

O F F I C I A L
S P A C E

办公空间

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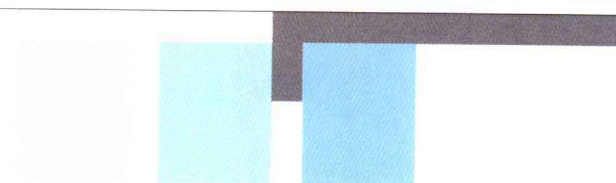
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OFFICIAL SPACE



韩国建筑世界株式会社 编
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办公场所室内设计过程

Office Interior Design Process

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Kim, Nam hyo /

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1966年出生。曾就读于 Konkuk 大学建筑系，在校期间即开始其设计工作。在 Pratt 学院的研究生院读过室内设计课程。现任 Soongsil 大学教授，从事设计以及对改建项目和室内设计的探索等方面的工作。

主要作品：Brooklyn 儿童博物馆特别设计方案，Queens Community 中心以及其他改建方案等。

Born in 1966. Studied architecture at Konkuk University. Started to design while in college. Studied interior design at the Graduate School of Pratt Institute. Working as professor at Soongsil University and conducting design and research for remodeling and interior design.

Major works: Special Project of Brooklyn Children's Museum, Queens Community Center and other remodeling projects

由于舒适的办公场所与工作效率之间的紧密联系已广为人知，现在的业主们对其办公场所内部空间格局的设计标准比以往任何时候都更为关注和了解。办公场所的设计首先应做到使进入该建筑的造访者产生一种强烈的初始印象，而这种印象表现的则是企业特征和业务性质。对于雇员们而言，内部空间格局的设计同样会对其工作效率以及对业主的态度产生一定的影响。所谓办公场所，实际上就是那些现代白领人士赖以度过其大半生的地方。从这种意义上来讲，实用性和功能性紧密相关的内部空间格局尚需配有一种舒适的办公氛围，以便使办事功能、效率的提高以及创造性的工作形式得以在这种办公环境里集中地体现出来。根据办公场所的面积大小以及建筑特点，其内部空间格局设计的构成要素必然是多种多样的。正是这种多样性决定了诸如装饰材料的选用、色彩的搭配以及灯光的布置等诸多设计要素被用来完成这样一种空间组合。

随着1951年的“风景式办公场所”或“敞开式设计”这种观念的引进，专为那种独立而又略显局促的空间格局所设计的固定墙壁消失了。伴随着按需组合这种观念的兴起，“工作台”的排列形式也必然是按需而设。另外，这种设计风格既能减少工作台排列之间的不协调感，又可以保护员工们仅存的私人空间。员工之间的沟通与交流变得更加简单易行。一家大型公司需要的是一整座楼房那样宽敞巨大的办公场所，或是这样一座建筑物的几层楼房。基于这一点，此处所涉及的必然是使处理事物的功能、工作台点的设置以及系统安排的实用性等诸多因素相协调一致的理想设计。

The clients are aware of the meaning of office interior design well than before because it is widely well known that the comfortable office has a close relation with working efficiency. The design of office exerts a great influence on the first impression of the building for the visitors, which decides the characteristics of the company and quality of business. For the employees, it exerts influence on the efficiency and attitude to the owner. An office is a place where the moderns spend most of their time. The office interior reflecting reality and functions is required for a comfortable atmosphere of office at this moment when the efficiency of productivity, improvement of productivity and creative production are mainly emphasized in an office. The elements of office interior design are various according to the size and style of office. Various design elements such as finishing materials, color and lighting are used for a space constitution.

By introducing the concept of 'Office landscape' or 'Open planning' in 1951, the fixed walls for an independent closed space were disappeared. By arranging the space freely at need, the arrangement of 'Work station' is adopted according to the working style. In addition, this design style can reduce a sense of incompatibility between ranks of position and protect the minimum privacy of the employees. The communication between the workers become more simplified. A large-seized company requires a wide and big office using the whole building or several floors of a building. In this case the design should be harmonized with the function of working, ranks of position and objectives of an organization.

