



# Architecture

Design Manual II

## Office Building

## 建筑设计手册 II

办公建筑

佳图文化 编



华南理工大学出版社  
SOUTH CHINA UNIVERSITY OF TECHNOLOGY PRESS





# Architecture

## Office Building

© 2024 by [Author Name]

ISBN: [ISBN Number]

TU206-64  
20143  
2-3

# Architecture Design Manual II

## Office Building

## 建筑设计手册 II

办公建筑

佳图文化 编



华南理工大学出版社  
SOUTH CHINA UNIVERSITY OF TECHNOLOGY PRESS

·广州·

#### 图书在版编目(CIP)数据

建筑设计手册. 第2辑. 办公建筑 / 佳图文化编. —广州: 华南理工大学出版社, 2013. 11  
ISBN 978-7-5623-4051-5

I. ①建… II. ①佳… III. ①办公建筑—建筑设计—作品集—中国—现代  
IV. ①TU206

中国版本图书馆CIP数据核字(2013)第217063号

#### 建筑设计手册II: 办公建筑

佳图文化 编

---

出 版 人: 韩中伟

出版发行: 华南理工大学出版社

(广州五山华南理工大学17号楼, 邮编510640)

<http://www.scutpress.com.cn> E-mail: [scutc13@scut.edu.cn](mailto:scutc13@scut.edu.cn)

营销部电话: 020-87113487 87111048 (传真)

策划编辑: 赖淑华

责任编辑: 张 媛 方 琅

印 刷 者: 广州市中天彩色印刷有限公司

开 本: 889mm×1194mm 1/16 印张: 17

成品尺寸: 245mm×325mm

版 次: 2013年11月第1版 2013年11月第1次印刷

定 价: 298.00 元

---

版权所有 盗版必究 印装差错 负责调换



# Preface 前言

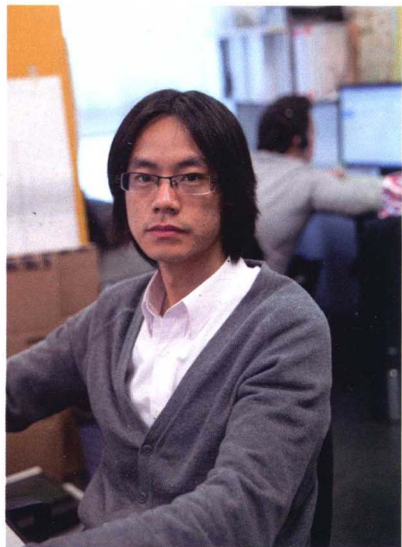
This series continues our previous "Architecture Design Manual I" to be a new collection for "JTart Architectural Series". In recent years, the economy has been blooming and the construction industry is becoming one of the most important industries. However, due to social, cultural, art and functional requirements, buildings cannot be duplicated by a large quantity. The forms of buildings must be innovative, diversified and distinctive to decorate the cities. Therefore, the design idea of a building is worth being analyzed and discussed. In this new series, we take a professional perspective of architectural design to select projects and do theoretical analysis according to the latest policies and rules of international construction industry. And we hope this series will bring the architects and other professional readers some visual enjoyment and new inspirations.

In this series, all the projects presented are carefully selected from all over the world, which show the latest trend in contemporary architectural design. For each project, we analyzed its features and design ideas with professional drawings, including plans, renderings, sections, elevations, and high-resolution photographs. Theoretical analysis is combined with typical cases to make good interpretation for every kind of buildings. Additionally, this new series has provided detailed introduction for the mostly used building materials. With rich and professional materials, this new series will be valuable reference manuals for the readers.

本套书为佳图文化“建筑设计手册”系列图书，同时也是已出版的“建筑设计手册 I”的延续之作。近年来，在经济蓬勃发展的大环境下，建筑业已然成为一个重要的基础产业，然而，建筑的社会属性、文化属性、艺术属性以及功能属性等都要求建筑不能像其他产品一样被批量复制，为城市的发展添光加彩的建筑形态应该是不断创新的、多样化的、各具特色的。因此，建筑设计的理论是值得深入探讨的。本套书依据国际现行建筑行业的最新政策、法规和规范，站在建筑设计的专业角度，精心挑选案例和系统探讨设计理论，希望能给建筑设计师及相关行业读者带来视觉享受和设计启迪。

