



# Workplace and Audio-Visual Guidelines

September 2022 – updated November 2023

*Space Standards developed*

*In collaboration with DCAMM and the Future of Work Initiative*

PERKINS —  
EASTMAN



DIVISION OF  
CAPITAL ASSET  
MANAGEMENT &  
MAINTENANCE

- Most employees will work remotely in some capacity.
- Most of the Work points (offices and workstations) will be unassigned.
- Conference / collaboration rooms will be equipped with AV / video conferencing technology.
- Work points (offices and workstations) will be equipped with a sit-stand desk.

## Related Workstreams:

- Technology
  - Every employee will have a laptop as their single computer device.
  - Every employee will have access to a cell phone and/or a soft phone client on their laptop.
  - There will be an on-line reservation system for space management.
  - Enterprise print and mail consolidation will be in place.
- Human Resources
  - Overall remote work policy setting and management guidelines.
- Document Disposition
  - New (reduced or eliminated) paper file retention & wet signature policy

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## Assumptions & Planning Principles

Minimum Core Planning Priorities

*Refer to separate Inclusive Design Primer created in collaboration with IHCD (Institute of Human Centered Design) for additional inclusive design recommendations and resources*

## Space Components



Individual

Collaboration

Support

## Space Metrics



Space Metrics

## Test Fit Plans



McCormack

100 Cambridge

Test Fit Metrics Comparisons

## Audio-Visual Standards



AV Standards

Functional Operation

Costs and Responsibility Matrix

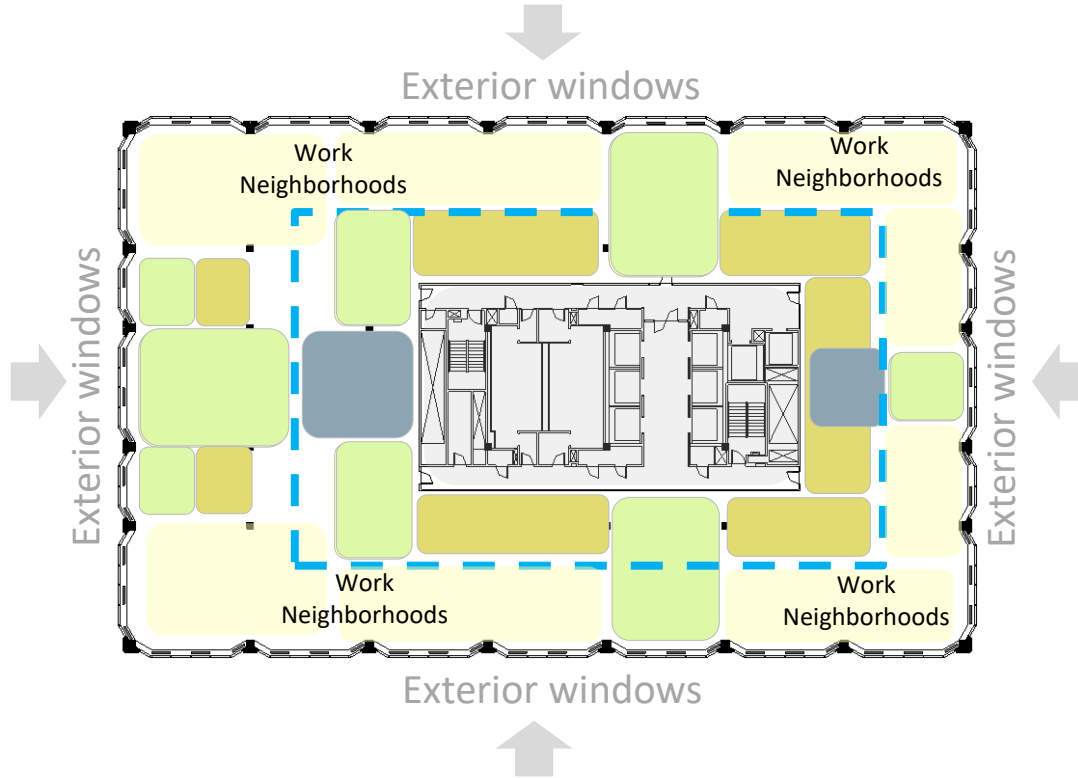
## Workplace Guidelines






- Develop design solutions that embrace sustainability, wellness, safety and security.
- Provide access to natural light for all. Locate enclosed rooms on the interior to the greatest extent possible. Leave a circulation path along the windows where feasible.
- Provide a variety of spaces for open and enclosed collaboration.
- Collaboration spaces will be flexible and allow different ways of configuration with the use of furniture.
- Provide flexibility using a simplified kit of parts for office and workstations to support an agile workforce. The kit of parts and rooms to be flexible so they can be applied to complete and partial renovations.
- Provide visibility and connectivity among personnel with an open floor plan, clean sight lines and use of glazing.
- Create work point neighborhoods instead of large open workstation areas.
- Locate support spaces in close proximity to each neighborhood.
- Integrate agency branding and colors.

*These principles have been developed for the majority of the office centric personnel. It is understood that there are specialized agencies that all the principles may not apply to, and modifications will be required for these special cases.*

*Refer to Inclusive Design Recommendations for additional information.*

# Planning Principles Diagram



-  Workstation neighborhoods with direct access to natural daylight along the exterior.
-  Ample Collaboration spaces of varying types and sizes to ensure availability, flexibility and choice. Enclosed spaces used to create neighborhoods and allow easy access between neighborhoods.
-  Private offices located on the interior and distributed throughout. Furnish to easily double as a huddle room.
-  Community/ Support spaces such as Kitchen/Community, copy print rooms used as an anchor to support neighborhoods and create central community areas.
-  Main Circulation Path

## Workplace Guidelines

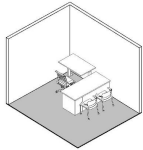
## Individual

**“Kit of Parts”**

Each space component supports a specific function and provides flexibility for future change and allows a variety of choices and work styles.