设计过程

室内设计与建筑设计同步进行是最为理想的。但是，大多数的室内设计都是在建筑设计完成以后才开始进行的，或者是建筑物已在建设之中。正因为如此，其室内设计势必会受到业已定型的空间格局的限制。

1. 确立规划方案

首先应明确提出规划方案，以便明晰雇主的要求。规划方案的内容应该包括类型、空间隔断的数量、空间隔断的连接、有关设施、仓库以及特殊设备的处理等。除此之外还应考虑到标准的视觉效果、隔音效果、受建筑因素影响的格局定位是否适当，以及因改建而确立的标准性等。

该项方案还应提出管理建议和管理体系，设计出企业形象、标识和业务导向。

Design Process

It is ideal to conduct the interior design together with the architecture design. But most interior design is conducted when the architecture design is completed or architecture is constructed or opened. In this case the interior design is restricted by the architectural elements that are fixed in a space.

1. Set up Project Proposal

The first phase is to set up the project proposal in order to describe the requirements of clients. This proposal includes type and number of spaces, relation of spaces, facilities, warehouses and requirements for special facilities. It contains a right to view, noise isolation, propriety of architectural element arrangement, and general points for remodeling.

The proposal contains the management mind and image of the company, management organization system and business directions.

2. Site Analysis and Evaluation

A designer should conduct the site analysis and evaluation. Since the drawing from the

2. 实地考察与现场评估

作为一名设计者，必须做到的一点就是进行实地考察和现场评估。由于建筑设计人员或雇主提供的图纸往往不十分精确，这就需要设计者自己根据现场的实地测量对图纸进行有效的修改，并对那些需被强调或改动的因素进行通盘考虑。

3. 就空间设计进行调查研究

设计者应对与其设计方案有关的信息资料进行调查分析与研究。他应走访那些相似的工程现场，广纳各种信息资料，甚至于就某些特殊的要求直接与那些工作于此类办公场所的工作人员进行面对面的接触，以便使其设计方案适合于各种需求。他应向雇主提供一份尽可能详细的设计方案，并在听取其建议后做出补充或修改。

3.1 办公场所的主要功能

办公场所因格式和业务性质等原因，其所具有的功能也是不尽相同的，但它的基本功能则如下所述：

①决策功能：此项功能包括计划编制、议题审定和信息整理等。其目的是确认相关信息的可信程度，进而提出建议并做出决定。

②通讯功能：此项功能为信息的传递扫除了时间与空间上的障碍。因为没有良好的信息情报方面的交流，工作效率是无法获得提高的。

architecture designers or clients is not correct in common, the designer should rewrite the real drawing of construction by measuring the site. He should analyze the elements to be emphasized or changed in the selected site.

3. Research on Space Design

A designer should conduct research on information relating to the project. He should conduct the design project suitable to the special needs by visiting similar project sites and conducting various researches including interview with users for the office with special requirements. He should offer a detailed program to the clients and compensate or change design through opinion exchange.

3.1 Major Functions of Office

The functions of an office are different according to the style and range of business, but its basic functions are as follows.

① Decision-making function: It includes planning, approval, and information creation. It is to review the related information, propose and decide resolution.

② Communication function: It is to remove obstacles of time and space for communication because the work productivity can not be improved when the information is not smoothly

③分类管理功能：办公场所需建立一套档案存放体系，对所有的档案进行分类保管，并通过数据处理功能对这些信息资料进行筛选、处理、回放、储存以及必要的删除。

3.2 主体空间的大小确定之后，包括仓库等在内的辅助性空间尺寸便可计算出来了。其排列组合应根据邻界处的具体情况充分考虑到空间格局的相互关系。如果是两层楼或两层楼以上的设计方案，则应根据各自的功能通过叠加法进行排序。

3.3 分体设计

①入口和门厅：入口和门厅应该能够体现包括企业CI工作方式在内的办公场所的整体特点。它应具有防盗和防火的功能，同时还要出入方便。

②接待场所：此处被分成两个部分，一块被办公人员及办公设施所占用，另外一块则留给来访人员。其中办公区应按能够充分表现企业形象的方式来设计。照明与家具的设计则应侧重于来访者一边，以便使其等待时感觉舒适一些。

③经理室：高级职员房间应设在较高的位置上，如处同一个楼层，则应设计在边角处，并具有良好的照明与视觉效果。此处应单独设计出一个接待处，在保持其具有独立性的同时，也表明其与众不同的地位。

shared.