作为“建筑设计手册”系列图书中承前启后的专业读本，本套书精选的案例均为国内外优秀案例，代表了当下建筑设计的方向和潮流。内容编排上，分别从案例的关键点、亮点、设计理论等方面入手，并配合大量的专业技术图纸，如效果图、实景图、技术图等。除继续采用“理论+实例”的模式编排内容，本套书在理论部分还特别增加了建筑材料的介绍，资料丰富、专业且翔实，是读者可以真正信赖的设计手册。

# Foreword 序言



■ Han Qiang 韩强

Creative Director of Coast  
Palisade Consulting Group

加拿大 C.P.C 建筑设计顾问有  
限公司创意总监

As one of the common buildings, office building is playing an increasingly important role in people's work and life. With the development of times and change of life style and working mode, office building, which is closely associated with the important human activity—"work", has been changed and innovated correspondingly.

First, the diversified development trends of office building types. Conform to changes in working mode, need of diverse trends and changes in the industrial development patterns, office buildings in various types arise in succession, such as cultural and creative office, industrial R & D office, headquarters office, home-style office, green office, etc.

Second, the functional complex and inclusive trend in office building. Single office function mode has been given up little by little in many downtown office projects and replaced by mixed building complex incorporates office, commerce, residence and supporting facilities. Commerce, residence, lighting catering, exhibition and other multi-functional space are in complement with office, providing users diversified and full-time service.

Third, changes in office space itself. As the diversification of working mode and increasingly demand for better quality of office environment, people started to promote the abandonment of previous excessive pursuit of standardization and flat service efficiency, and highlighted individual, flexible space and comfortable office environment. Office space got rid of the previous remarks such as simplification, standardization, efficiency first and closure gradually and becomes more and more diversified, humanized, opening & sharing and interactive.

Four, the importance and practical application of energy saving. With the introduction of LEED standards and assessment of Chinese green building star level, people paid more and more attention on energy saving, environmental protection, ecology and sustainable development, and sustainable development was no longer just a concept. They began to take concrete practice and feasible design and technical measures to achieve energy conservation and emission reduction.

With the continuous development and progress of times, and people's expectation for future sustainable development, I believe that office building will inevitably develop correspondingly to better service our work and life.

办公建筑作为众多建筑类型中的一种，在当今人们的工作和生活中正发挥着越来越重要的作用。随着时代的发展和人们生活方式、工作方式的转变，与“办公”这一重要的人类活动有密切关联的办公建筑也随之发生了相应的变化和革新。

首先是办公建筑类型的多样化发展趋势。顺应人们工作方式的改变和需求的多样化趋势，以及产业发展模式的转变，相继兴起了文化创意办公、产业研发办公、总部基地办公、家庭式办公、绿色办公等丰富多样的办公建筑类型。

其次是办公建筑中的功能复合和包容性趋势。在许多新兴的市中心区办公项目中，开始逐渐放弃单一的办公功能模式，而往往会以办公、商业、居住及配套服务等多种功能混合的建筑综合体的形式出现。建筑中商业、居住、餐饮、展示等多元功能空间和使用方式的融入与办公功能相互补充，形成使用的多样性和全时性。

第三是办公空间本身的变革。办公方式的多元化以及人们对办公环境品质越来越高的要求，促使新的办公建筑中摒弃之前过于追求标准化和平面使用效率的做法，开始强调空间的个性、灵活性，以及办公环境的舒适性。由单一化、标准化、效率至上、封闭性向多样化、人性化、开放共享和相互交流的方向发展。

第四是对节能环保的重视和实际应用。随着 LEED 标准的引入和中国绿色建筑星级标准的评定，人们对节能环保、绿色生态、可持续发展更加重视，可持续发展不再仅仅停留在概念上。办公建筑中开始率先广泛采取具体的切实可行的设计和技术措施实现建筑的节能减排。

随着时代的不断发展和进步，人们对未来可持续发展的重视和期盼，相信办公建筑也必然会随之而不断发展变化，从而更好地为人们的工作和生活服务。

韩强





■ Bryant Lu 吕庆耀

Vice Chairman of Ronald Lu  
& Partners

吕元祥建筑师事务所副主席

It's not uncommon for city dwellers to spend more than one-third of the day in the office, in particular for those who live in a hustling and bustling city like Hong Kong. A healthy workforce is a productive workforce. Workplace designs often are created to increase productivity and communication among the teams. To create the best workplace design, the architects have to take into account two important elements: sustainability and efficiency to ensure the interior environments benefits the people and the company.

