

## Glossary

The world of office and interior design is full of unfamiliar concepts and industry jargon. That is why we have prepared a glossary of several dozen terms explaining our services and more. Can't find what you're looking for? Let us know ([michaela.kopecka@capexus.cz](mailto:michaela.kopecka@capexus.cz)) and we will be happy to expand the list.

### **Activity-based workplace**

In an [activity-based workplace](#) (ABW) the interior is chosen according to the field or the seat location based on the type of work being performed by the employee.

### **AR**

Augmented reality (**AR**) refers to technology that blends the real environment with computer-generated objects. An example is Pokémon Go, but also an application that allows you to imagine how a chair will look in your interior.

### **Bench desking**

It is simply a desk in the shape of a long bench where employees sit together. This type of seating arrangement significantly improves team communication.

### **Brainstorming**

Brainstorming is a group creative activity during which the goal is to generate ideas on a specific topic. This technique of finding new ideas requires not only a moderator and rules, but also suitable space. Often, spaces outside the office are used for brainstorming.

### **Branding**

Interior branding refers to the use of the brand's visual identity. Branding uses logos, visual styles, colours and other brand features as they are defined.

### **BREEAM certification**

The BREEAM (British Research Establishment's Environmental Assessment) system is a worldwide certification for sustainable construction and environmental performance. Globally, more than 550,000 buildings are BREEAM certified.

### **Burnout syndrome**

Burnout syndrome is a state of emotional exhaustion and fatigue. The syndrome can be classified as a stress disorder.

### **Cat-A fit out**

The basic adjustment of an interior space, usually with mechanical and electrical installations. It is therefore a functional but empty space.

### **Cat-B fit out**

This covers everything from room furnishings to selection of decor. The process involves the selection of surface finishes as well as the implementation of branding. This fit-out makes the space functional and ready to be delivered.

### **Clean desk policy (CDP)**

An enterprise directive that determines the state in which employees should leave their workspace when they leave the office. Most [clean desk policies](#) require employees to remove everything at the end of the day except the workstation – laptop, monitor and other hardware. This helps companies achieve a prestigious look and protect sensitive data.

### **Coworking**

Coworking is a literal translation of the Czech word "*spolupráce*". In practice, it is a shared workspace for different types of workers, including freelancers.

### **Design & build**

[Design & build](#) is the complete procurement of turnkey projects. [CAPEXUS handles all phases of the project](#) including design, technical supervision and quality control.

### **Desk sharing (or share desking)**

Desk sharing means sharing a desk. Employees are no longer assigned to a specific workspace that belongs only to them. One place is freely available to several different employees. Desk sharing saves employers costs and streamlines processes.

### **Feng shui**

[Feng shui](#) is a traditional Chinese teaching that deals with the relationship between people and their living space. The aim is to establish harmony in space.

### **Fit out**

Fit out is the construction and technological work [implemented](#) before the interior elements are installed. At this stage, it is still possible to incorporate requirements for possible changes.

### **Floor plan**

A plan that lays out the floor design, wall thickness, materials, room layout, relationships between structural elements or holes in masonry, among other things.

### **Genius loci**

*Genius loci* is a Latin phrase meaning the "spirit of a place". Today it is mainly used in conjunction with the unique atmosphere or charm of a particular location or building.

### **Home office**

A concept that represents the opportunity to work from the comfort of home. This employee benefit is becoming increasingly popular among employees.

### **Hot desking**

Hot desking is a job sharing model where multiple employees can use one workspace. It is synonymous with desk sharing.

### **Chill out zone**

An area where employees have space for [relaxation](#), rest and hanging out with colleagues. A chill out zone usually offers comfortable seating and refreshments.

### **Internet of Things**

The Internet of Things is a trend where appliances, lighting and other devices are connected to the internet and can also be controlled remotely via the internet.

### **LED lighting**

LED (Light-Emitting Diode) lighting has low consumption and long lifespan.

### **LEED certification**

Like BREEAM, LEED is a globally used certification that takes into account sustainable construction and describes the environmental impact of the building. The LEED system (Leadership in Energy and Environmental Design) works with the American ASHRAE standards. It was created by the American Society of Heating, Refrigerating and Air-Conditioning Engineers.

### **Lobby**

In office and administrative interiors, this is the entrance area where the reception and waiting area for visitors can be found.

### **Locker**

A lockable cabinet where employees can store personal belongings. Lockers are a clever and practical solution especially in offices with a clean desk policy.

### **Lounge**

Usually a lounge or space offering comfortable seating for conversation, informal meetings and communication with colleagues.

**Microoffice (also: silent room)**

A micro office offering [soundproofing and privacy](#), suitable for making phone calls without disturbing others in the office, for example.

**Open plan**

This is the correct English term for open space, i.e. the arrangement of the workplace in one space without partitions.

**Open space**

Advantages may include efficient use of space, but the disadvantages may include increased noise levels. That is why architects are designing various types of acoustic solutions and subtle divisions in the form of storage space, screens, curtains or mobile partitions.

**Relax zone**

A space reserved for relaxation, rest or meeting with colleagues. It is usually located entirely outside the work area and offers comfortable seating and refreshments.

**Scrum**

A project management method primarily focused on the organization of the development team in order to achieve the highest efficiency and agility development. Scrum often needs to be adapted to the layout of the workspace and individual team members.

**Space plan**

Represents the use of physical space in terms of its purpose and who uses it. Space planning helps ensure efficient utilization of floor space without wastage.

**Stand-up meeting**

Stand-up meeting (or simply "stand-up") is a meeting where people stand and therefore tend to convey only the most important information as quickly as possible. While standing is not usually mandatory in practice, the effectiveness of this meeting format should be maintained.

**Start-up**

A start-up is a newly established or starting company, which usually develops rapidly, adapts quickly and has great potential for growth thanks to modern technologies. It is often financed by venture capital.

### **Sustainability**

The practical ability to meet basic needs without negatively impacting the environment and the standard of living of future generations.

### **Test fit**

A plan to confirm that the requirements can be implemented in a specific space.

### **VR**

Virtual reality (VR) is a technology that allows the user to interact with a simulated environment, resulting in the illusion of the real world.

### **Wearables**

Wearable electronics, usually in the form of a small electronic device that a person can wear, for example on the wrist, neck or clothing.

### **WELL certification**

[WELL](#) certification of healthy indoor environment comprehensively focuses on the healthy indoor environment of buildings and the impact of the environment on people's mental and physical health.

### **Workplace consultancy**

[Consultancy](#) which helps to understand how a current or future space should be used. A workplace consultant assesses how a space should be adapted and optimized for future needs, work efficiency and employee well-being.