③ Office arrangement function: There are a document arrangement function to set up, distribute and store documents and a data processing function to collect, process, retrieve, store, and abolish information.

3.2 If the size of major spaces is estimated, the size of additional space including storage space can be calculated. The arrangement should consider the correlation between spaces through analysis of adjacency. For the project of two floors or more, the floor arrangement should be conducted through the stacking plan according to functions.

3.3 Design for each space

① Entrance & lobby: It represents characteristics of an office including CI working of the company. It requires the prevention from robbery and fire and convenient use of the building.

② Reception space: It divides into a space for desk clerks and a space for visitors. The space for desk clerks should be planned to express the image of company well. The lighting and furniture should be planned for the visitor's space so that visitors can wait in comfort.

③ Executive's room: The room for person of a higher rank is located in the upper part or in

- ④ 秘书室：此处应设计得能容纳造访经理室的客人，并进行业务洽谈。
- ⑤ 洽谈室：作为企业政策执行者的经理人员的洽谈场所，应被设计成包括接待室和洗手间在内的较大型的豪华洽谈室，其中还应设有为20人提供服务的产品介绍系统和通讯设施。作为一般的洽谈室，应被设计成能容纳4~10人的小型的、非正式的会议室。
- ⑥ 办公间：在整个办公区内将办公间按序排列，以便此处的工作人员得以享有属于其自己的一小块天地。设施的摆放应设计得便于员工之间的交流。包括电话、电器和通讯在内的各种设备的线路应设计在地板下面或办公间的隔墙里。
- ⑦ 资料室：相关的图书和资料可以陈列在走廊里。如想单独辟出一块空间作为资料室的话，可以考虑多使用一些安全性能较高的建筑材料，而且还应装配可以保持适当温度与湿度的设备，以延长这些材料的使用寿命。
- ⑧ 休息室与厨房：此处可为全体员工提供放松身心的场所。

the corner part with excellent lighting and view if it is on the same floor. It should keep its independence to design an extra reception space so as to express the position of employees.

④ Secretary's room: It should be designed to entertain visitors of executive's room and conduct business.

⑤ Conference room: As for the conference room for executives who decide policies of the company, it arranges a large-sized grand conference room with a reception space and toilet including a presentation system and communication facility to accommodate 20 persons. As for the common conference room it is small-sized and informal meeting room for 4 to 10 persons.

⑥ Office: It arranges the space so that the workers can enjoy their private zone in the office. The furniture should be arranged for an easy communication between employees. The wiring for various equipment including telephone, electric, and communication should be arranged in the floor or in the panel of open office furniture.

⑦ Morgue: The books can be displayed in the corridor. If an extra space is secured for the morgue, it should take the load of materials into account for the security of architectural structure. The morgue should be equipped with a facility system for a proper temperature and humidity so as to prevent from damage of materials.

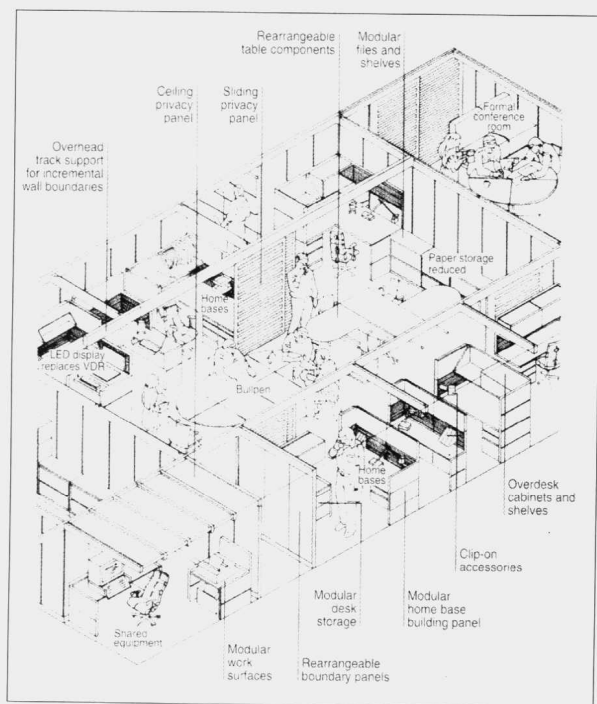
⑨大型办公场所的公共区域：如果这是一家大型企业，其办公楼内应设计有相应的公共区域，例如大厅、门廊、休息厅、停车场、只供员工们就餐的自助餐厅以及长廊等。