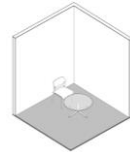


Workstation

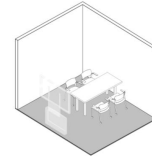


Office

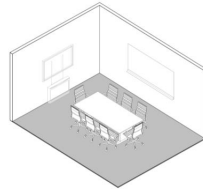
## Collaboration



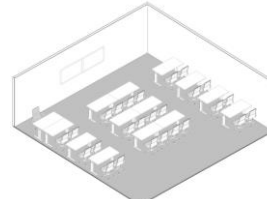
Phone Room (1 seat)



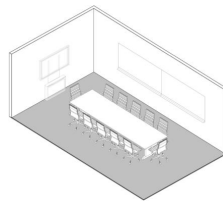
Huddle Room (4 seats)



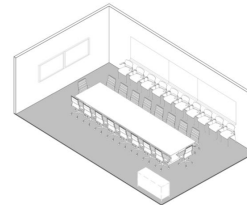
Medium Conference Room (8 seats)



Multi-Purpose/Training Room (varies)

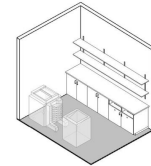


Large Conference Room (10-12 seats)

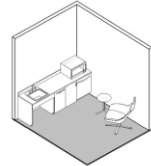


X-Large Conference Room (>12 seats)

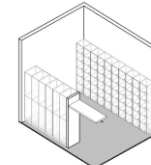
## Support



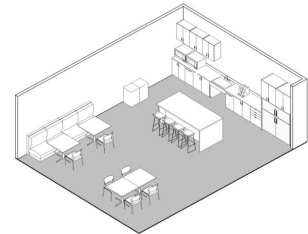
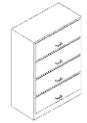
Copy/Print Room



Wellness Room



Lockers and Filing Storage

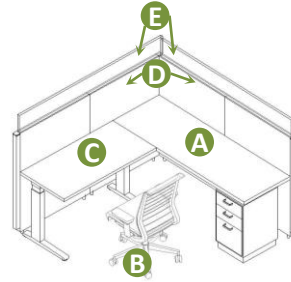
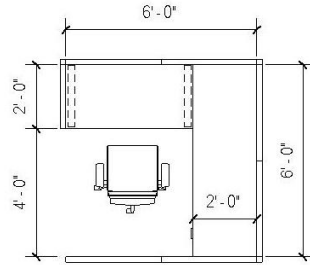


Kitchen/Community Space

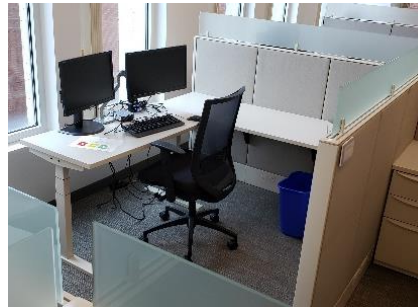
## Workstation Layout

**6'x6' (36 SF)**

- Workstations support individual focus work.
- Workstations are assignable to employees.
- When not reserved they can also be used as touchdown stations for visitors.
- High traffic zones and loud public areas to be located away from workstation neighborhoods to minimize noise and distractions.



Workstation panels to be max. 48”H  
At Glass insert max. 56”H



## Furniture Components:

- A** 72”W X 24”D Worksurface w/ Box/Box/File pedestal storage
- B** Ergonomic Task Chair
- C** 48”W X 24”D min. (30”D preferred) Sit to Stand Desk
- D** Tackable Workstation Panel
- E** Glass insert for additional privacy

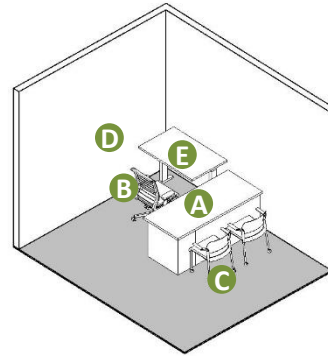
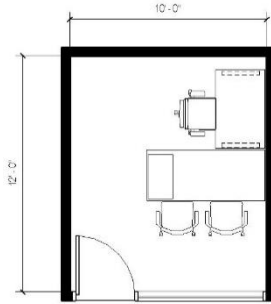
## Technology:

- Single/ Dual Monitors
- EOTSS Standard Docking station
- EOTSS standard voice offering
- (2) Power Outlets
- (1) Ethernet Port
- USB ports at desk (Optional)

## Office Layout

### 10'x10' or 12' (100-120 SF)

- Offices support individual work and small group collaboration.
- Some offices may be assigned to employees.
- When not reserved they can also be used as touchdown offices for visitors.
- Offices are to be located on the interior to the greatest extent possible with glazing to allow for visual connections and daylight.



### Furniture Components:

- A** 72" L X 30-36" W Desk with Storage\*
- B** Ergonomic Task Chair
- C** (2) Visitor's Chairs
- D** White Board-Optional
- E** 48" L X 24" D min. (30" D Preferred) Sit to Stand Surface

### Technology:

- Single/ Dual Monitors on adjustable monitor arm
- EOTSS Standard Docking station
- EOTSS standard voice offering
- Power and Data Connections



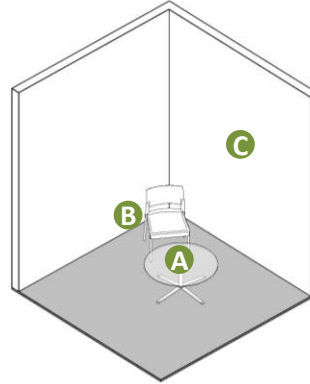
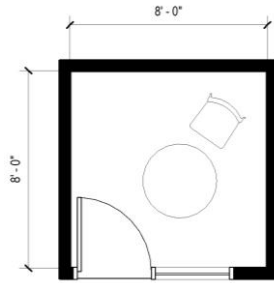
\*Note: Actual desk will vary by project & location



## Phone Room Layout

**7'-8'x 9' (63 SF)**  
**1 (or 2) seats**

- Phone Rooms support space for 1 (or 2) person for impromptu or scheduled phone calls.
- Phone Rooms are shared and not reservable.
- Consider acoustical panels for enhanced acoustic privacy.



