



Open Office Layout for 10 Employees

Space Plan

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Ten-person open offices are some of the most rewarding spaces to plan — small enough to feel like a team, big enough to have distinct zones. The two biggest questions you'll face: benching or individual desks? And how do you build in enough quiet space without walling everyone off? Here's the real-world answer with actual measurements.

What You're Working With

A 10-person open office should target **100–150 sq ft per person** in typical professional environments, meaning a total floor plate of 1,000–1,500 sq ft. However, with efficient benching layouts, some creative offices fit 10 people comfortably into 700–800 sq ft.

- **Minimum density (hoteling / benching):** 70 sq ft per workstation — works for high-churn or part-time teams
- **Standard density:** 100–125 sq ft per person — includes workstation, circulation, and shared amenities
- **Comfortable density with collaboration zones:** 140–150 sq ft per person — includes focus area, a small huddle space, and adequate storage per employee

For this guide, we're planning a 10-person office at standard density in a room approximately **1,000–1,200 sq ft** (e.g., 25'x40' or 30'x35').

Format	Desk Size per Person	Total Footprint (10)	Best For
Benching system	48"–60"×30" per seat	600–700 sq ft workstations	Collaborative, high-churn teams
Individual desks	60"–66"×30" each	700–800 sq ft workstations	Focused work, individual accountability
Panel-based systems	60"×60" cubicle footprint	1,000+ sq ft workstations	Privacy-sensitive roles

The Best Layout

For a 10-person team in a 25'x40' room (1,000 sq ft), the standout layout: **two 5-person benching runs** positioned back-to-back in the center of the room, leaving perimeter walls for storage and a small collaboration zone near the entry.

Top Pick: Back-to-Back 5-Person Benching Runs + Perimeter Storage + Huddle Zone

- **Two 5-seat benching runs**, 60"×30" per seat — each run is 300" (25') long × 30" deep back-to-back = 60" total footprint wide; positioned lengthwise in the 40' room dimension
- **Center aisle between the back of each run:** typically 0" (back-to-back benching touches), but the outer aisles on each side of the benching block are: (300" room width – 300" benching length) — wait, better: in a 25' wide room with benching placed along the 40' axis, benching is 60" wide × 300" long; remaining room = 300" – 60" = 240" (20') total on both sides, split ~120" per side — ample aisle

- **Primary aisle between benching ends and walls:** $(480'' \text{ room length} - 300'' \text{ benching}) / 2 = 90''$ per end — used for team circulation and collaboration access
- **Ergonomic task chairs x10,** 26"×26", casters — budget 24"+ rollback per seat; back-to-back benching means rollback goes toward the center gap between the two runs (plan 12"–18" gap between back-to-back surfaces)
- **Perimeter storage:** 10 personal storage pedestals (15"×22") stored under each bench position + 2 lateral files (36"×20") on the side walls for shared team files
- **Huddle zone:** 36"–42" round table + 3 stools near the room entry for quick standing/brief-seated collaboration — footprint ~60"×60"
- **Under-bench power:** specify benching with integrated power strips or plan floor box every 120" under the bench run

Element	Size	Placement
5-person bench run x2	300"×30" each	Center of room, back-to-back with 18" gap
Ergonomic task chairs x10	26"×26"	One per bench position
Personal pedestals x10	15"×22"	Under each bench seat
Lateral files x2	36"×20"	Side walls, flush
Huddle table	42" round	Near entry / collaboration zone
Stools x3	18"×18"	Around huddle table

Don't Forget These Clearances

- **Primary aisle — 44" minimum:** The main corridor from the entry to the back of the room must be 44"+ wide. In the layout above, the side aisles run ~60" each (half of 120" per side after accounting for the 60"-wide benching block in a 25' room) — well above 44".
- **Secondary aisles — 36" minimum:** The gaps between bench ends and side walls form secondary aisles. At 90" per end in this layout, no concern. Even in a tighter room (18'×30'), secondary aisles of 48"+ are typically achievable.
- **ADA 60" turning circle:** Required in open offices as a "passing space" at regular intervals — roughly every 200' of aisle length in commercial spaces. In a 10-person room, plan at least one 60"×60" open zone — typically the huddle area or the room entry zone.
- **Chair rollback in back-to-back benching:** The 18" gap between back-to-back bench surfaces allows for roughly 18" of rollback before chairs from opposite sides collide. For more comfortable rollback, increase the gap to 24"–30" — this adds ~12" to total benching footprint width but dramatically improves daily comfort.
- **Fire egress aisle — 44":** The primary exit path must maintain 44" clear width at all times. Keep the main aisle from entry to all fire exits clear of storage carts, charging stations, or temporary furniture.