Leveraging industry-leading research in workplace performance, sustainable office building design creates a far more productive and efficient workplace which is essential for speculative office buildings. Take China Resources Building in Hong Kong (China Resources Property's headquarters) as an example, it is dressed up by a new curtain wall after renovation which not only reduces solar-heat gain, which also leading to a reduced cooling load for improved energy efficiency. The newly designed ventilation system improves the air quality and energy saving by introducing fresh air. The idea is that more fresh air leads to less sick days, which mean the staff are more productive. As the salary increases and the workforce are more focus on personal health, this is an important edge in the competitive business world. Other examples like Tower V at Zhujiang Xincheng in Guangzhou and Swiss Re Tower in London are also renowned for their sky-garden concept. Aside from enhancing ventilation, a "sky garden" and a central atrium courtyard also serves as a gathering place for the users to exchange ideas, to enjoy fresh air and to take a break from the buzzing work life.

We can see that sustainability design in office building has become a critical business advantage: on one hand it helps reduce energy and resources consumption; on the other hand it helps create the most creative and pleasant working environment to improve productivity. At present, a lot of multinationals take LEED-certified buildings as their prime concern in choosing workplace, and other companies are following suit.

Furthermore, rather than just illustrating the aesthetic of design, architects should also capture the needs of the modern family and community. In Australia and the United States, more and more office buildings have purpose build child care centers for working moms. Office buildings are not merely a working place but could also a place for family. Another element that makes a building as an icon or a landmark is providing effective transportation link to the city's transportation and connection infrastructure. Architects could think in other people's shoes to anticipate the users' need and embrace a holistic approach and maximizing opportunities for greater social, economic and environmental benefits for the communities.

Office building is indispensable to modern society but the requirements are changing constantly as our work habits and communication tool changes. We, as architects, shape our city. It is our mission to strike a balance between actual needs, style and sustainability so as to create a better quality of life.

都市人工作忙碌繁重，留在办公室的时间比以前长多了，往往占了一天三分之一的时间，甚至更久，特别是香港这种喧嚣快速的都市。工作环境的优劣不仅影响企业利润和社会发展，并直接影响着整天埋首苦干的上班族们的身心健康。因此，如何营造一个舒适高效率的工作环境绝对是现代办公建筑设计面临的一大课题。

我认为好的办公建筑须符合两个条件：可持续发展和以人为本。结合科技和环保理念，设计一座高实用性、可观性的办公建筑是建筑师们的主要设计理念。以香港华润大厦（华润集团总部）为例，经过翻新，所采用的低放射性双层玻璃幕墙能减少太阳的热能传送到室内，也令空气调节的冷冻负荷减至最低，提高能源效益；崭新的风柜可以适量引入自然风，改善室内空气质量，减少空调系统的负荷和能源使用。再如广州珠江新城保利威座，以及英国伦敦的瑞士再保险总部大楼，建筑师设计时都加入了都市绿化空间概念，在中庭建造一个空中花园，增加风透度，并为员工提供绝佳的沟通和休憩平台，让他们从忙碌的工作中喘口气，稍息再战。从这些例子，我们可以看到社会愈趋重视的环保概念，意想不到地为建筑师提供了最佳的建筑方案：不仅能在最高效的情况下节省及妥善使用能源，更可打造高素质的创意工作空间，带给使用者最惬意的工作环境。现今跨国公司为其办公室选址时，LEED 环保认证水平是重要的考虑因素之一，由此可见，可持续发展势必成办公大楼设计新趋势，也是未来城市改善工程的发展主题。

第二点是从使用者的角度出发。我们关注的不应只是建筑物的观感，更应考虑人与人之间的互动，以及办公建筑和周遭环境间的关系。例如，在澳洲和美国等地，越来越多的企业关注到“打工妈妈”比例愈来愈重，因此他们会在办公大楼加设幼儿托管空间和公共空间，让母亲放心工作，藉此协助她们兼顾事业和家庭。当建筑师从使用者的角度出发去设计，办公建筑就不再单单被视为工作场地，更是维系家庭的重要桥梁。除此之外，无论设计哪种用途的办公大楼，我们都应着重如何连接附近的环境和交通配套，让建筑成为城市的枢纽和地标。这样配合社区发展，设身处地为使用者所想，才能打造最健康的“健”筑，惠泽社群。

办公建筑是文明生活中不可缺少的一环，人们和社会对建筑师的要求也永不停止。建筑师要不断自我挑战，寻找新的创作风格和材料，满足视觉享受和实际需要的同时，更要兼顾良好的生活质量，为下一代打造可持续发展的将来。