### Furniture Components:

- A** 36"D Round Table
- B** Armless chair on casters
- C** White Board Wall

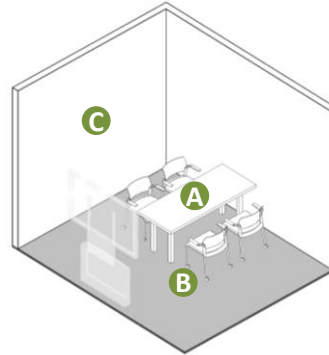
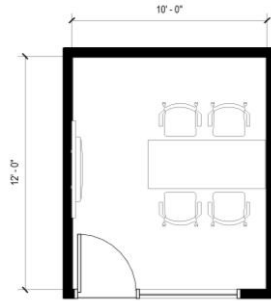
### Technology:

- Power and Data Connections

## Huddle Room Layout

**10'x12' (120 SF)**  
**4 seats**

- Huddle Rooms support small collaboration.
- Huddle Rooms are shared and reservable.
- Consider acoustical panels for enhanced acoustic privacy.
- Huddle rooms are interchangeable with private offices for flexibility



### Furniture Components:

- A** 72" L X 36" D Table
- B** Ergonomic Chairs
- C** White Board Wall

### Technology:

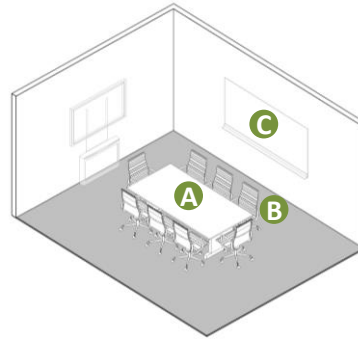
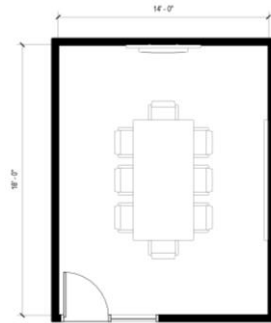
- Full Audio-Visual technology provided per standards



## Medium Conference Room Layout

**14' x 18'**  
**(252 SF)**  
**8 seats**

- Medium Conference rooms support enclosed collaboration with robust technology support for collaboration and work sessions.
- Medium Conference Rooms are shared and reservable.
- Consider acoustical panels for enhanced acoustic privacy.



### Furniture Components:

- A** 96" L X 48" D (8 Person) Conference Table
- B** Ergonomic Conference Chairs
- C** White Board Wall

### Technology:

- Full Audio-Visual technology provided per standards

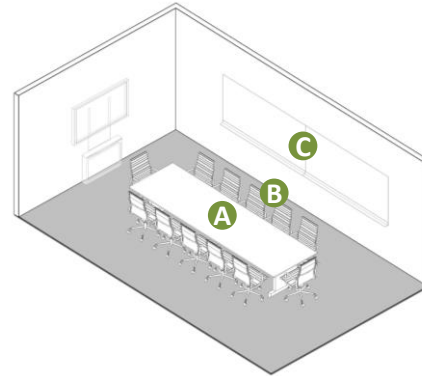
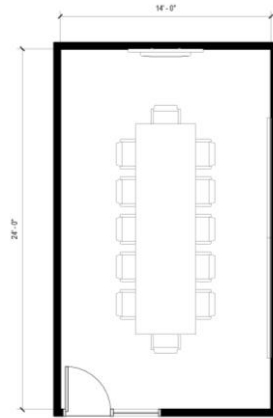


## Large Conference Room Layout

**14' x 24'**  
**(336 SF)**

**10 or 12 seats**

- Large Conference rooms support enclosed collaboration with robust technology support for video conferencing.
- Large Conference Rooms are shared and reservable.
- Consider acoustical panels for enhanced acoustic privacy.



### Furniture Components:

- A** 120" L X 48" D (10 Person) or 168" L X 48" D (12 Person) Conf Table
- B** Ergonomic Conference Chairs
- C** White Board Wall

### Technology:

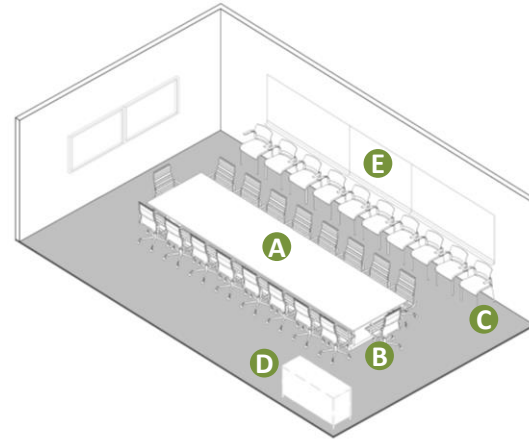
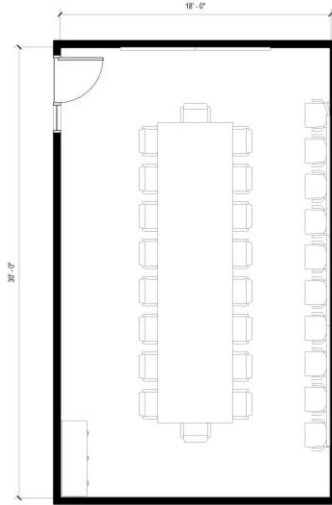
- Full Audio-Visual technology provided per standards



**18' x 30'**  
**(540 SF)**  
**18 seats**  
**(around table only)**

- Extra Large Conference rooms support enclosed collaboration with robust technology support for video conferencing.
- Extra Large Conference Rooms are shared and reservable.
- Consider acoustical panels for enhanced acoustic privacy.

## Extra Large Conference Room Layout



### Furniture Components:

- A** 240" L X 60" W Conference Table
- B** Ergonomic Conference Chairs
- C** Ergonomic side chairs
- D** 72" W X 24" D Credenza (optional)
- E** White Board Wall