Other Ways to Set It Up

Option 1: Individual 60" Desks in Clusters of 4

Arrange 10 desks in clusters of 4 (two facing pairs) with 2 standalone desks or a smaller 2-person cluster. Each 60"x30" desk with a 60"x30" facing partner creates a 60"x60" cluster footprint. Four 60"x60" clusters for 8 people (2 facing pairs each) = 240" of benching-equivalent in a 4x4 arrangement. The advantage over benching: easier reconfiguration, more personal territory, and better acoustic separation. The downside: slightly more floor space consumed.

Option 2: Perimeter Desks — Open Center

Run individual 60"x30" desks along all four perimeter walls. 10 desks around the perimeter of a 25'x40' room (perimeter = 130 linear feet) fit at 10" average spacing — easily achievable with proper corner treatments. The center of the room becomes entirely open for a team table, whiteboards, or a standing meeting area. This layout gives everyone natural light from windows and maximizes floor space versatility.

Option 3: Hoteling with 8 Assigned + 2 Hot Desks

For hybrid teams where not all 10 employees are in simultaneously, assign 8 dedicated desks and 2 hot desks (shared, unassigned) with shared storage lockers. Hot desks require secure personal storage — plan for 10 lockers (12"x12"x18" each) in a locker bank on the perimeter wall, approximately 120" wide x 18" deep total.

Your Shopping List

- **60"x30" benching system, 5-seat run x2**, laminate top, integrated power — \$1,200–\$3,500 per run
- **Ergonomic task chairs x10**, adjustable lumbar, seat height 17"–21", casters — \$180–\$550 each
- **Personal mobile pedestals x10 (15"x22")**, 3-drawer, locking, casters — \$110–\$300 each
- **36"x20" lateral files x2**, 2-drawer, locking — \$220–\$500 each
- **42" round huddle table**, laminate top — \$200–\$550
- **Counter-height stools x3**, 18" seat diameter, footrest — \$80–\$220 each
- **Optional: whiteboard (48"x36")** near huddle zone — \$80–\$250

Estimated complete 10-person open office: \$5,400–\$16,000 depending on benching system quality. Call [888-719-4960](tel:888-719-4960) for volume pricing on benching runs and task chairs.

Mistakes That Cost You

- **Back-to-back benching with no gap:** Zero-gap back-to-back benching (surfaces touching) looks efficient on paper but is miserable in practice. Chair backs touch when people roll back. A minimum 18" gap (ideally 24"–30") is essential for usability.

- **Forgetting personal storage:** In an open office, personal storage = team buy-in. Employees without under-desk pedestals or lockers bring personal items that clutter common surfaces. Plan one pedestal or locker per person from day one.
- **No acoustic treatment:** Ten people in an open office without acoustic panels or soft furnishings creates noise levels that reduce productivity by 15–20%. Even simple desk dividers (20"–24" tall privacy screens) between bench positions reduce distraction significantly.
- **Overlooking power density:** Modern workers have 3–5 powered devices each. A 10-person benching run needs a minimum of 20 accessible outlets (2 per person). Standard floor boxes cover 4–6 outlets each. Plan 4–5 floor boxes or integrated bench power systems per 5-person run.
- **Buying chairs before testing them:** Task chairs used 8+ hours per day for 250+ days per year need hands-on evaluation. Order a sample chair before committing to 10 units, especially if budget tier is over \$300/chair.

Quick Checklist

- Total floor area: 1,000–1,200 sq ft for 10 people at standard density
- Primary aisle: 44"+ clear from entry to room's far end
- Back-to-back bench gap: 18"–30" minimum
- One personal storage solution per employee (pedestal or locker)
- Power: 2+ outlets per workstation; 4–5 floor boxes or integrated bench power per run
- Acoustic mitigation: desk privacy screens or acoustic panels planned
- ADA 60" turning circle: at least one open zone in the layout
- Huddle zone: 42" round table + 3 stools near entry
- Fire egress: 44"+ clear primary exit path maintained

Ready to Set Up Your Team's Space?

FindOfficeFurniture.com carries benching systems, task chairs, pedestals, and collaboration tables at the guaranteed lowest price — free shipping, free lifetime warranty.

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