# Foreword 序言

---



■ Tian Xiaoqiu 田晓秋

---

**Vice President of CAPOL  
International, Deputy  
General Manager of  
Shenzhen Branch and  
General Manager of Public  
Building Design Department  
of Shenzhen Branch**

**华阳国际设计集团公司董事  
副总裁、深圳公司副总经理、  
深圳公司公共建筑部总经理**

---

## Design of Office Building: Redefinition of Workplace

All human activities could be defined as work ultimately while the carry-out requires specific places. The office building mentioned here is this kind of places for modern office and work of high density and fast pace. This kind of work comes out of the rapidly developing social, economic and technology demands and its requirements for sites and places are changing; as the carrier office building have been given different characteristics in different social development stages. However, some coral focuses of office building will keep constant even with the changing of the era: firstly, it is a defined space; secondly, it is used by some certain groups for some job; thirdly, it shall be safe, comfortable and convenient; fourthly, it will be more open, different from residential building.

With the clearer industry classification in modern society, different industries' requirements of office building become more and more obviously different. Meanwhile, the building function of practical use is competed, thus higher requirements of building facade are higher; the users would like the office building to delivery its functions in esthetics and mental level. The requirements of more personality and characteristics advance the flourishing development of office building out of the constant function requirement.

To adapt the characteristic of constancy and variation, we present some keywords for the definition of modern offices in the perspective of design: high efficiency, flexibility, landmark and environmental friendliness etc.

The design of office building is based on the great environment. The rapid development of modern society brings urgent demand for resources and the relative centralization of public resources, thus the high utilization of space becomes the priority consideration of designers. Apart from high efficiency, spatial flexibility is another priority of some office buildings. This kind of buildings is generally sold or leased in blocks, which requires the flexible variability of the space that it could be separated and regrouped according to the demands of use. In addition, some office buildings are built based on the enterprises' own use demands, which require more obvious symbol meaning. It is the unique considered factors of office building that how to mingle the enterprise appeal with the building and to set the building as the city landmark and enterprise image, even the significant part of enterprise culture.

The problem of high-density buildings occupying great resources and energy consumption limited by the great environment requires urgent solution under the conditions of resource scarcity. The design intends to maintain the environmental friendliness of the buildings by fully utilizing the natural resources and minimizing the damage and consumption during the construction and application.

From a higher angle of architecture design, these keywords are a small part of factors considered in the design of office building, less than what we need do. To designers, these factors are the key points in a design as well as the window and chance to bring their talents into full play; how to utilize the ideas and resources will be the coral task of the architects.



## 办公建筑设计：对工作场所的重新界定

人类的所有活动归根结底都可以定义为“工作”。而这些工作的进行，都需要一个特定的场所。今天我们所谈及的办公建筑，正是这样一种场所。它所承载的是一种高密度、快节奏的现代化办公工作。这类工作是为适应快速发展的社会经济及科技需求而存在的，它对场所的要求也在不断变化，办公建筑作为其载体，在不同的社会发展阶段就被赋予了众多不同的特质。但是，时代再变，办公建筑设计中一些核心的关注点是不变的：其一，这是一个有界定的空间；其二，它适用于某类群体完成某项工作；其三，它应当是安全、舒适、便捷的；其四，它是有别于居住建筑的，更具开放性的。

当然，随着现代社会对于行业分类越来越明晰，不同行业对办公建筑需求的差异性也日益凸显。与此同时，当建筑满足使用需求的功能逐步完善的时候，人们对于建筑外观的要求就越来越高，使用者希望建筑能够在审美甚至精神层面也能表达其效用。在这两者的共同作用下，人们对于办公建筑就提出了更多富有个性及特色的要求，这也正是今天的办公建筑在需求基本不变的同时还能够百花齐放的源动力。

适应这些变与不变的特质，我们从设计的角度为现代办公场所的界定提出了一些关键词：“高效性”、“灵活性”、“地标性”、“环境友好”，等等。

办公建筑的设计依托于它所存在的大环境。现代社会高速发展所带来的大环境首先是对资源的迫切需求，以及公共资源的相对集中，因而空间利用的高效性就成为设计师首要考虑的问题。在满足高效性的前提下，部分办公建筑在设计上是空间灵活性优先的，这一类建筑通常用于分块出售或租赁，因而，空间设计上的灵活可变性决定了它是否易于依据需求的变化拆分和重组，以适应使用；而另一方面，部分办公建筑是基于企业自身使用需求的，它所承载的符号意义更加凸显，如何通过设计将企业对外展示的诉求融入建筑，使建筑成为城市的地标，成为企业对外形象的代表，甚至是企业文化不可分割的部分，是这一类型办公建筑所要考量的独特因素。

