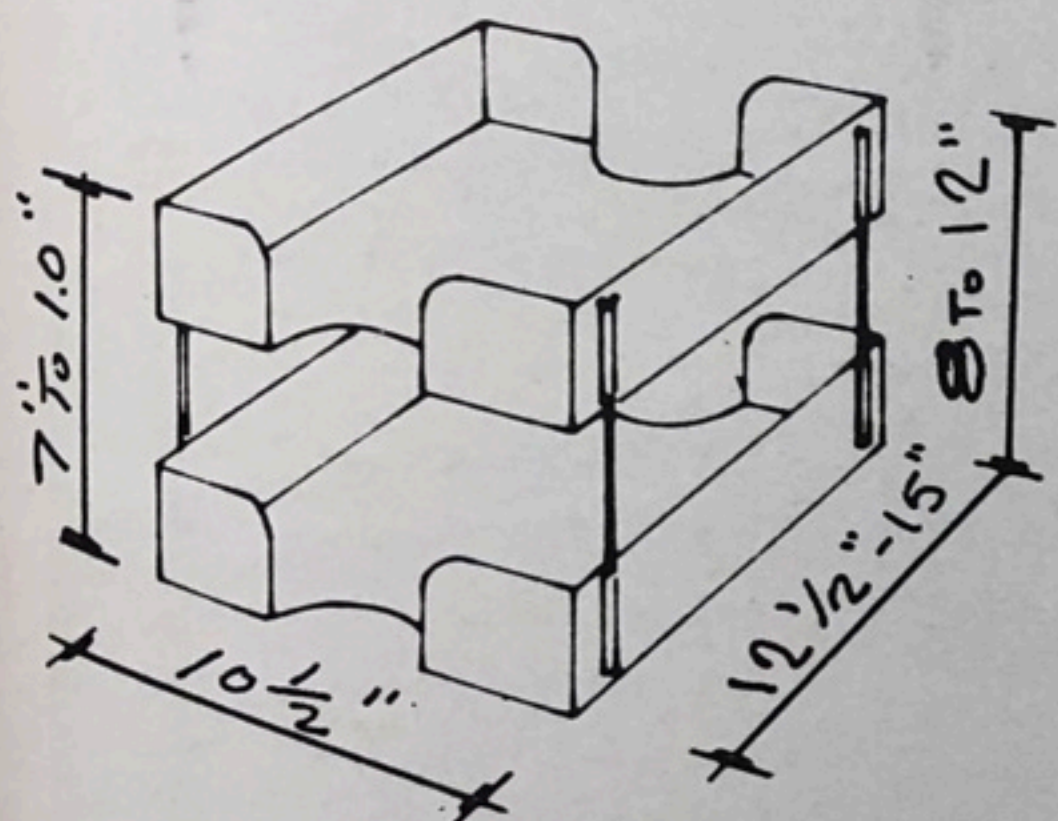
Desk plus open drawer plus file.

Desks in a row.



Desk plus chair; no passage.

Desk plus chair plus passage.



Desk plus chair plus no passage plus open drawer plus file.