Article Side

You Can Only Put So Much in an Office Space, Trust Me by Blake Mitchell

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Space is an endless expanse where all the stars and other heavenly bodies drift along a certain orbit, smash into each other, or explode like a nuclear bomb on steroids. Down to Earth, space is a limited span where you can only put in so much before it becomes more packed than a can of sardines. Space is all too confusing.

Office space buyers ask too often: â€œHow much space is enough space?â€• There isnâ€™t a standard v set in stone because office spaces differ in size to address different needs. Some offices can be as big as 250 square feet per person, while others can be as small as 75 square feet. It may be difficult without a standard, but it doesnâ€™t mean that there are no ideal values for healthy working conditions.

Reception Area. Not all offices allocate space to entertain guests, but it would be wise if they did. The ideal reception area is based on how many visitors enter the office on a daily basis. For at least three to five visitors a day, the reception area can be as big as 200 square feet, while for six to nine guests, 300 square feet is enough.

Executive Offices. To say the least, this is not suitable for small office spaces, given the fact that executive offices are usually bigâ€”as in 400 square feet big. As to why the bossâ€™ office has to be big, here are some hints: s/he entertains visitors, stores heaps of files, does loads of paperwork, and needs his/her own bathroom. S/He keeps the company on its feet, which is why s/he has a big office to do it.

Meeting Space. Just like in the reception area, the ideal size for Washington DC meeting space depends on the number of people using it at a time. Give at least 25-30 square feet per person for a conference room, not including the table and other equipment. For a conference room that is arranged in a theatre style, give each person at least 15 square feet of elbow room.

Filing Cabinets. If youâ€™re the tech-savvy boss who prefers electronic storage, you wonâ€™t need to allocate some space for cabinets. If you still need them, give each filing cabinet at least seven square feet of space. Such cabinets are big and bulky so take time to consider where to place them, not to mention in a Washington DC meeting space.

Visit HowStuffWorks.com for more information on how much is enough for a single office asset such as a Washington DC meeting space. You can also use online office space calculators to get a good idea of how much space you need.

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