### Technology:

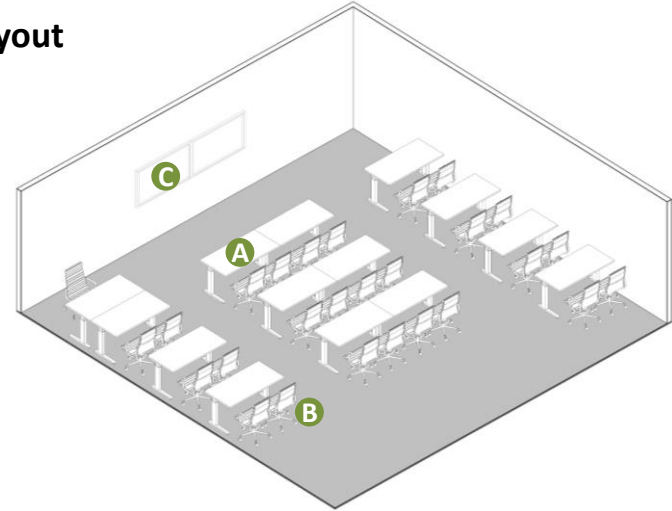
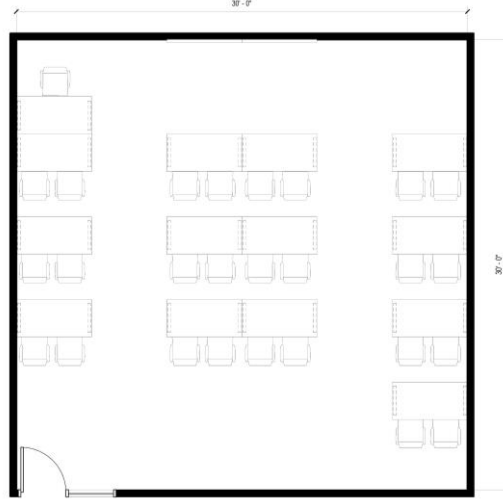
- Full Audio-Visual technology provided per standards



**30'-30'**  
**(900 SF)**  
**seats & tables are variable**

- Multi-Purpose Rm support enclosed collaboration with robust technology support for video conferencing.
- Multi-Purpose Rms are shared and reservable.
- Consider acoustical panels for enhanced acoustic privacy.
- Multi-Purpose Rm can be configured using modular tables/ furniture for maximum flexibility.
- Consider Divider walls when appropriate for additional flexibility.

## Multi-Function/Training Room Layout



### Furniture Components:

- A** 60" W X 24" D Mobile Tables
- B** Ergonomic Conference Chairs
- C** Display and White Board Wall

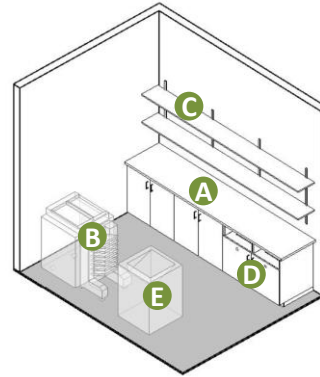
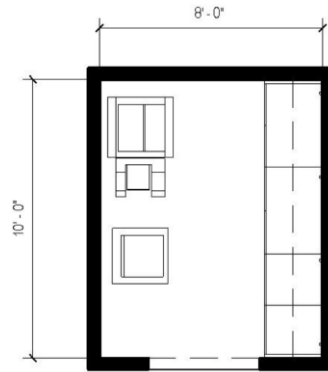
### Technology:

- Full Audio Visual technology provided per standards

## Size Varies

- Copy Print Rooms are shared office support spaces that house printers, scanners, copiers, shredders and any other large format equipment.
- These rooms may vary in size based on the equipment.
- They also house the standard office supplies, paper and toner/ink etc. required for equipment.
- A file cabinet for mail drop off may be included within these rooms.
- Storage should be a furniture solution and not millwork

## Copy/Print Layout



## Components:

- A** Storage with Counter top
- B** Copiers/Printers
- C** Adjustable Shelving
- D** Trash and Recycle
- E** Shredder

## Technology:

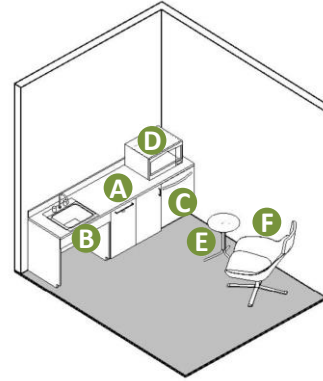
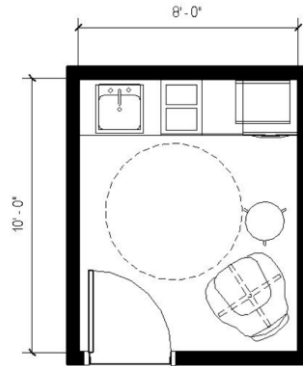
- Power and Data



## Wellness Room Layout

**8' x 10' (80 SF)**

- Wellness / Mother's Rooms are private lockable rooms to be used for nursing moms and other health needs that require privacy.
- Wellness rooms are reservable and may be used impromptu for wellness breaks if available.
- These rooms should be located in discreet/private locations and be accessible to all.



### Components:

- A** Storage with Counter top
- B** Sink
- C** Small Refrigerator
- D** Microwave
- E** Side Table
- F** Lounge chair

### Technology:

- Power and Data

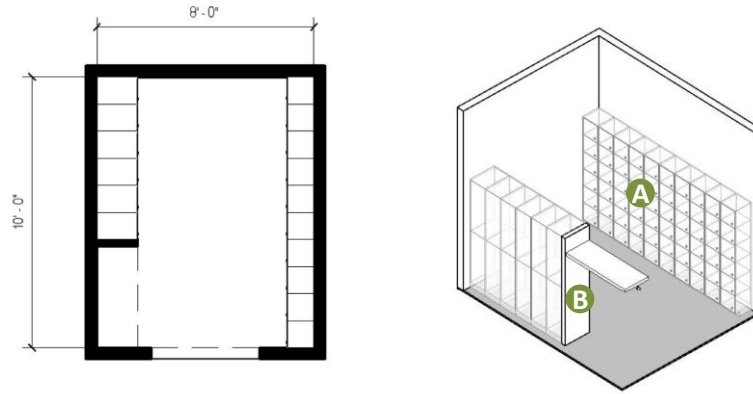




## Size Varies

- Lockers and filing cabinets are intended to support individual and group storage requirements.
- These are free standing and located in Locker and Storage rooms.
- Lockers and filing cabinets can be assigned to remote workers or specific departments or visitors.
- Lockers and filing cabinets within the open office area to be maximum 42" High. Those in closed rooms and against a wall can be full height.

