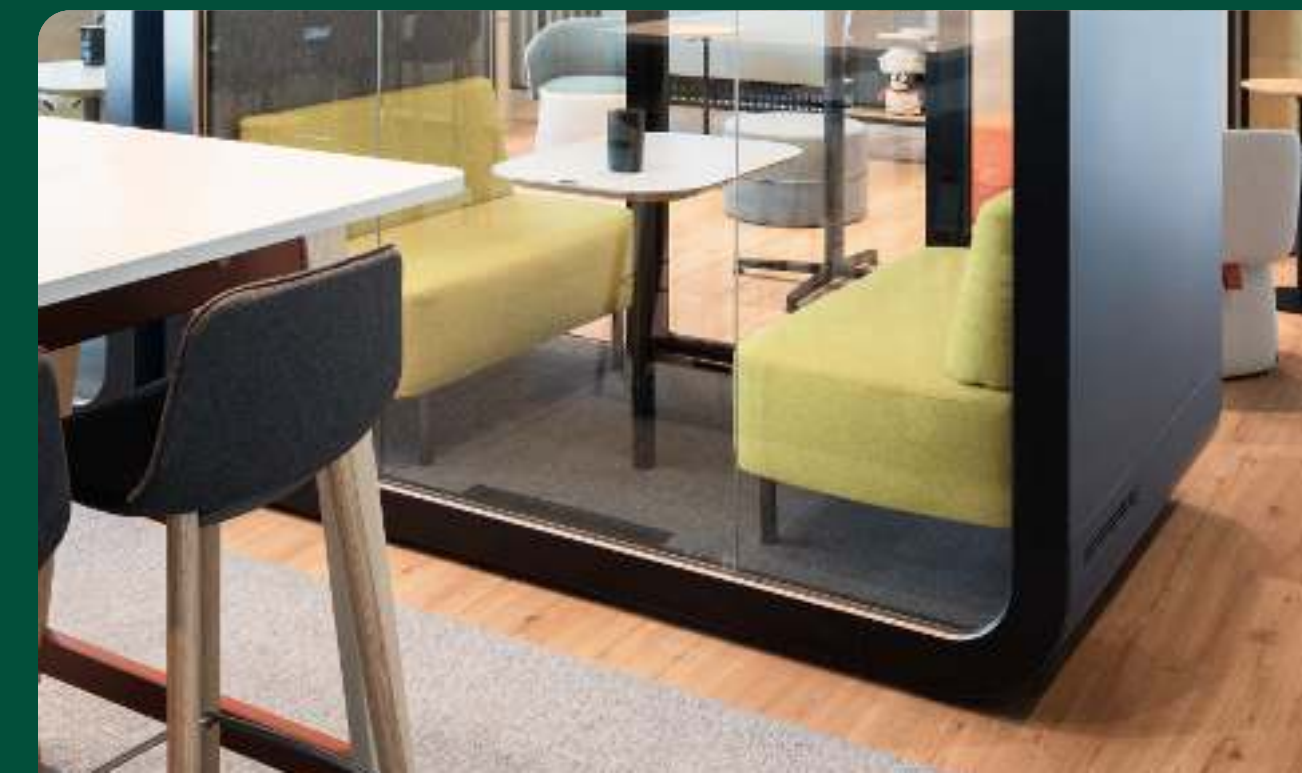


Reframing the Workplace

A Pod Placement Guide for the
High-Performing Office



framery



The high-performing office

It's time to update how we think about the office. It's no longer enough to simply provide a place to work. Offices must become fully-integrated members of the team - designed and equipped to support the detailed needs of modern work. Because people with a high-performing workplace prefer to work at the office [1]. In order to compete with the home, offices must be designed with spaces to join hybrid meetings, acoustic privacy to reduce distractions, and opportunities to socialize and connect [2].

Introduction

We want companies and their people to succeed

Return to office plans are stalling. And office design has lost touch with the needs of its users. Our research and expertise in acoustics and workplace environments has helped us understand the problems offices are facing, and the solutions needed to see an improvement.

This guide is our way of sharing that information with the world to help people everywhere make the most out of their working environment.



Whether you're integrating Framery pods into an existing space, or designing a new office, this guide will help you understand how to use pods as private spaces, where they should be placed within the office for maximum impact, and [explore the shared benefits](#) they bring to the people you work with.

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Support

From planning to implementation

Start with your needs

Determine the function and make a plan around what your people really need.

Choose your perfect match

Find the right model and number of pods for your space.

Create zones

Arrange your pods based on the activity zones in your office.

Finishing details

Design your pod to match your environment.

Transform the culture

Encourage employees to explore their new work environment and find their preferred ways of working.



Insights

Gather insights

Space

Layout

Team

Your needs

Hybrid requirements

Our expertise

Suggestions

Amount of pods

Adjust to your needs

Understand your office needs

Start by defining your goals, and observing whether or not your office is in alignment with them. What are your organizational objectives? And what is the role your office plays in achieving them? Once you answer these questions, you can begin to implement resources that accommodate the needs of the office, and support your team in their effort to achieve those goals.

