



Open Office Layout for 25 Employees

Space Plan

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At 25 people, your open office layout decisions start to compound — a poor aisle placement or undersized workstation footprint multiplies across the entire floor. But a 25-person office is also large enough to introduce real amenity zones: a dedicated huddle room, a team kitchen or coffee bar, and distinct focus vs. collaboration areas. Here's how to do it right from the floor plan up.

What You're Working With

A 25-person open office at standard density (100–125 sq ft per person) requires **2,500–3,125 sq ft** of total floor area. This includes workstations, aisles, storage, shared amenities, and any enclosed spaces (huddle room, phone booth).

Space Allocation	Per Person	25-Person Total
Workstation footprint	40–50 sq ft	1,000–1,250 sq ft
Primary aisles	10–15 sq ft	250–375 sq ft
Shared amenities (huddle, coffee)	15–20 sq ft	375–500 sq ft
Storage and support	8–12 sq ft	200–300 sq ft
Total recommended	~110–120 sq ft	~2,750–3,000 sq ft

The Best Layout

For a 25-person open office in a 50'x60' floor plate (3,000 sq ft): **five 5-person benching clusters** arranged in rows with a 5' primary aisle through the center, perimeter storage wall on one long side, and a dedicated 10'x12' enclosed huddle room on the far end.

Top Pick: Benching Clusters + Central Spine Aisle + Enclosed Huddle Room

- **Five 5-person benching islands**, each 120"x60" (10'x5'), with 60"x30" per-person positions face-to-face — islands arranged in a 5x1 row configuration along the room's 60' axis
- **Central spine aisle, 60" wide** — runs the 60' length of the room between two rows of benching; 60" is wider than the 44" minimum, accommodating high-traffic flow and cart/delivery access
- **Secondary aisles, 48"** — run parallel to and between benching islands; 48" clearance from bench edge to next island or wall
- **Ergonomic task chairs x25**, mesh back, 26"x26", casters — one per position; chairs roll toward the center spine aisle
- **Personal pedestals x25**, 15"x22", under-desk, locking casters
- **Perimeter storage wall:** 5 lateral files (42"x20") on one long wall — 5 x 42" = 210" total, fits a 50' (600") wall with room to spare

- **Enclosed huddle room, 10'x12'**: glass-fronted, 4-person table (60"x30") + 4 chairs — seats impromptu teams without disrupting open floor
- **Coffee/collaboration counter, 72"x24"**: near room entry — serves dual purpose as beverage area and casual collaboration surface

Don't Forget These Clearances

- **Primary spine aisle — 60"**: In a 25-person office, the main circulation aisle should be 60"+ to accommodate two people passing while one is rolling a chair or equipment cart. The 44" ADA minimum is the floor, not the target for a busy office corridor.
- **Secondary aisles — 44"–48"**: Between benching islands and perimeter walls, 44" minimum is ADA code; 48" is the practical recommendation for daily comfort and reduces the "squeeze past" feeling.
- **ADA 60" turning circles**: Required at regular intervals in commercial open offices. Plan at least one per 50' of aisle length. In this layout, the entry zone (before the first benching island) should maintain a 60"x60" open area.
- **Huddle room door swing**: An enclosed huddle room door swings into either the room or the open floor. If it swings outward into the aisle, ensure the aisle is wide enough to accommodate the door arc + 36" clear path = typically 72"+ aisle needed at that point.
- **Emergency egress**: Two clearly marked exit paths required for 25+ occupants. Each egress path must maintain 44" clear width from workstation area to exit door. Map egress paths on the floor plan before finalizing any furniture placement.

Other Ways to Set It Up

Option 1: 4-Person Clusters with Shared Collaboration Tables

Arrange 24 employees in six 4-person clusters (60"x60" footprint each), with one shared 8-person collaboration table (96"x36") as the 25th "workstation" equivalent. The 4-person cluster format gives more personal territory than benching while maintaining an open feel. Each cluster is a 2x2 arrangement of 30"x60" desks facing in pairs; the footprint is compact at 60"x60" per cluster.

Option 2: Neighborhood Layout — Teams Grouped by Function

Group employees by team (e.g., marketing neighborhood of 8, ops neighborhood of 10, leadership neighborhood of 7) with each neighborhood having its own benching run or cluster island. Insert 48" acoustic-panel-capped dividers between neighborhoods to reduce cross-team noise. Each neighborhood gets its own shared pedestal storage unit and a small 36" round collaboration table. This layout scales well as teams grow or contract.

Option 3: Activity-Based Working — No Assigned Desks

For hybrid teams averaging 60–70% occupancy, design 18–20 workstations (not 25) supplemented by: 2 phone booths (24"x36" each), 2 4-person huddle tables (60"x30" each), and 1 6-person conference room. Total

footprint: similar to the standard layout, but the mix of work settings better serves a team that doesn't all show up simultaneously. Requires a secure locker system for personal storage — plan 25 half-height lockers (12"×15"×24" each).

Your Shopping List

- **5-person benching system x5**, 60"×30" per seat, integrated power — \$1,200–\$3,500 per island
- **Ergonomic task chairs x25**, mesh back, adjustable lumbar — \$180–\$550 each
- **Mobile pedestals x25 (15"×22")**, 3-drawer, locking — \$110–\$300 each
- **42"×20" lateral files x5**, 2-drawer, perimeter wall — \$250–\$550 each
- **Huddle room table (60"×30")**, laminate — \$280–\$700
- **Huddle room chairs x4**, stacking or caster — \$80–\$250 each
- **Collaboration/coffee counter (72"×24")** — \$300–\$800
- **Optional: acoustic desk panels x25**, 20" tall x desk width — \$60–\$180 each

Estimated complete 25-person open office: \$13,000–\$38,000 depending on benching tier and chair quality. Volume pricing available — call [888-719-4960](tel:888-719-4960).

Mistakes That Cost You

- **Designing for 100% occupancy when reality is 70%:** If your team averages 70% in-office, you're designing 25 workstations when 18 is sufficient. Right-sizing saves significant budget and creates breathing room that improves morale.
- **No enclosed quiet spaces:** At 25 people, open-plan noise becomes a genuine productivity drag. Even one 4-person glass-fronted huddle room reduces noise complaints dramatically and gives people a place for focused calls.
- **Aisles that are technically compliant but feel cramped:** A 44" aisle meets code but feels tight when two people pass each other daily. Budget 60" for the primary spine aisle and 48" for secondary aisles — the floor plan cost is minimal compared to the quality-of-life benefit.
- **Forgetting team growth:** A 25-person office at 100 sq ft/person leaves no room to add employee #26. Plan for 10–15% headroom by either under-furnishing initially or specifying a benching system that accepts additional seats without replacing the whole run.
- **Unplanned network and power infrastructure:** 25 workstations need 25 network drops and 50+ accessible power outlets. Coordinate floor box locations and IT drops with your furniture plan before any installation begins — rewiring after furniture is in place costs 3–5× more.

Quick Checklist

- Total floor plate: 2,750–3,000 sq ft minimum for 25 people

- Primary spine aisle: 60" wide
- Secondary aisles: 44"–48" minimum
- One enclosed huddle room (10'×12' minimum) for 25-person teams
- Personal storage: pedestal or locker for each employee
- Lateral file or team storage on perimeter wall
- Network drops and power floor boxes coordinated with furniture plan
- ADA 60" turning circle: one per 50' of aisle length
- Two emergency egress paths: 44"+ clear width
- Acoustic mitigation: desk panels or neighborhood dividers

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