4. 预算调整

如果满足雇主的所有要求，往往会使预算金额超支。此时应通过雇主和用户观点上的转变对其做出适当的调整。设计者也应就此问题与雇主进行磋商，促其降低室内设计的标准，如能获准，则可在实施下一个步骤时通过对细节部分的调整实现减少预算的目的。

5. 绘制分步草图

从计划编制到工程结束可分四个阶段绘制施工图纸。



图一选自：《Stone and Luchetti》，1985 年

⑧ Relaxation and kitchen: It gives an opportunity to relax in the office.

⑨ Pubic area of a large-sized office: If it is a large company, the public space should be planned in the building such as a lobby, atrium, lounge, public park, cafeteria only for employees and gallery.

4. Adjustment of Budget

To satisfy with the requirements of client causes an excess of budget sometimes. It should be adjusted through opinion exchange of clients and users. The designer should consult with the clients about budget taking quality of interior design into account. If it is approved, he should

①起始图：其目的是确立整体方案的基本类型，因为此时首先需要考虑的是设计合同、设计材料的取舍，以及设计的标准和预算。

②纲要图：这是一个通过计划中的程序设计进一步发展和体现设计意图的过程。此份图纸通过对地面、天花板、高度以及隔断等方面的描绘形象化了设计者的设计宗旨，同时为了保持空气流通顺畅，可设计使用格栅、模块、组合件等建筑材料，以及采用敞开式设计方法。该步骤应该能够通过草图、透视图和电脑绘图体现出饰面、色彩以及空间形象，从而将最终方案确定下来。

③施工图：施工图使在起始图中仅作为预算、定价和建造方法的参考性资料而制订的方案得到了具体体现。它应由多份基础样图组成，以便使每个基本组成部分的施工步骤都能符合预计的建筑标准。

④补充图：其任务是根据现场位置的变动、设计方案的补充、设计方案的改动以及开工后的详细审定等不定因素处理细节方面的设计以及供求上的变化。

conduct the next phase through adjustment of details.

5. Set up Drawing for Each Phase

There are four drawing set-up procedures from planning to construction.

① Preliminary drawing: It is to set up the drawing as a type of planning instead of a concrete drawing considering design contract, analysis and synthesis of design materials, design principles and budget.

② Schematic drawing: It is a process to develop and realize design according to the programs of planning. It visualizes idea through the floor plan, ceiling plan, elevation plan and section plan considering circulation by means of grid, modular, cluster and open plan. It expresses finishing, color and space image through sketch, perspective drawing, computer graphic to fix the design.

③ Working drawing: It sets up the design decided in the preliminary drawing as materials for estimate, bidding and construction. It includes basic detailed drawings so that the construction method for each element can be criteria for estimate and construction.

④ Shop drawing: It deals with the detailed design and changes of supply and demand

6. 细节因素

这里包括针对地面、墙壁和天花板等的建筑因素，办公家具设置因素，照明、静声、空气调节和供暖因素，以及色调和后期装饰因素。

6.1 建筑因素

关于地面的主要因素有 matiere、触觉、冷暖调的感觉、吸音效果和色调。关于天花板的主要因素有吸音效果、光线和空气调节。关于墙壁的主要因素有隔音、吸音、声音分离和视觉感受等。