同样被大环境制约的是高密度建筑大量占用资源和消耗能源的现状，这是资源稀缺的当下亟待解决的问题。在这一方向上，设计通过多种手段，善用自然资源，让建筑在建造和使用过程中能够少一点破坏，少一点消耗，从而实现建筑的环境友好。

从建筑设计更高的角度来看，这些关键词只是办公建筑在设计中所要考量的一小部分因素，我们要做的还有很多。而对于设计师来说，这些因素既是设计中的制约点，也是发挥其创作才能的窗口和机会，如何利用好其中的观点和资源，将成为建筑师们的核心课题。

由兴和

Chapter One Theory 第一章 理论分析

- 002 | Design 设计篇
- 014 | Materials 材料篇 /Glass 玻璃

Chapter Two Projects 第二章 实例

Administrative Office | 行政办公

- 024 | Wuxi Land Transaction Market  
无锡土地交易市场
- 038 | PetroChina Tower  
中国石油大厦
- 050 | Sinohydro Corporation (Sichuan)  
中国水电大厦 (四川)
- 058 | Municipal Center of Hefei Municipal & Culture New District  
合肥市政务文化新区政务中心
- 068 | Office Building of Research Institute of Highway, Ministry of Transport  
交通部公路科学研究所办公楼
- 078 | Pinghu Administrative Center  
平湖行政中心
- 092 | Shanghai Municipal People's Government Office in Tibet  
上海人民政府驻西藏办事处
- 098 | Shaanxi Science and Technology Resource Center (SSTRC)  
陕西省科技资源统筹中心
- 106 | Hunan People's Hall  
湖南省人民会堂

Headquarters and Sci-Tech Parks | 总部科技园办公

- 116 | No.1 Building of R&D Hub in Changzhou Science and Education Town  
常州科教城东区创研港 1 号楼
- 126 | Huayin Building  
华银大厦



134	Jinan Silver Lotus Building 济南银荷大厦
140	Unilever (China) R&D Center 联合利华 (中国) 研发中心
152	R&D Center of Shanghai Dife Fashion Co., Ltd. 上海迪丰服饰发展有限公司研发中心
164	First-stage Project of Shangde Solar Power Company 尚德太阳能电力公司一期工程
172	No.9 Xinghai Street, Suzhou Industrial Park 苏州工业园区星海街 9 号改造
180	National Software and Service Outsourcing Base, Gaoxin District, Tianjin 天津高新区国家软件及服务外包基地
190	CSEC Office Building 中国神华能源股份有限公司办公楼改扩建
198	Yalong Bay Administrative Center 亚龙湾行政中心
208	Building A1~A4, Zone A of R&D Center, Science Park of Guangzhou 广州科学城综合研发孵化区 A 组团 A1~A4 栋

## Business Office | 商务综合办公

218	Coastal International Center, Suzhou 苏州沿海国际中心
224	Wanyin Tower 万银国际大厦
228	Shanghai Baohua Plaza 上海宝华国际广场
238	Changshu International Trade Center 常熟世界贸易中心
244	SOHO Century Plaza SOHO 世纪广场
250	Zendai Wudaokou Financial Center, Haikou 海口证大五道口金融中心
256	WOCICC, Xiamen 厦门世侨中心



# Chapter One Theory

第一章 理论分析



## 1 Administrative Office

Administrative office buildings are the spaces constructed for government to implement management on social public affairs, including all levels of government buildings, auditoriums, logistic services and relevant public plaza. With the acceleration of urbanization, modern administrative office buildings have been developed and improved greatly in terms of space, shape, structure, etc. compared to traditional administrative buildings.



### 1.1 Combinations of Functional Spaces of Administrative Office Building

#### 1.1.1 Office Space

Office space is the most important space in a administrative building and has a great impact on service efficiency and convenience. Currently, office space combinations generally include closed style, open type and suite.

Closed type refers to the office space that is divided into a series of small, close, relatively independent offices which connect with the public gallery by their doors. Such arrangement can reduce the mutual interference between offices and facilitate security work, but weaken the links between each other, which is not beneficial to handle process transaction and unified supervision and management.