Insights

Gather insights

1. Walk the space

Take a "space walk" to evaluate workstations, assessing collaboration areas, and observe how employees move through the office.

2. Explore the layout

Assess how effectively space is being used and identify areas of congestion or bottlenecks that can be redirected to improve efficiency.

3. Talk with your team

Engage with employees and ask for their feedback - listen to their concerns and suggestions to help tailor the space to their needs.



Insights

Requirements of hybrid work

Modern offices require versatile work areas that can accommodate all types of work. Pods provide private spaces for hybrid meetings, and reduce distractions for both in-office and remote workers.

Flexibility

Workspaces must be able to adapt to the needs of in-person work - as well as sessions with remote colleagues or clients.

Connectivity

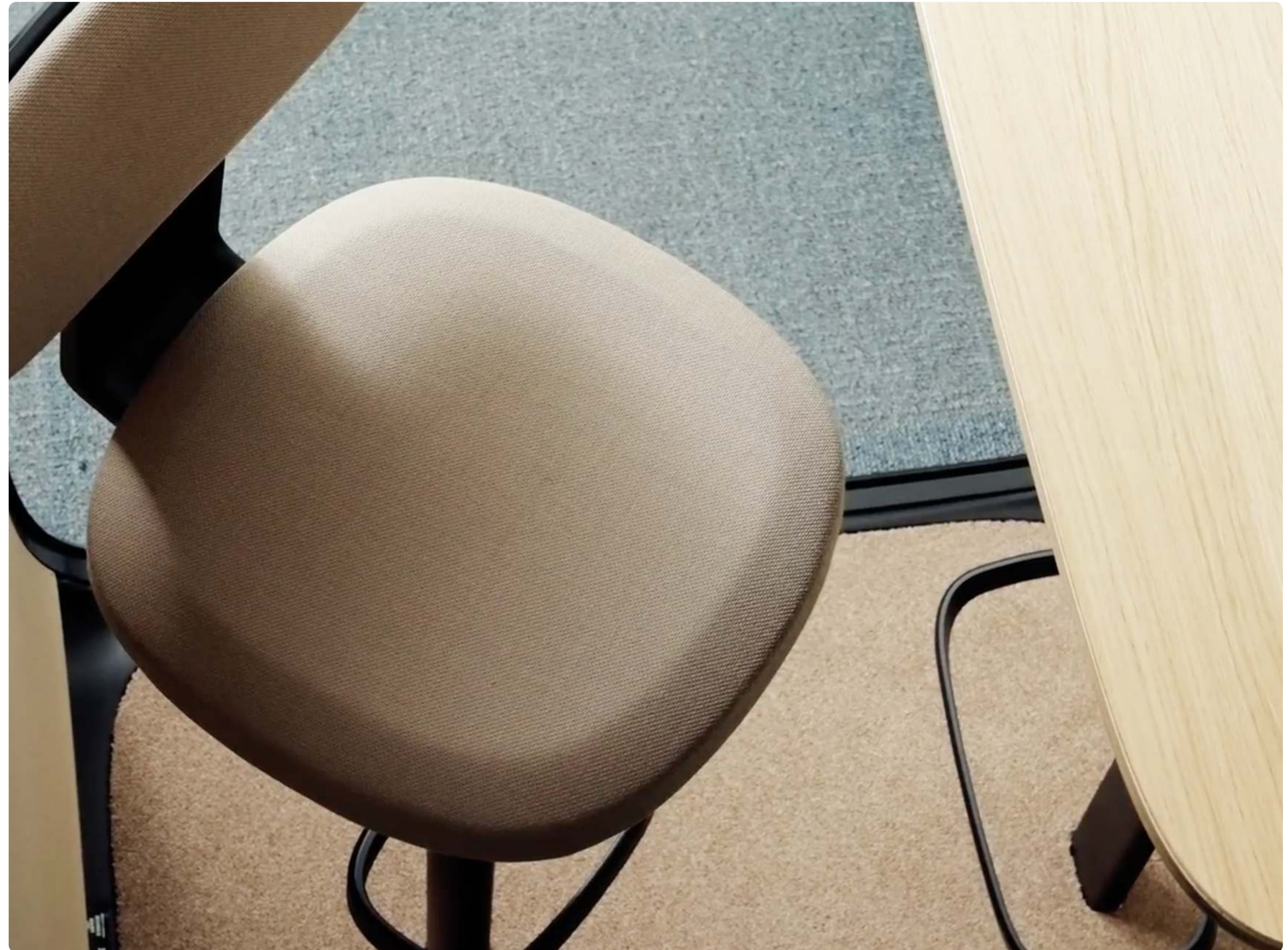
Meeting spaces require video-conferencing capabilities so hybrid teams can meet together from anywhere in the office.