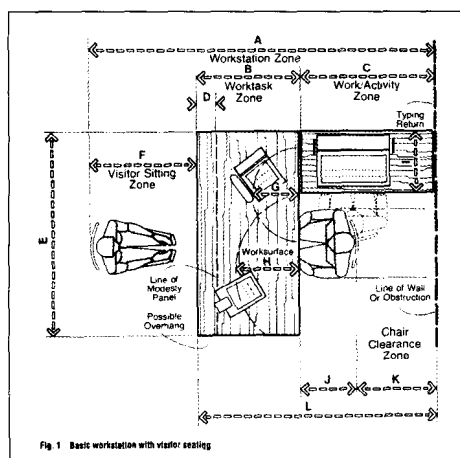


Fig. 1 Basic workstation with visitor seating

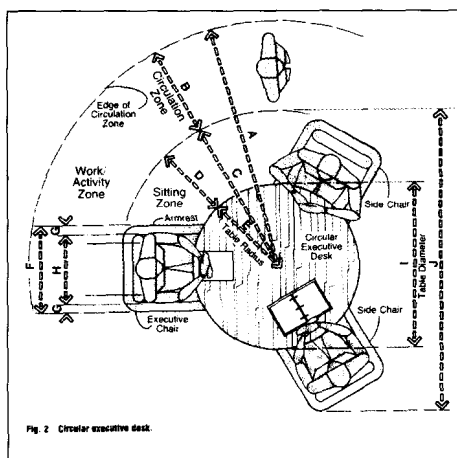


Fig. 2 Circular executive desk

图二选自：室内设计和空间布局之省时标准图

图三选自：室内设计和空间布局之省时标准图

according to the changes of site situation, compensation of design, design change and specification design after starting construction.

6. Detailed Elements

It includes the architectural element for floor, wall and ceiling, furniture element for furniture and fixtures, facility element for lighting, sound, air conditioning and heating and color and finishing element.

6.1 Architectural element

The major elements of floor are matiere, sense of touch, cool and warm feeling, sound absorption and coloration. The major elements of ceiling are sound absorption, lighting and air conditioning. The major elements of wall are soundproofing, sound absorption, sound isolation and visual effect.

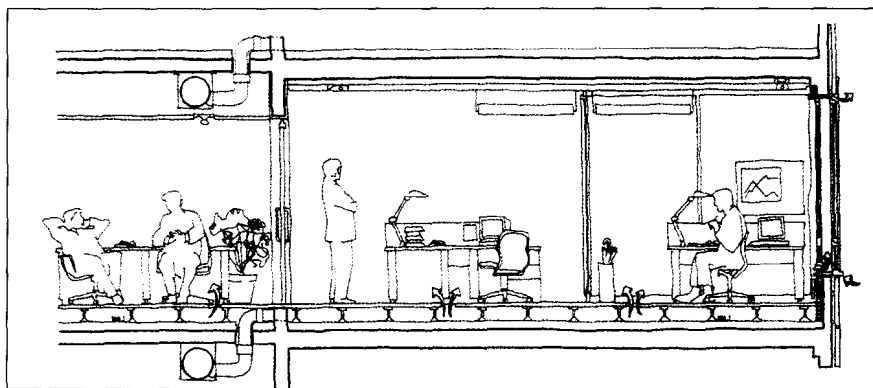
6.2 Furniture

6.2 办公家具

办公家具应在充分考虑到使用者业务性质的基础上采用富有人情味的工艺外形。设计人员应核对一下雇主的要求,通过对所需办公家具编制表格来完成其排列方案。成套的办公家具可以有多种组合形式,这使得使用者根据需要随意进行组装和拆解成为可能。

① 工作台: 工作台是办公场所的基本单位,一般只能容纳一个人。它因所在位置和使用者的业务性质而有不同的摆放形式。

② O.A. 办公家具: O.A. 办公家具应用了办公自动化概念,以便提高信息资料的处理速度,提高办公效率,减少办公费用,进行优化组合,改善办公质量。



图四选自:《DEGW, Reinventing the workplace》

It should consider the aspect of human technology for the business efficiency focused on the users. The designer should check the requirements of clients for the arrangement planning by listing up the necessary furniture. A system furniture makes it possible to have various combination styles for assembly and disassembly according to the purpose of use.

① Work station: It is a basic unit of an office space that a person occupies. It has a different style according to the position and type of business of users.

② O.A. furniture: It applies the concept of office automation for furniture to speed up information processing, improve productivity, reduce office expenses, optimize organization and improve accuracy of working.

③ System furniture: It is constituted with several unit elements to give changes according to the characteristics of space. The space division and working function of the system furniture is more various and effective than the conventional furniture.