Open style is the one commonly used in modern office building space. Office staffs work in a large office and each staff has his own space that is separated by light-weight partition. This spatial pattern provides a platform

### 一、行政办公

行政办公建筑是为政府实施对社会公共事务的管理而构筑的空间，包括各级政府办公楼、礼堂、后勤服务设施以及相应的市民广场等。随着城市化进程的加速推进，现代行政办公建筑的空间、形态、结构等与传统的行政建筑相比都有了较大的发展与改进。

#### 1. 行政办公建筑功能空间的组合

##### (1) 办公空间

办公空间是行政办公建筑中最为主要的空间，它对整个行政办公建筑的使用效率和便利性有着很大的影响。目前，办公空间的组合方式大体上包括封闭式、开敞式、套间。

封闭式，即将办公空间分割为一系列面积不大、封闭的、相对独立的办公室，利用各自的门连接公共长廊。这样的布置，办公室之间互相干扰较少，便于安全保卫工作，但与其他办公室之间的联系较弱，不利于流程性事务的办理，并且不利于统一的监督和管理。

开敞式，这是现代办公建筑常用的空间组合模式。办公人员在一个较大的办公空间同时办公，每



for mutual supervision and mutual exchange which is beneficial to management and can improve work efficiency but increase the interference between workers.

Office suite includes general office, secretarial room, reception room, bedroom and bathroom, which is suitable for higher level executives alone. Generally suite has independent traffic flow line that is designed in accordance with the executives' business and the people he contacted.



1.1.2 Meeting Space

Meeting space is also an important part in a administrative building and can be divided into different levels such as large, medium and small according to actual needs. Small meeting room is relative simple in function and flexible in layout and generally not subject to structural constraint. Large and medium meeting rooms (multifunctional hall) can function much more than the small one, in addition to meetings, presentations, hearings and artistic performance can be held here as well. Thus, better fire control services and evacuation exit are in need thanks to the multi-functional equipments. Generally they are arranged at the ground floor near the wall and even independently outside the building with their own flow lines and entrances.



个工作人员拥有个人的办公空间，这个空间往往通过轻质隔断等方式与其他工作人员隔开。这种空间组合模式提供了一个互相监督、互相交流的平台，有助于发挥管理效能，提高工作效率，但工作人员之间的干扰较大。

办公套间，一般包括办公室、秘书室、接待室、卧室和卫生间等，适合于级别较高的行政人员单独使用。套间一般拥有独立的交通流线，其具体的设计取决于行政人员的业务性质和接触对象等。

(2) 会议空间

会议空间也是行政办公建筑中一个重要的组成部分。根据实际需要，可分为大、中、小不同等级面积的会议空间。小会议室功能比较简单，布置较为灵活，一般不受建筑结构的限制；大中型会议室（多功能厅）功能较为复杂，除举行会议外，还可以举行发布会、听证会、文艺表演等。因而，其各项设备品种繁多，疏散及消防要求较高，一般在建筑底层靠近外墙处布置，甚至独立于行政建筑之外，包含有自身独立的流线和入口。



### 1.1.3 Space Opens to the Outside

This space functions as a transition to the building and the open public, usually includes entrance hall (atrium), reception room (hall), service hall, hearing room, plaza, etc.

### 1.1.4 Auxiliary Space

Auxiliary space of an administrative office building can be divided into two categories, equipment room and logistics service facilities. It is an integral part for administrative building though its percentage is not too large. Equipment room includes air conditioning, water supply and drainage, electric room, fire protection, etc. Equipment room should be designed in accordance with the level of administrative buildings, regulations and usage requirement, and to ensure the comfort and cleanness of other spaces and keep the management and updating in a convenient situation. Logistics facilities include cafeteria, parking space, etc. When designers design the parking space for modern administrative building, they should not only consider the parking needs for the staffs in the building but also the parking space for the visitors. It is designed as a whole space with the public area.



## 1.2 Layout of Administrative Office Building

A successful layout should allocate various functions properly, and takes the internal & external environment design and traffic organization into account as well, thus to enable government agencies work efficiently and keep their relation with the city close. Combination of architectural plane can be divided into integrated, distributed and comprehensive according to different arrangement forms of various functional blocks. These three forms are not alone, and in most of the administrative buildings, they may have similarities in a certain degree.

