



# HOW TO PLAN Your Office

To help you plan your office using Connections, Connections Plus and Connections Premier furniture follow the steps below:

1. Photocopy the graph paper below and the furniture cut out sheet opposite.
2. Draw the size and shape of the office on the graph paper (2 squares on the graph paper = 1 metre).
3. Mark the position of doors and windows and note if they open into the room or outwards.
4. Mark the position of electrical sockets and phone plugs to trailing cables.
5. Cut out the furniture shapes on page 853 and design your room.

**Don't forget:**

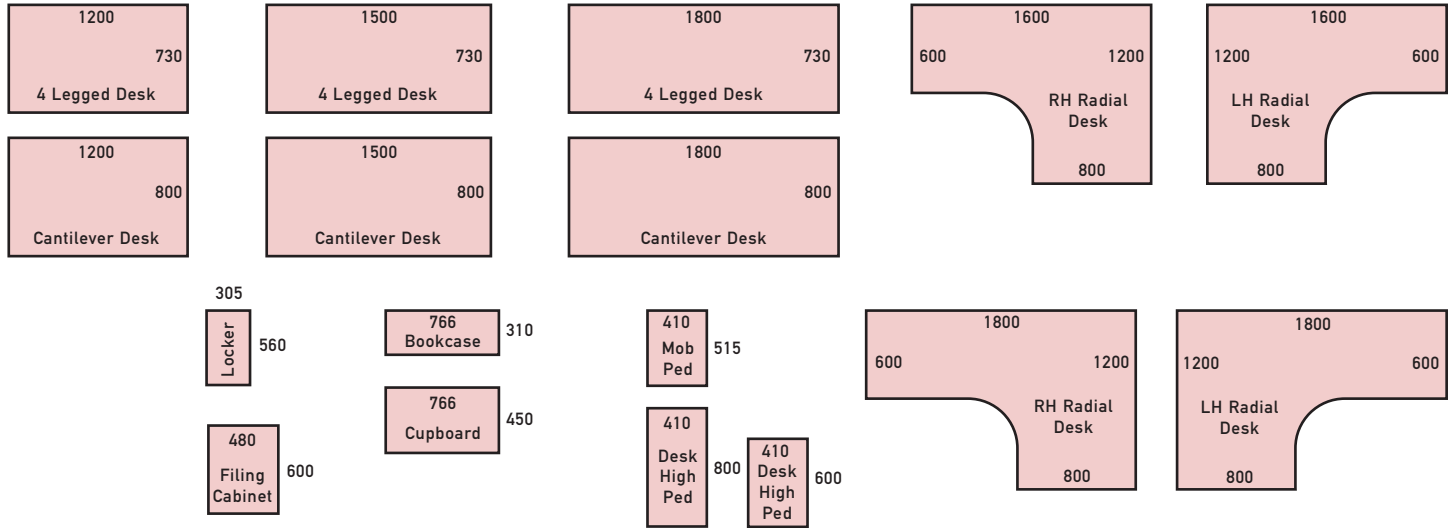
- Do not block fire exits or doors.
- To locate electrical sockets and phone points.
- To leave space for people to move around the office.
- To leave space to pull out chairs from behind desks.
- To note any unusual height restrictions i.e. sloping ceilings.

For more information on the Health and Safety requirements or planning your office go to [WWW.hse.gov.uk](http://WWW.hse.gov.uk).

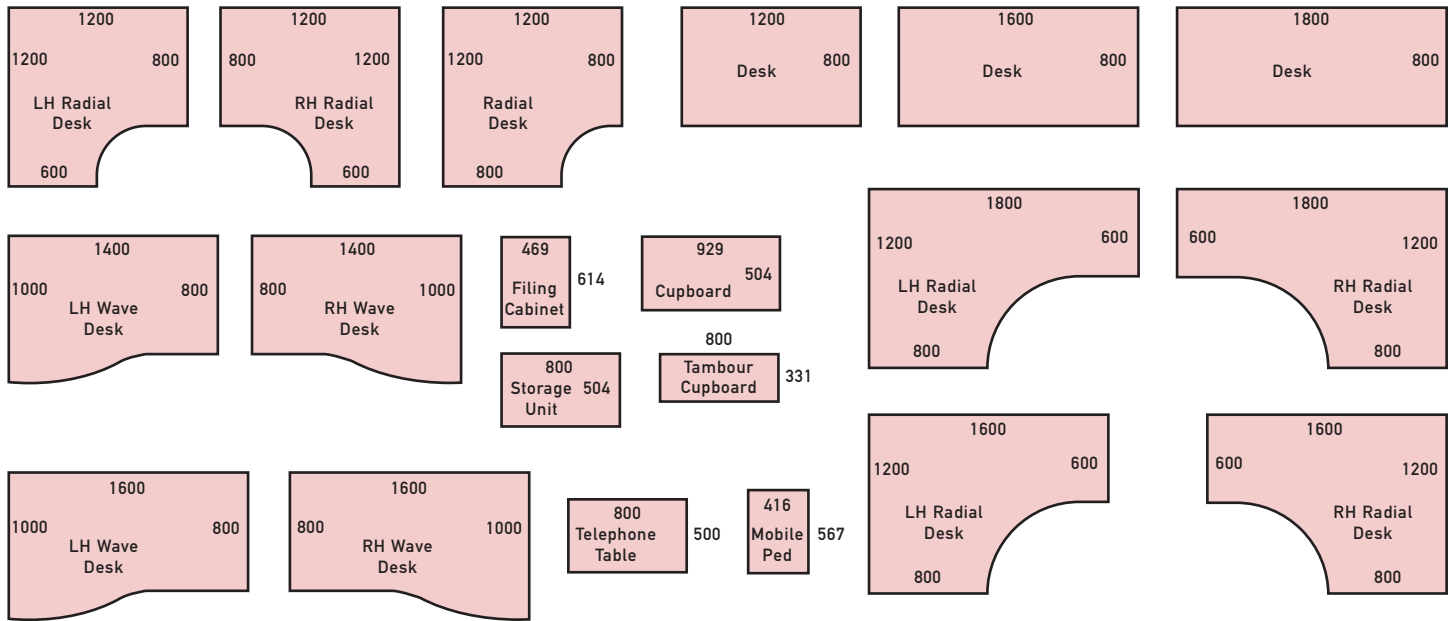
**PHOTOCOPY this page and cut out the shapes required**



For more information on the connections range



For more information on the connections plus range



For more information on the connections premier range