Availability

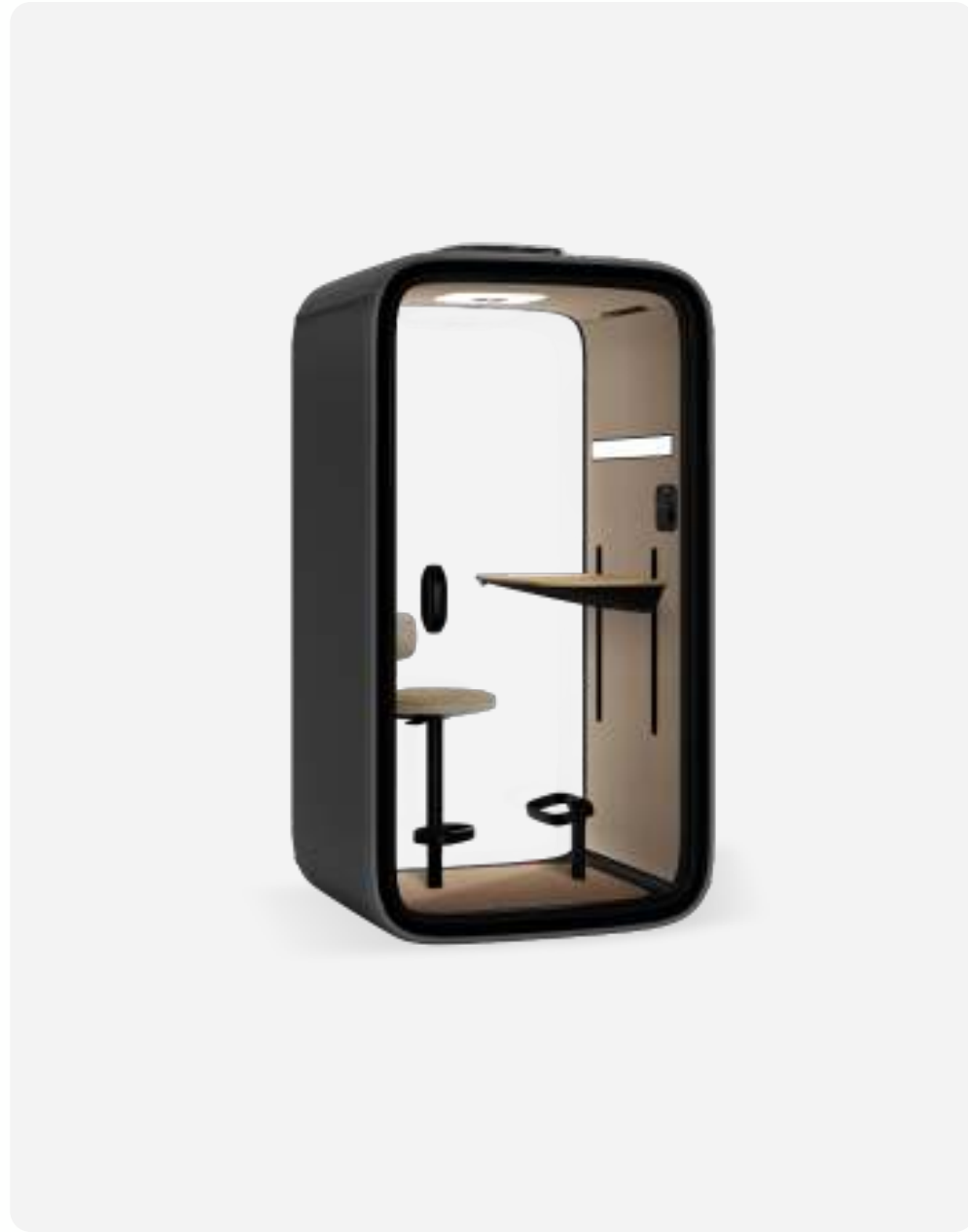
An increase in virtual meetings means an increase in demand - this means providing additional spaces for individuals and teams to meet with remote counterparts.