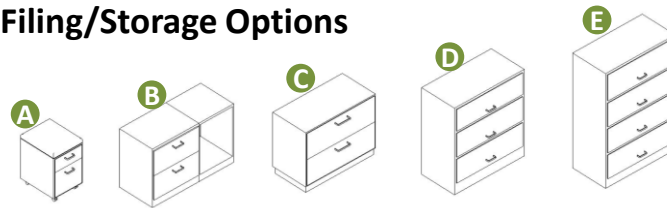
## Typical Locker: 15"W X 15"H X 18"D



### Locker Components:

- A** Locker Units
- B** Coat Rod and Shelf

## Filing/Storage Options



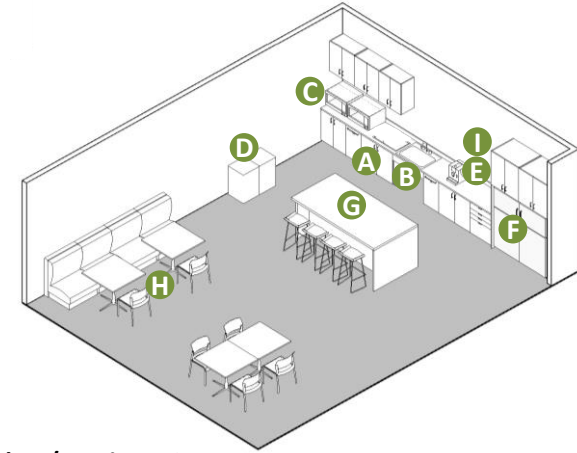
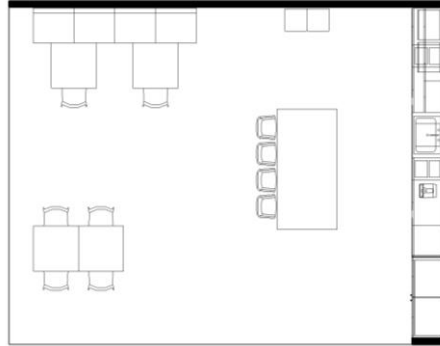
### Filing Components:

- A** Mobile Pedestal Storage
- B** Integrated Multipurpose Storage
- C** Low Lateral File
- D** 3 High Lateral File
- E** 4 High Lateral File

## 200 – 500 SF Varies

- Kitchen/Community spaces are intended to provide access to water, coffee/tea, refrigerators, microwaves and other conveniences.
- They are equipped with a variety of seating for breaks and impromptu conversations.
- Community spaces are for lunch and coffee breaks and can be used for large all hands meetings when available.
- Kitchens should be located in a central area to provide easy access for all and separated from the workstation areas to avoid noise distractions.
- Healthy options to be considered for vending machines.

## Kitchen/Community Layout



### Kitchen/Furniture Components:

- A** Counter top with storage cabinets
- B** Sink with base cabinet
- C** Countertop Microwaves
- D** Trash/Recycle
- E** Coffee Machine
- F** Refrigerators
- G** High Top Table with bar stools
- H** Banquette Seating with seated height tables
- I** Quench Water Filter System (optional)

### Technology:

- Power Connections
- Wireless Access
- Wall Mounted TV (Optional)

# Space Metrics for a Typical Office Floor

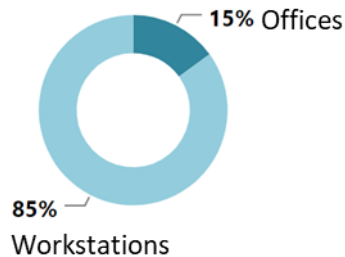
## Individual

Overall Density 150 USF /Work point



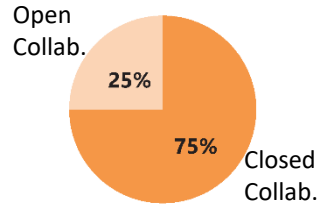
Overall Density 180 USF/ work point to be considered for HQ locations with multiple floors and common amenities such as Cafeteria, training conference center etc.

Office to Workstation Ratio 15:85



## Collaboration

Open to Closed Collaboration Ratio 25:75



Work point to Collaboration Seat Ratio 1:1

Collaboration Space	Recommended Ratios
Phone Room (2 -3 seats)	1 : 25 seats
Huddle Room (4 seats)	1 : 15 seats
Medium Conf. Room (6-8 seats)	1 : 50 seats
Large Conf. Room (10-20 seats)	1 : 75 seats
Open Collaboration (# of seats vary per area)	25% of Collab. Seats throughout floor

## Support

Seating quantity within Community Space will vary per location and agency use. Community seats are included in the Open Collaboration seat count.

Support Space	Recommended Ratios
Copy/Print Room	1 : 100 seats
Wellness Room	1 : 150 seats
Lockers	25%-100% of seats
Kitchen/Community	1 : 150 seats

## Workplace Guidelines

## These are the minimum core Planning Priorities for a partially renovated floor:

- Provide a sufficient number and variety of spaces for open and enclosed collaboration that are flexible, functional and equipped with technology.
- Provide new or refurbished furniture that meets FoW standards. Using a simplified kit of parts for office, workstations and collaboration spaces. Sit stand desks of uniform size throughout with free standing storage.
- Provide access to natural light for all. Locate enclosed rooms on the interior to the greatest extent possible.
- Provide AV technology to support hybrid work.

## For partial minimal renovations :

- Provide new carpet and paint.
- Provide storefront glazing at selective locations at existing rooms located on the exterior to increase transparency and bring in daylight.
- Provide AV technology to support hybrid work.



# Audio-Visual Guidelines

*In collaboration with DCAMM, AVH Technologies and the Future of Work Initiative*



Perkins Eastman was engaged to develop standard conference room designs that would become the basis for future fit outs. Perkins Eastman engaged AVH to assist with identifying the appropriate technology for these rooms.