### (3) 对外开放空间

对外开放空间，即行政办公建筑中直接对公众开放，与公众联系最紧密的部分。通常包括入口门厅（中庭）、接待室（厅）、服务大厅、展示空间、听证室、广场等。

### (4) 辅助空间

行政办公建筑的辅助空间可分为两大类，设备用房和后勤服务设施。其在行政建筑中所占比重虽然不大，但亦是不可或缺的组成部分。设备用房包括空调、给排水、电气用房及消防等。在设备用房设计中应以行政建筑的等级、法规的要求和政府工作人员及公众的使用要求为依据，确保行政建筑其他空间的舒适清洁及维护管理、更新的便利性。后勤服务设施包括食堂、停车空间等。现代行政建筑的停车空间不仅要考虑政府工作人员用车的停放与安全，还应将来访者的停车空间同时考虑，与行政建筑的公共空间作为一个整体进行设计。

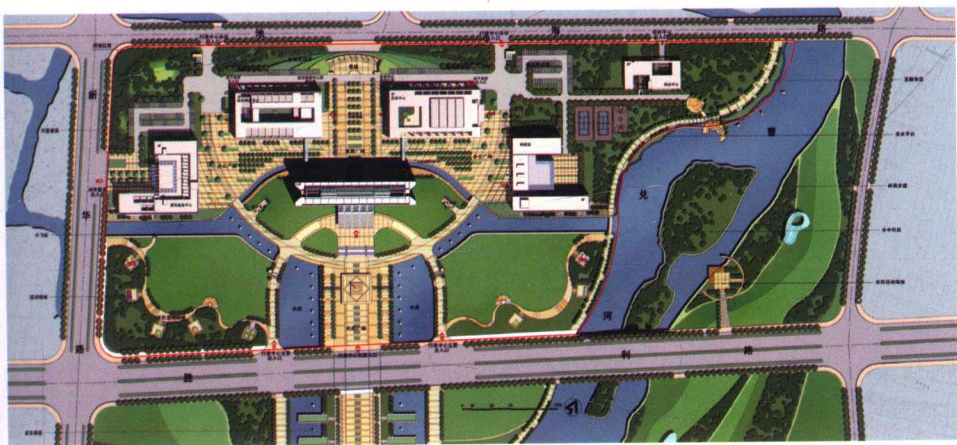
## 2. 行政办公建筑的平面布局

成功的行政办公建筑的平面设计，应将各类功能进行合理配置，同时也要全面考虑内外部的环境设计和交通组织，从而使政府机关能够便捷高效地运行并与城市保持密切的联系。根据设计中将各功能区块在用地上的布置形式不同，可将行政办公建筑的平面组合方式分为整合式、分散式和总和式。这三种形式并不是完全单独存在的，在大部分行政建筑中它们只是存在相对的或分散、或整合的差别。



### 1.2.1 Integrated Layout

It means all administrative departments are concentrated in one building. Each department is divided into multiple functional areas through vertical division and plane combination. This layout is suitable for relatively simple and small administrative buildings. It shortens the distance between various departments and facilitates their communication, and even improves the work efficiency when the floors are not too many. Meanwhile, the public open space is closely linked with the internal parts, sending a welcome message to citizens. If the image is properly handled, it is easy to integrate into the surrounding environment, forming the city center together with other public buildings and city square. But the disadvantage is that too many organizations set up in the same building, sometimes result in a more convoluted planar form, causing inconvenience for visitors. In addition, if the scale and proportion is improper handled, it is easy to get a giant volume and gives a feeling of oppression.



### 1.2.2 Distributed Layout

It means various administrative departments are scattered in different buildings. Each building is not too large in volume, and they form a garden area together with the residential area and welfare facilities for government staffs, they almost live and work at a same place. This layout occupies a larger land and provides a better working environment. Functionally speaking, the flow line is too long, and the departments are scattered which causes inconvenience for visitors and petitioners as well.

### 1.2.3 Comprehensive Layout

Different functional spaces are decentralized and centralized according to their links between each other. Functional spaces or single building are separated, connected by corridor, floating panel or frames or interlock to form building groups. Links between such groups have a greater degree of flexibility, which could stand alone by themselves or create exterior space like plaza and courtyard through interacting with other public buildings in the city center. This layout occupies a larger building area which enables city management departments to concentrate in one area to improve work efficiency. In addition, they work in concert with modern city texture to create favorable indoor and outdoor environment, provide a political, cultural and leisure center for the public and achieve a good balance between economy and efficiency, openness and controlling. It is the most popular one in modern municipal center planning.