③组合办公家具：此种办公家具由多个组合单位构成，并可根据空间特点进行改动。该组合办公家具的空间配置和使用功能远不同于常规办公家具，且效果更佳。

6.3 照明

可根据业务类型和使视觉舒适一些的目的选用配有照明系统的办公家具。通常情况下几乎所有的办公场所使用的都是下射灯，而与办公家具配套的局部照明系统的使用是根据空间特点来决定的。仅就照明而言，最常用的是荧光灯。卤灯、白炽灯和U形灯的使用也是由空间特点来决定的。

①公共办公室的照明：此类照明应使人感觉光线充足且不眩目。室内的明亮感觉应是舒适的，同时还要考虑到与空气调节间的关系。这种照明效果应该通过由自然光线和人工照明相结合的 PSALI（室内人工照明永久性补充）体系来获得，既可以节省能源，又可提高效率。

②经理室：经理室应通过棚顶灯或整体照明系统获得均衡的照射效果，然后再根据办公家具的摆放位置做局部光线的分配调整。

③洽谈室：这里要注意的是应根据洽谈时间的长短来调整照明系统的闪烁感和亮度。可按办公桌的摆放形式设计照明效果。

④门厅：门厅处的光线应表现出柔和的效果，以使来访者有一种舒适的感觉。

6.3 Lighting

The lighting furniture should be chosen according to the working style and purpose to give a visual comfort. The down light is generally used in all space and a system lighting and partial lighting can be used according to the characteristics of space. For the lighting, a fluorescent light is mainly used. A halogen, an incandescent and U-lamp can be used according to the characteristics of space.

① Lighting of common office: It should have enough luminous intensity without dazzling. The brightness of interior should be comfortable and the relation with air conditioning should be considered. It should provide with the energy efficiency by adopting PSALI(Permanent Supplementary Artificial Lighting of Interiors) mixed with natural light and artificial lighting.

② Executive's room: It maintains the average luminous intensity by means of luminous ceiling lighting or whole lighting. It gives the effect of space division by means of the partial lighting according to the arrangement of furniture.

③ Conference room: It adjusts blink and light of lighting according to the contents of conference. The lighting should be arranged according to the arrangement style of table.

④ Lobby: The lobby should be expressed as a tender image so as to give a positive image to the visitors.

⑤ 电梯和走廊：此处所有的散射光应全部来自于入口处。

6.4 声音

作为敞开式办公场所，要求预先做出室内噪音的防治措施。根据房间的形态、大小和结构的差异，其声音的吸收、反射、扩散、衍射和共鸣等均不同程度地受到墙壁、天花板和地面等因素的影响。

① 墙壁：墙壁应被厚厚地覆盖或涂抹，以保持其里外的隔音效果。如空间较大，可采用诸如玻璃等隔音材料防止声音的传播。

② 地面：可以使用高密度材料进行隔音。

③ 天花板：可在天花板与墙板之间通过使用多层回音材料来减少隔音材料的使用。

④ 开阖处：此项设计应充分考虑到隔音、照明、通风、视觉、太阳能以及经济效益等诸多因素。窗户应考虑使用密封的双层结构。高强度隔音材料应用于门的外面一侧，而内侧则可使用吸音材料，以减少声波的传播，同时还可采用毛毡或橡胶片保持其密封效果。

⑤ Elevator and corridor: It has the whole diffusion lighting to lead direction to the entrance.

6.4 Sound

For the open style of office, it is required to prepare against noise of interior. The sound absorption, sound reflection, diffusion, diffraction, and resonance occur from architectural elements of wall, ceiling and floor according to the type, size and structure of rooms.

① Wall: The wall should be plastered or painted to keep the secrecy of inside and outside. For the air space, it uses insulation including glass to reduce the sound transmission.

② Floor: It isolates sound by using materials of high density.

③ Ceiling: It reduces the sound isolation by using sound absorption materials of multiple reflection between ceiling and slab

④ Opening: It is designed to consider sound isolation, lighting, ventilation, view, solar energy and economical efficiency. The window is constructed as double window of air tight. The surface material of high sound isolation is used for the external of door. For the inside of door, it uses sound absorption materials to enhance the loss of transmission. It maintains the air tight by using felt or rubber sheets.