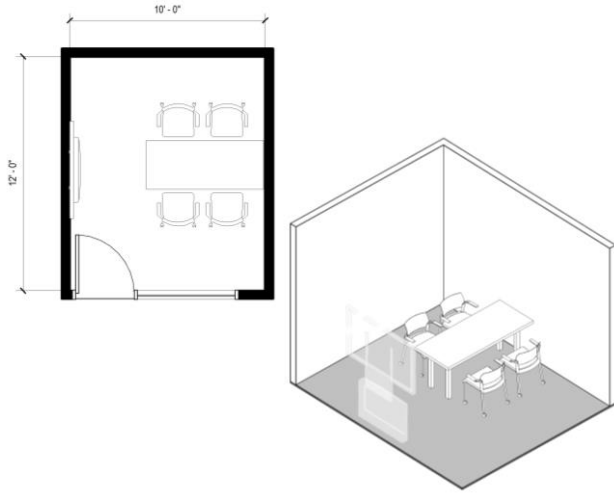
The first decision needed was to determine whether to move forward with a BYOD or dedicated device approach. Factors such as, the high number of individual business units within the State organization, each with its unique standards and security concerns, the high service and maintenance costs of adding devices to the network environment, the variety of collaboration platforms currently in use, the familiarity end users have with launching and managing calls themselves and the significant cost savings allowing these systems to be deployed in numerous rooms led to the decision to go with the **BYOD (Bring your own device) direction for the State.**

The vendor selection process started with an overview of all of the major manufacturers' latest generation products. The field was narrowed down to two manufacturers Poly and Crestron. Each offered solutions that accommodated the variety of room types at competitive costs. Considering the simple standard room designs and the fact that multiple departments at the State have either already deployed or were in the process of deploying Poly solutions, Poly was selected as the manufacturer for the initial pilot spaces. **It is important to note that because the user laptop is the device used for presentation any platform (Teams, Zoom, Webex etc. ) can be used.**

## **Poly Proprietary Features:**

**Poly Audio:** Poly BYOD devices incorporate a number of proprietary features that provide high quality audio experience for both local and remote participants. These include NoiseBlock and Acoustic Fence which work together to block unwanted background noise from being sent to the far end of the call.

**Poly Video:** Poly BYOD devices utilize a feature called Speaker Tracking. Speaker Tracking uses logic inside the camera to identify people in the room and it automatically frames the person who is speaking and providing a high-quality image of the speaker to the far end participants. When multiple people are speaking in the local room, the camera will automatically increase the frame to include both people. When no one is speaking in the local room the camera will adjust the frame to include all people at the table. This auto tracking feature automates the camera steering process, improving the video experience of the far end without the local participants having to make any adjustments manually.



## Infrastructure:

- Power and Data in Table
- Power and Data outlets at wall opposite the table for Pin to Wall System.
- No hardwired phone system in room.

## Furniture Components:

- Meeting Table
- Ergonomic Chairs
- White Board

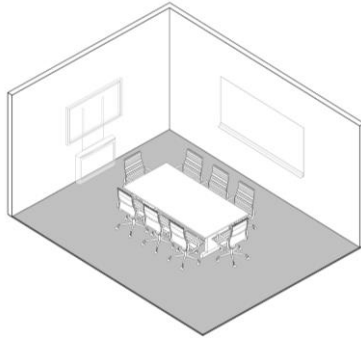
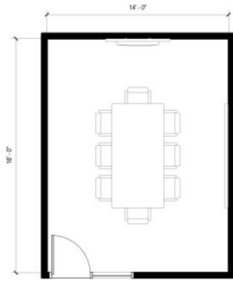


Poly Studio USB



## Audio-Visual Technology:

- Pin to Wall Monitor Mount
- Poly Studio USB (sound and camera)
- 55" Monitor
- Oasis box on table
- Telephone on wall or table (Optional)



Floor core

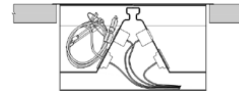
## Infrastructure:

- (1) Floor core and (1) 1-1/4" conduit connecting to floor core to the presentation wall
- Power and Data in table
- Power and Data on presentation wall



## Furniture Components:

- Meeting Table
- Ergonomic Chairs
- White Board



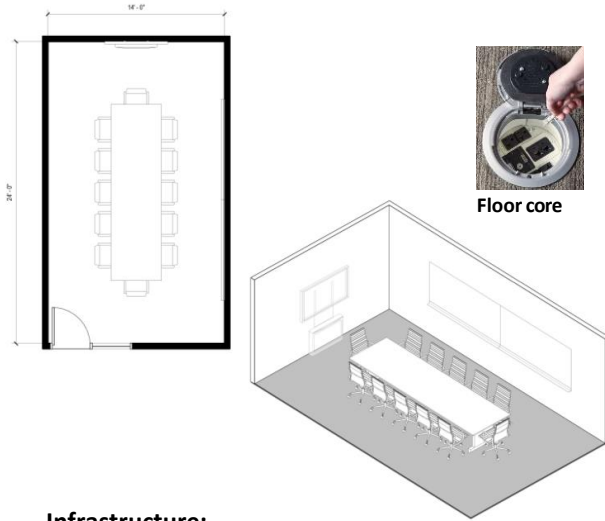
PolyX30



## Audio-Visual Technology:

- Pin to Wall Monitor Mount
- PolyX30 (Sound and Camera)
- 65" Monitor
- (2) Boxes on table
- Telephone on wall or table (Optional)





Floor core

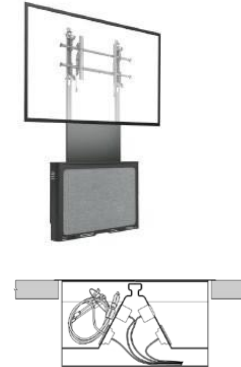


## Infrastructure:

- (2) Floor cores and (1) 1-1/4" conduit connecting to floor core to the presentation wall
- Power and Data in table
- Power and Data on presentation wall

## Furniture Components:

- Conference Table
- Ergonomic Chairs
- White Board



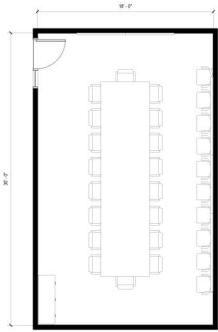
PolyX50



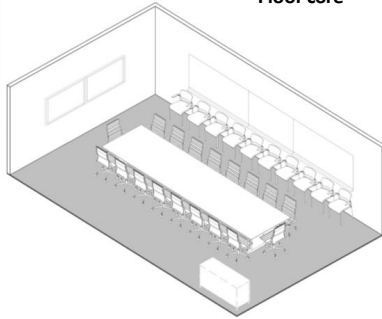
## Audio-Visual Technology:

- Pin to Wall Monitor Mount
- PolyX50 (Sound and Camera)
- 85" Monitor
- (2) Boxes on table
- Telephone on wall or table (Optional)