### (1) 集中式布局

集中式是指将所有行政部门集中于同一栋建筑物内的配置。各部门通过垂直竖向划分和平面组合分为多个功能分区。这种布局方式适合于行政建筑中内容较为单纯、面积要求不太大的情况。其优点在于，各部门之间相对距离较近，联系方便，在层数不高的情况下，工作效率较高。同时，其公共开放部分与内部空间联系紧密，可以向公众表达某种“参与”和“可进入”的信息。如果形象处理得当，这种平面布局容易融入周边环境，与城市其他公共建筑及广场等共同形成城市中心。其缺点在于，在同一栋建筑内设置太多机构，有时会造成平面形式较为复杂迂回，给外来办事人员造成不便。另外，如果尺度、比例处理不当，建筑容易显得过于庞大，给人以压抑的感觉。

### (2) 分散式布局

分散式布局是将各行政部门分散于区域内的各栋建筑物内，每栋建筑体量相对不大，与政府工作人员的住宅及生活福利设施等共同规划成一个园区。这种布局形式占用较大的土地，园区内办公环境较好，工作人员的驻地和工作地点也比较接近。但从建筑使用的角度来看，流线过长，办事机关不够集中，给外来办事人员带来不便。

### (3) 综合式布局

综合式布局，即将不同的功能空间按自身之间联系的密切程度进行相应的分散和集中的配置。多个功能空间或建筑单体按照相互分离、媒介（连廊、飘板和构架等）连接或直接咬接共同组成建筑群。这种群体间的联系有较大的灵活余地，它们或互自成一体，或与城市中心其他公共建筑围合成广场、庭院等室外空间。综合式平面布局既有较大的建筑面积，使城市管理各部门可以相对集中于一块区域办公，提高了办公效率，同时又与变化的现代城市肌理相呼应，能够创造出良好的室内外环境，为公众提供了一个政治、文化和休闲的中心区域。在经济与效率，开放与控制上取得了良好的平衡。现代市政中心的规划多倾向于采用这种布局。



### 1.3 Image of Administrative Office Building

As a national authority, administrative office building is on behalf of the high-grade image of the State and the local government, its architectural image and language convey a specific building meaning. It should have a solemn sense of government building and express the message of serving the people as well. Local administrative office buildings should reflect the geographical and cultural characteristics, and express the association between people's activities and specific areas. Particular geographical environment may affect the changes on main factors that generate the building, and the building therefore changes along. It is worth thinking about that how to make administrative building to express and reflect both of the nature of its own and the geographical & cultural characteristics. Whatever the architectural image is, it will determine and influence the city's art style and aesthetic value.



## 2. Headquarters

As the main office of a company, headquarters not only functions as an office, but also serves as a place for enterprise training and external exchange, an education base and the enterprise's social image. It is designed according to the enterprise scale, enterprise property, form of ownership and site location.

### 2.1 Enterprise Property

Enterprises in different industries have different functional spaces which determine the layout of their own. Generally there are manufacturing industry, financial industry, high-tech industry, media and service industry, etc.

#### 2.1.1 Manufacturing Industry

In terms of arranging function space, enterprises in this industry particularly focus on corporate image and displaying products. Usually they exhibit their latest products to reflect corporate image.

### 3. 行政办公建筑形象

行政办公建筑作为国家权力机关代表着国家或地方的高等级形象，其建筑形象与语素传达着特定的建筑含义。它应具有政府建筑的庄重肃穆感，又不失为民服务并能融入城市环境的亲民感。地方性的行政办公建筑应体现地域文化特征，建筑表达人的活动与特定地域的多种关联。特定的地域环境，影响建筑生成主要因素的变化，建筑亦随之变化。所以对于地方性行政办公建筑怎样能既表达其行政建筑性质，又反映地域文化特色，值得思考。无论什么样的建筑形象，都会决定和影响所在城市区域的艺术风格和美学价值。

## 二、总部办公

总部办公作为企业“首脑”办公所在地，本身除了办公功能外，还有许多其他功能方面的要求，例如作为企业的培训地点及教育基地、作为企业社会形象展示的功能及对外交流的功能等方面的要求。当然，随着企业规模的不同，企业性质的不同，产权方式的不同和选址的不同而有所侧重。

### 1. 企业性质

企业性质不同，各功能空间的设置及重点设置的部分差别很大。按照企业性质的不同大体可分为制造业、金融业、高技术业、传媒及服务业等。

#### (1) 制造业

制造业的企业总部大楼，在各种功能空间的设置中，尤其重视企业形象及对公司产品的展示，一般通过展示本公司的最新产品，体现公司的形象。