Privacy

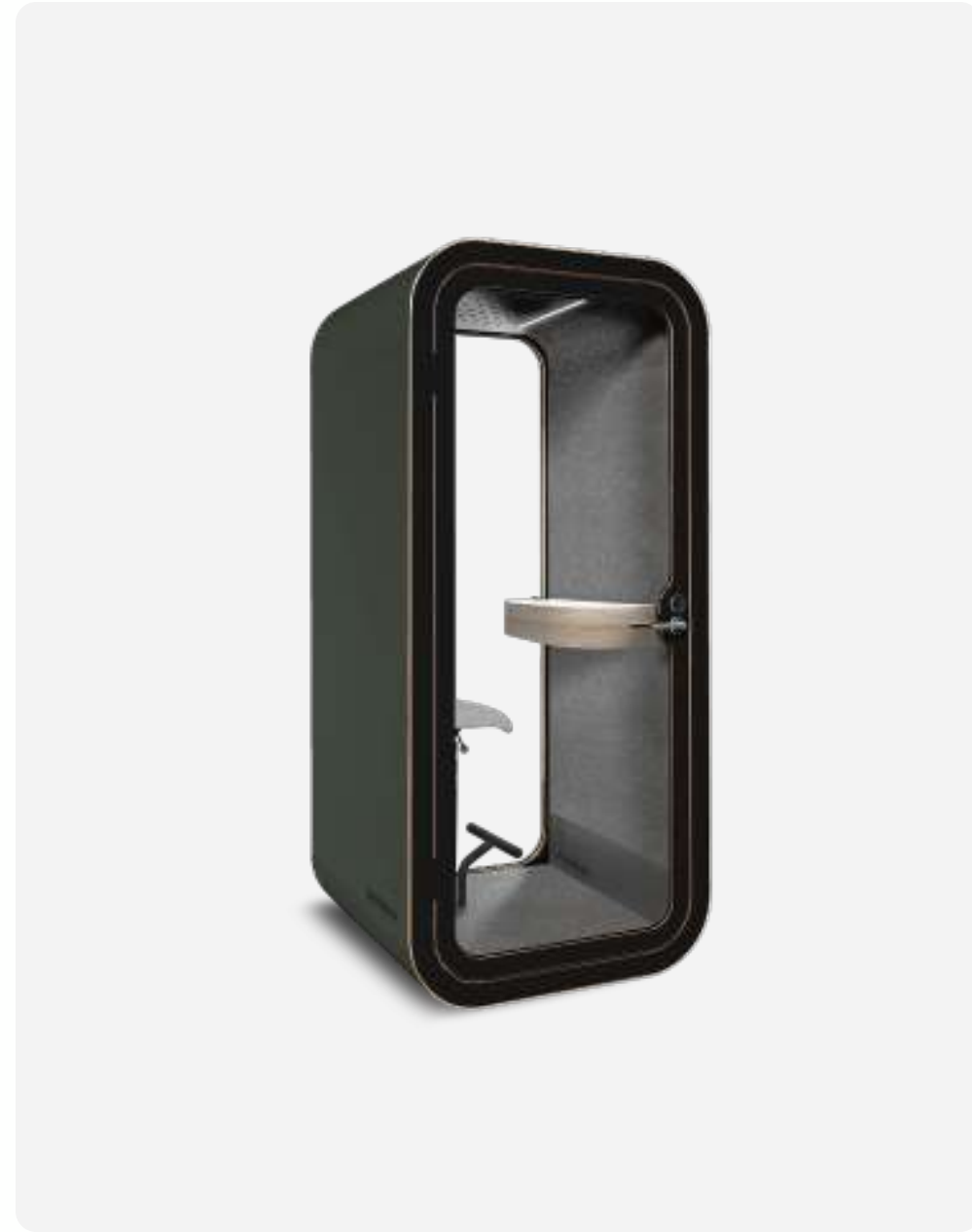
Soundproof spaces provide privacy for phone calls and virtual meetings without disturbing other workers in the area.



Our product line



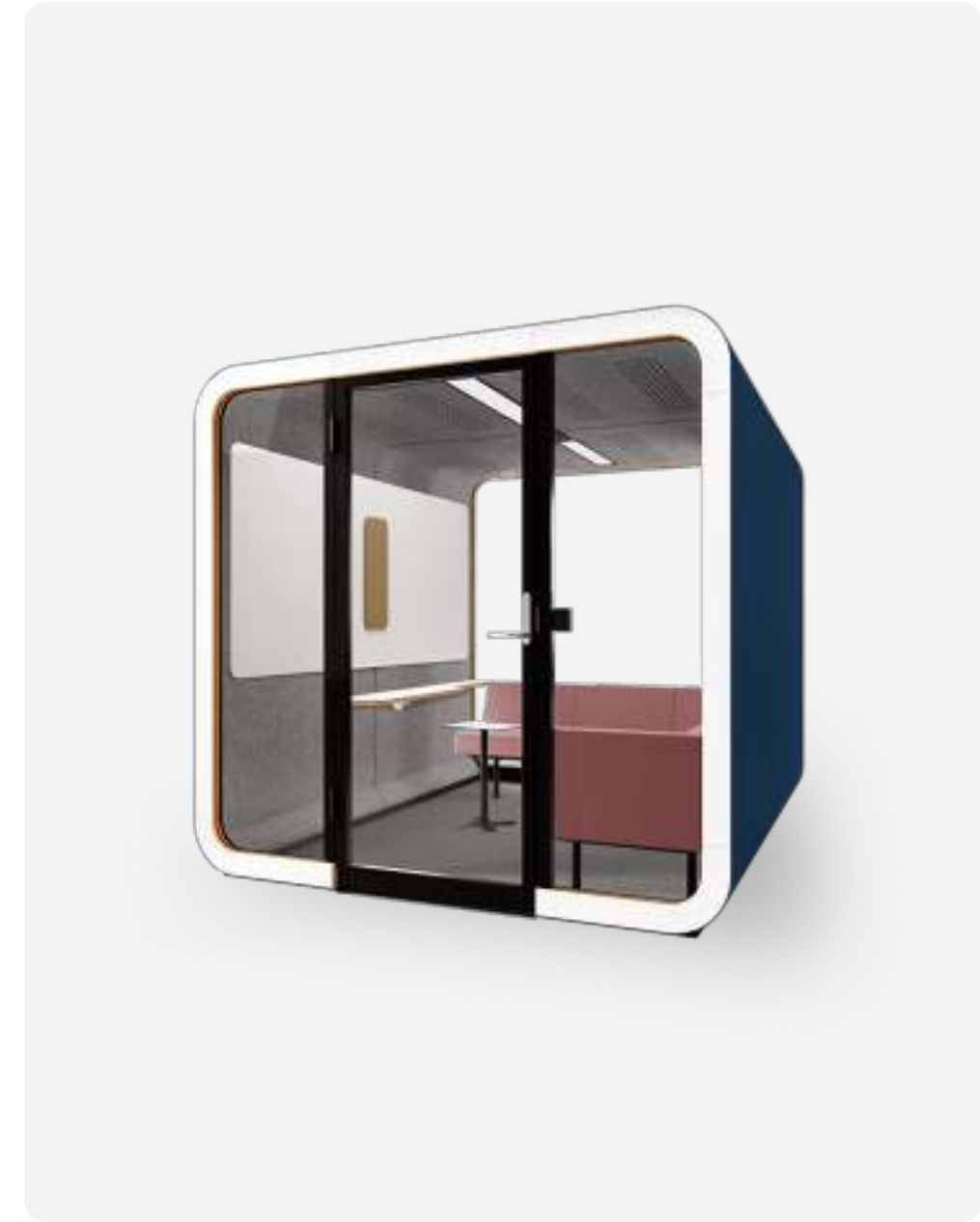
Framery One
The world's most advanced office pod