# Collaboration: XLarge Conference Room



Floor core



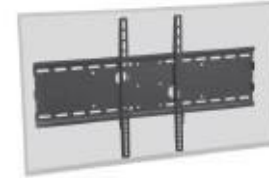
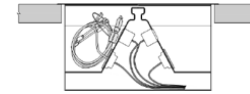
## Infrastructure:

- (3) Floor cores and (1) 1-1/4" conduit connecting to floor core to the presentation wall
- Power and Data in table boxes
- Power and Data on presentation wall
- Heavy gauge studs to support monitor weight



## Furniture Components:

- Conference Table
- Ergonomic Chairs
- White Board



Wall mount

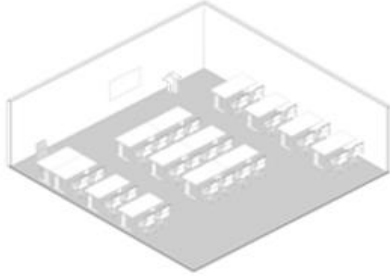


PolyX70



## Audio-Visual Technology:

- Large in-wall mount
- PolyX70 (Sound and Camera)
- 85"-98" Monitor
- (3) Boxes on table
- Telephone on wall or table (Optional)



## Infrastructure:

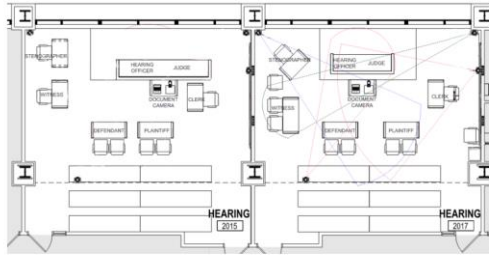
- Power, data and AV connectivity at wall plate at front of room
- Heavy gauge studs to support monitor weight

## Furniture Components:

- Moveable tables
- Ergonomic Chairs
- White Board
- Laptop cart at front of room

## Audio-Visual Technology:

- PolyX70 (Sound and Camera)
- 85"-98" Monitor
- Cart at front of room to support laptop and wireless keyboard with integrated mouse to operate the laptop from anywhere in the room



## Infrastructure:

- (3) Floor cores and (1) 1-1/4" conduit connecting to floor core to the presentation wall
- Power, data and AV connectivity at Hearing Officer and Clerk locations
- Power and Data on presentation wall
- Heavy gauge studs to support monitor weight

## Furniture Components:

- Various Hearing Room furniture layouts
- Small table with Laptop connection and tabletop document camera

## Audio-Visual Technology:

- Ceiling Microphones
- Four cameras and multi-image processor providing simultaneous view of all cameras
- Dual 85" Monitors
- Tabletop Document Camera



## Pin to wall monitor mount



- ADA compliant floor supported monitor mount
- Eliminates need for wall infrastructure
- Conceals and protects cabling

## Mobile Cart



- Allows system to be moved between rooms
- No new infrastructure required

## Monitor



- High brightness
- 4K Native Resolution
- Anti-Glare Screen
- Auto-Power On/Off
- Energy Star Certified
- Size based on room type

## Poly Studio USB (Huddle)



27.6" W x 4.1" H x 2.8" D

## Poly X30 (Medium Conference Rm)



17.39" W x 2.46" H x 2.42" D

## Poly X50 (Large Conference Rm)

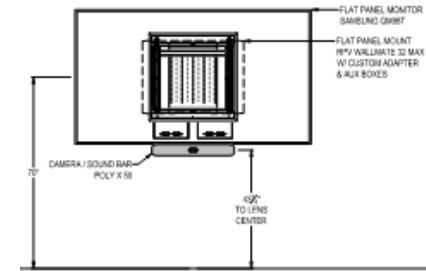
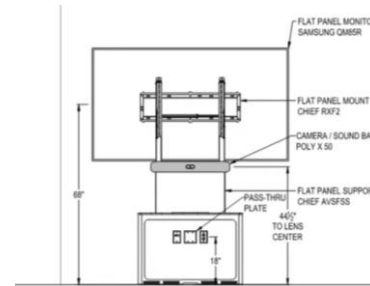
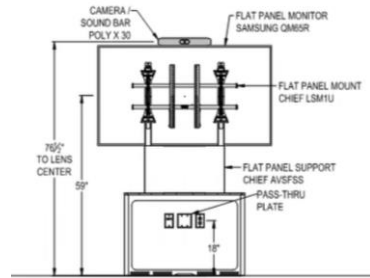
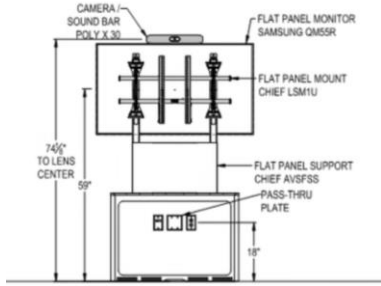


30" W x 4" H x 4" D

## Poly X70 (XLarge Conference Rm)



33" W x 5.3" H x 4.6" D



## Mobile Cart



## Poly X50



30" W x 4" H x 4" D

### Audio-Visual Technology:

- Integrated mobile cart includes all electronics
- 65" Monitor
- Connectivity and shelf for laptop, includes wireless keyboard and mouse.
- Laptop is operated from wireless keyboard and mouse from anywhere in the room.



## Audio-Visual Technology:

- Integrated laptop stand at front of room.
- Connectivity and shelf for laptop, includes wireless keyboard and mouse.
- Laptop is operated from wireless keyboard and mouse from anywhere in the room.



## Typical box at table



Power outlet



Ethernet



USB



HDMI



Adapters are provided to accommodate all laptop models

HDMI to USB-C



USB-A to USB-C

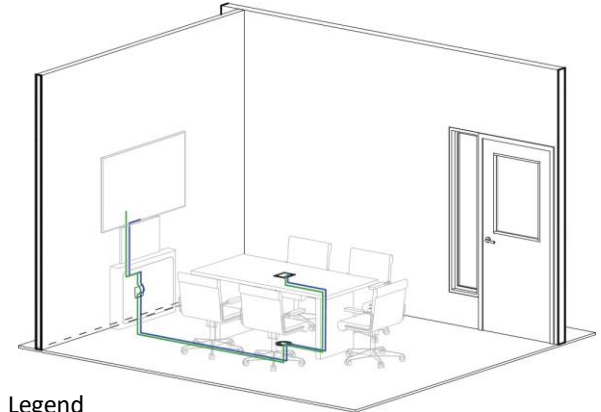
\*Note: Some locations may include a docking station/port replicator where feasible

### Connections at box in table:

- (2-5) Power outlets, count is fixed by box type.
- (1) Ethernet cable for Network access in lieu of wifi
- (1) USB cable for Audio and Camera
- (1) HDMI cable for Video and connecting to the screen.