Framery O
The original soundproof office phone booth



Framery Q
The soundproof meeting pod for 1-4



Framery 2Q
The soundproof meeting room for up to 6

Our expertise



By understanding how the people in your office utilize each part of the space, you can learn to better support their performance and wellbeing throughout the day.

YOUR NEEDS

Gathered insights

OUR SUGGESTIONS

Product suggestions based on your insights

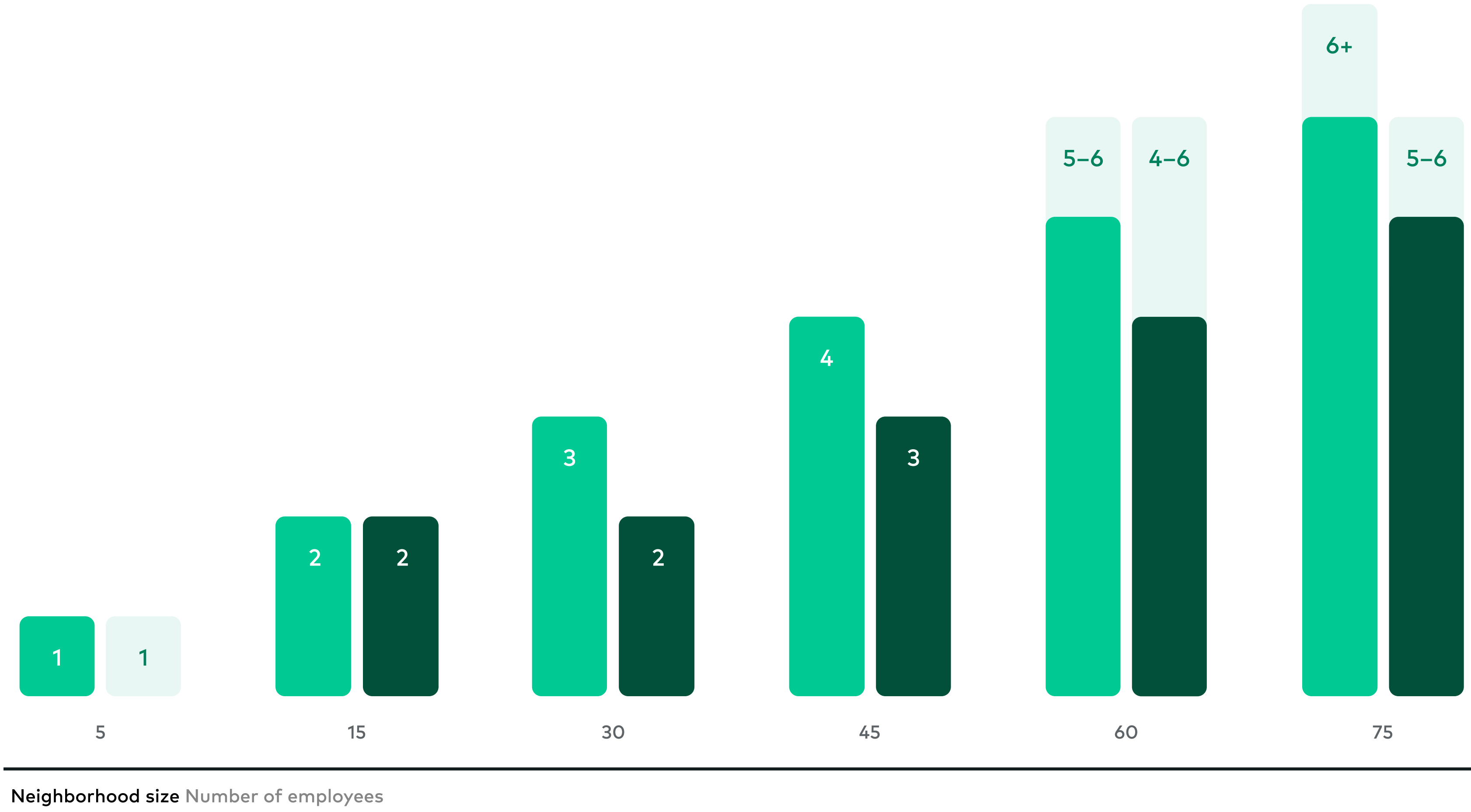
		 Framery One	 Framery O	 Framery Q	 Framery 2Q
Phone & video calls	Framery O is great for quick calls and Framery One is optimized for longer sessions and video calls	✓	✓		
Virtual meetings	Join meetings remotely from Framery One or Framery O, and gather together in Framery Q or Framery 2Q to connect with your remote teammates	✓	✓	✓	✓
Collaboration & teamwork	Gather and work together in Framery Q or 2Q			✓	✓
One-to-ones	The layout of Framery Q is specifically designed for smaller face-to-face meetings			✓	
Heads-down work	Framery One and Framery Q Flow for extended solo-work sessions	✓		✓	
Confidentiality	Framery O and Framery One for phone calls and Framery Q and Framery 2Q for private conversations	✓	✓	✓	✓
Creativity & brainstorming	Framery Q for smaller sessions and Framery 2Q for brainstorming with larger teams			✓	✓
Ad-hoc meetings	Framery Q and 2Q are perfect for spontaneous in-person meetings - remove bookability options to make sure they're always available			✓	✓
Relax & recharge	Framery One or Framery Q pods provide a private haven to meditate and contemplate	✓		✓	
More defined spaces	Use a line of Framery O or Framery One pods to divide the area – or use a Framery Q	✓	✓	✓	
Underutilized collaboration areas	Replace with a Framery Q or 2Q with suitable furniture			✓	✓

Choosing the right amount of pods

A fleet of different-sized pods can work together to make your office run more smoothly and efficiently. There should be 1 single-person pod and 1 meeting pod for every working neighborhood of 6–12 workers.

NUMBER OF PODS / WORKING NEIGHBORHOOD

- Pods for one Framery One, Framery O
- Pods for teams Framery Q, Framery 2Q
- Adjust for company needs



Insights

Adjust to your needs

Different fields of work often have different requirements for their working environment.

Editorial & admin work

Work that entails individual calls may require more single-person pods than other spaces.

Human relations

Fields that involve more private conversations need additional pods of all types to adjust for their needs.

Product development

Fields that do more collaborative and team-based work require more meeting pods to accommodate their working habits.



A functioning workplace is **designed based on office behavior** - providing designated areas derived from the needs of the employees.

Plan & Design

The behavior-based office

Space

Layout

Team

Design & details

Color schemes

Layout & furnishing

Accessories

Movability

Plan the office around behavior

Office workers require spaces to focus, spaces to collaborate, and spaces to socialize [3]. And they need to be able to access these spaces with minimal effort. The key is to strike a balance between working areas and open areas that creates a flexible and dynamic work environment.

Plan & Design

Designated working areas

Working areas are designed for focused and task-oriented work. These are spaces where employees can go to complete individual assignments, take time for private tasks, and concentrate on their work.

Working areas incorporate private offices, dedicated workstations, and soundproof pods. Placing pods in working areas lets people quickly take a call or a meeting without disrupting the flow of work.

Why you need Framery in this zone?

- ✓ Ad-hoc privacy
- ✓ Place for meetings
- ✓ Quick phone calls



Working areas



Collaborate

Collaboration areas are designed to encourage teamwork, brainstorming, and informal discussions. Framery Q and 2Q pods are perfectly suited for designated collaboration areas.



Focus

Focus areas provide a quiet and distraction-free environment for tasks that require deep concentration, such as individual work or focused research. Framery One and Framery O pods are ideal for focus areas.



Meet

It's important to provide enough designated meeting areas for types of meetings - from one-on-one discussions to large presentations. Framery Q and 2Q pods are great options for meeting areas.



Learn

Learning or training areas are equipped with tools and resources for skill development and training sessions. These areas may include digital learning stations, training rooms, or flexible spaces for workshops.

Open areas at the office

Open areas are flexible spaces designed for collaborative, social, or interactive activities. These spaces are more open and conducive to group work, discussions, meetings, and casual interactions among employees.

Open areas include collaboration zones, lounge areas, and other communal spaces. Placing pods in open areas creates private spaces for people to address their own needs - whether it's work, play, or rest.

Why you need Framery in this zone?

- ✓ Ad-hoc privacy
- ✓ Focus
- ✓ Recharge



Open areas



Socialize

Social areas promote casual interactions, relaxation, and team bonding. These spaces can include lounge areas, break rooms, and even game or recreational areas where employees can unwind. Framery Q and 2Q pods allow people to socialize and connect in open areas.



Wellness

Wellness areas support employee health and well-being. They may include fitness centers, meditation rooms, or designated private spaces, such as Framery Q or 2Q, for rest and relaxation.



Relax

Designating areas for rest allows employees to give their brain a break and refocus their energy. Framery pods make great spaces to have a moment to relax, recharge, and refocus yourself on the next task ahead.