NOTE: Power supplies for laptops are not provided in the rooms.

## Simple Wiring diagram typical for all rooms



### Legend

 HDMI

 USB

*Note: All standard-issue EOTSS laptops (HP ProBook) have these ports; Microsoft Surface Pro & Dell Latitude may require HDMI converters (to mini display or USB-C)*



# Audio-Visual Functional Operation

*In collaboration with DCAMM, AVH Technologies and the  
Future of Work Initiative*



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The standard systems are designed to require minimal interaction from end users to operate. They are also designed to minimize service calls.

## **System Operation**

All systems include a camera, microphones and speakers that are incorporated in to a single device that is located at the monitor. At the table box, users will find a HDMI cable and a standard USB cable.

## **Local Presentation**

When using the room for local presentation only, the user only has to connect the HDMI cable to their laptop. The monitor detects this connection and automatically turns on and displays the laptop image. When the HDMI cable is disconnected, the monitor returns to a stand-by state, turning off the display and ready for the next connection.

## **Web collaboration (works with Teams, Zoom and Webex)**

When using the room for web based collaboration, the user in addition to the HDMI cable also connects the USB cable and Ethernet cable (if Wi-fi is not used) to their laptop. The laptop detects the camera, microphones and speakers inside the speaker bar device and connects to them, bypassing the camera, microphone and speakers inside the user's laptop. The camera, microphones and speakers inside the device are built to accommodate all participants in the room. Different units facilitate a variety of rooms sizes.

The speakers in the monitor are disabled and other settings such as brightness, contrast, etc. are configured during commissioning and require no further adjustments. The monitor and speaker bar remote controls are not needed by the end users and will not be left in the rooms.

## Laptop Connection for Presentations

- 1 Connect your laptop to one of the video connections located at the table.

Connect the HDMI cable located at the table to your laptop video port.



If your laptop has a **DisplayPort**, **Mini DisplayPort** or **USB-C** connection, use the adapter connected to the HDMI cable.



- 2 On most laptops, the laptop will automatically detect the connection and display your laptop image.

If not, for **Windows laptops**, press and hold the Windows button and tap P. For **Apple laptops**, click the Apple logo, then select Displays and then select the monitor.

After your laptop is connected and configured correctly, it may take **10 - 30 seconds** for the system to turn on and adjust to your resolution correctly.

## Laptop Connection for Video Conferencing

- 1 Connect your laptop to the USB connection located at the table.



If your laptop has only has a **USB-C** connection, You will need a **USB-A to USB-C** adapter.



Connecting the USB cable to your laptop will allow you to use the room's camera and speaker bar for your video calls.



- 2 Open your video conference software (Teams, Zoom, Webex) and confirm/select the speaker bar under your conferencing software's **Camera settings** and **Audio settings**. It will appear as **Poly Studio X30** or **Poly Studio X50**



The operation of all rooms is the same, but there is a wireless keyboard and mouse provided for the mobile carts and flexible seating rooms.



**Mobile Cart**



**Multipurpose Room**

To use your laptop remotely without having to stand in front of the mobile cart, connect the **USB Dongle** to a USB port on your laptop.



Then use the **wireless keyboard and mouse** to control your laptop.

## Hearing Assistance System:

- For rooms where it is a requirement a hearing assistance system is provided
- Systems include two radio frequency receivers, two universal ear speakers and two Intelligent neck loop lanyards
- The neck loop lanyard works with your existing hearing aid
- The universal ear speakers are provided for those without hearing aids



**Radio Frequency  
Receiver**



**Universal Ear  
Speaker**



**Neck Loop  
Lanyard**



# Audio-Visual Costs and Responsibility Matrix

*In collaboration with DCAMM, AVH Technologies and the  
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# Approximate Cost Ranges

Room Type	Monitor Size	Technology	Connection points	Approx. Cost per Room
Huddle	55"	Poly Studio USB	AV connections in one table box, Data and Power in Table; Data and power on presentation wall	\$ 8,000-10,000
Medium Conference	65"	Poly X30	AV Connections in one table box, Data and Power in Table; Data and power on presentation wall	\$ 10,000-15,000
Large Conference	85"	Poly X50	Data and Power in Table (2); Data and power on presentation wall	\$ 15,000-20,000
X- Large Conference	98"	Poly X70	Data and Power in Table(3); Data and power on presentation wall	\$ 20,000-28,000
Flexible Seating Rooms	98"	Poly X70	Data, Power on presentation wall	\$ 20,000-30,000
Mobile Cart	65"	Poly X50	Existing Data and power on wall of room	\$ 7,000-10,000

**Note:**

- \*AV Equipment costs includes Monitor (except when noted as existing and only if it fits the specifications) & Pin-to-Wall OR Wall Mount, Table Box, Poly System & AV cables and components
- Furniture is not included
- Power & Data infrastructure is not included

## Workplace Guidelines





# Responsibilities Matrix

Component	Specified By	Equipment or Furniture By	Installed By
Audio-visual Components	AV Consultant	AV Vendor	AV Vendor
Monitor Mounts	AV Consultant	AV Vendor	AV Vendor
Cabling and Adapters	AV Consultant	AV Vendor	AV Vendor
Table Boxes	AV Consultant & IPDM	Furniture Vendor	Furniture Vendor
Conference Tables	IPDM	Furniture Vendor	Furniture Vendor
Electrical Infrastructure	AV Consultant	General Contractor	General Contractor
Data Infrastructure	AV Consultant	General Contractor	General Contractor
Monitor Structural Support	AV Consultant	General Contractor	General Contractor

Note: IPDM = DCAMM Interior Planning Design & Management

## Workplace Guidelines