Design & details

Your pods should fit together in your space - whether you have one pod or an entire fleet. Framery pods are equally convenient and inviting to use as a work desk or a home office. Because your private workspace should be just as inspiring as your shared workspace.



Choosing the details



Color schemes

Framery pods come in a comprehensive range of interior and exterior color schemes. Choose the colors that best align with your office design to create an inspiring and productive atmosphere.



Layout & furnishing

There are many ways to customize the layout and furniture available in Framery pods. The stylish furniture options are designed for optimal ergonomics and optimized for improved workflow.



Accessories

Framery pods come stocked with everything you need - like integrated power outlets and ergonomic furniture. You also have the option to upgrade your pods to suit your specific working needs.



Movability

Pods that move can adapt with you as you reconfigure your space - and come with you to the next one. Movability kits give you additional flexibility of where to put your pod and how to use it.

Implement

Placement tips

Close

Available

Practical

Visible

Bookability strategy

Bookable pods

Non-bookable pods

Safety & compliance

Accessibility

Egress

Safety

Building codes

A new way of working

Integrating Framery pods into your office is not only about providing privacy – it can change the way people work on a daily basis. It is important to provide enough pods, and place them close to people. Framery pods have received the industry's highest ratings for soundproofing levels [4], so they can be placed close to workers in heavy working areas without transferring noise through the pod.

Implement

Pod placement tips & tricks

Close

Pods must be placed close to users. So close that they can access the pod within a few seconds. Framery pods can be placed close to workers in heavy working areas without transferring noise through the pod.

Available

Pods should serve specific groups of people. Placing pods in work areas, open areas, and in heavy traffic areas means they are available where people gather naturally.

Practical

There should be sufficient space on the outside perimeter of the pod so traffic flow isn't interrupted when the door is open. The door should open in the direction of the intended user group - making it inviting and easy to use.

Visible

The pod should be placed in a way that it is easy to see whether it is occupied or available for use. These sight lines also improve the experience for the pod user, providing an increased feeling of connectedness.



Implement

Bookability strategy

A bookability strategy is a structured plan that helps efficiently manage the use of available office spaces including pods. This is an important step for streamlining operations and ensuring that pods are used effectively.

Bookable vs. Non-bookable

There should be a mix of both bookable and non-bookable pods in all areas of the office. This provides the chance to reserve private spaces for meetings, and helps keep some spaces available for ad-hoc needs.

Booking systems

Incorporate your pods into your pre-existing booking systems and workplace calendar. This allows pods to be easily reserved when creating a calendar event.

Guidelines & policies

Establish clear guidelines for pod bookings - including advance booking windows and maximum booking durations. Communicate these rules to all employees to ensure fair and equitable access to office pods.



Implement

Safety & compliance

The pod industry is under constant development - as are the safety requirements they must adhere to. Framery pods meet or exceed local and international building codes & safety standards. Consider the following when deciding where and how to integrate pods into your space.

Safety certificates

- ✓ ISO 9001
- ✓ ISO 14001
- ✓ ISO 45001
- ✓ CE Marked



Safety & compliance



Accessibility

The Framery Q Flip N' Fold is a fully-accessible soundproof office pod that complies with ADA accessibility standards. Typically, a minimum of one accessible private space is required per open plan office area.



Egress

Pods must never be placed on egress paths or obstruct access to exits. And egress path strobes must be visible from within the pod.



Safety

Framery pods are certified for fire safety, environmental safety, electrical safety, and seismic safety. Built from environmentally safe materials, they meet or exceed required safety standards around the world.



Building codes

Every government at every level has their own established guidelines and specifications for personal safety. Framery pods have ICC-ES reports and safety certifications that ensure our pods comply with required building codes.

An office pod is **only valuable if it is used**. And it can only be used if it is available when needed.

Optimize

Framery Connect

Workspace efficiency

Real-time availability

Effortless bookings

Analytics

Occupancy data

Framery Connect sensor

Smarter spaces

The connected office

Synchronized calendars

The Framery app

Efficient workdays



Make decisions based on behavioral data

For the first time in history, offices can now be built based on behavioral data. This means that people's behavior will influence the design of the office - and not the other way around. Framery's connected pods can provide advanced insights about usage, placement, and quantity. This is the beginning of the next era of the office.

Optimize

Framery Connect

Framery Connect combines analytics of occupancy data, integrated calendar synchronization, and a convenient mobile app, so your office will run smoother than ever. And you'll ensure that everyone can find and access private spaces whenever and wherever they need them.

Provide spaces for every need

Make sure everyone has access to a suitable workspace with real-time occupancy data from every Framery pod or office space with the Framery Connect sensor.

Connect your entire organization

Sync your pods to your company's existing calendar system to see real-time space availability. And enable automatic walk-in reservations for all of your smart pods.

Help people book spaces on the go

Quickly and easily see which spaces in the offices are available for ad-hoc meetings or work sessions without a pre-assigned working space.



Optimize

Usage data & analytics

Manage your entire workplace and improve the functionality of your office based on data and analytics. See which spaces in your workplace are working efficiently, what spaces need your attention, and when people are coming to the office the most.

Connect pods and spaces

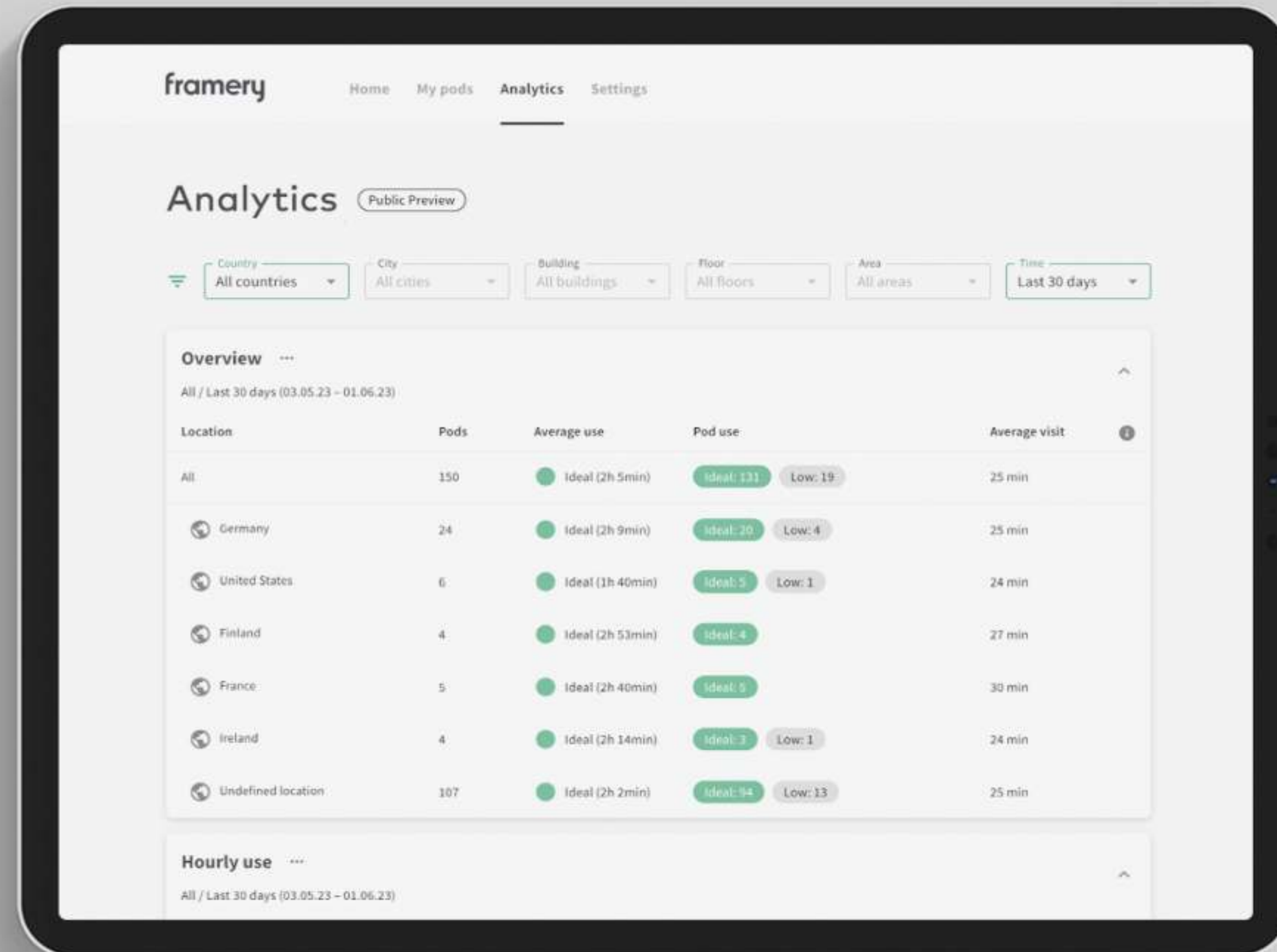
Every smart pod and connected space provides you with valuable usage data to keep improving your workspace.

Occupancy analytics

Get a full breakdown of occupancy rates displayed in visual heatmaps to show when your spaces are in the highest demand.

Framery Connect sensor

This wireless, palm-sized sensor can easily be attached to any room or pod in your office to give you a complete overview of every space in your domain.



Optimize

Make it easier to work from the office

Take your workplace to the next level by connecting all of your pods with your pre-existing internal calendar system. And allow your team to manage their entire workday with ease from the Framery app.

See real-time availability

Get an overview of every unbooked room or pod in your office, so you can find a suitable space without running through the halls.

Book directly from the app

Find spaces for undesignated meetings in advance, or quickly book a space for unplanned needs on the fly.

Keep everything synchronized

Pre-booked and walk-in reservations are automatically adjusted in your internal calendar to keep everything updated and unified.



References

[1] Gensler Research Institute, US Workplace Survey, 2022

[2] Leesman, The Workplace Reset, 2023

[3] Hoendervanger et al. 2018

[4] ISO, Acoustics, 2020

Framery is helping usher in a new era of office design.
One that is based on the needs of the users, and results
in a high-performing workplace.

framery

frameryacoustics.com