Glossary – Office Furniture

The world of office furniture is full of strange and sometimes vague or technical terms. We have therefore decided to prepare a glossary of several dozens of these terms that will help you better navigate the selection of equipment or discussions about office space. For a better overview, we have also divided the terms into several basic categories.

General terms

Ergonomics

A science focused on the optimization of human needs in the work environment. Ergonomic furniture has been designed to support the functionality and comfort of a person at the workplace. Proper ergonomics reduces the risk of musculoskeletal problems, joint pain, back problems, neck pain and other health problems.

Modularity

The ability to change parameters or shape. Modular furniture is designed to be used exactly according to the dimensions and requirements of the room. It is easy to install and dismantle as needed.

Corporate identity

The way the company presents itself visually to the public and within its own workspace. These include logos, colourful furniture or wall design, and additional elements such as stickers or panels with company emblems.

Off modular

The ability of individual pieces of office furniture to connect not only at the ends, but also in other parts.

Wellbeing

Employee wellbeing is an important factor in designing office furniture and spaces.

Workplace

A broader term for an office building, a specific floor or, for example, a coworking space in which people perform work.

Workspace

Can be a separate office or a specific desk at which a person works.

Workstation

Typically focused on a specific type of task, such as writing, working in a call centre, etc. A workstation with a screen is a good choice in open space offices because it offers workers room for concentration and efficient work.

Types of rooms in the office

Closed office

Office space, which is divided into separate rooms where individuals or smaller teams work.

Meeting room

A conference room designed for meetings with clients, colleagues or business partners. A properly designed conference room should offer a high degree of flexibility with modular furniture and other adjustable features.

Open space

An office that has a large shared space without division into individual rooms. Employees' privacy and well-being can also be achieved in an open space office by means of correctly positioned spatial and acoustic elements.

Phone booth

A mini office or workstation resembling a closed phone booth, which allows the occupant to work in a standing position and without being disturbed by the surrounding environment.

Safe haven

A room in the office designed for people to relax and recharge.

Workspace / desk

Anti-Rebound

This furniture function ensures that the drawer does not open or return when closed with normal force.

Bench desking

Bench desking is a space-saving solution. This office desk system is best suited for large open spaces and is great for companies that use shared desks.

Coffee table

A table with a square top closed on all sides and identical height on each side.

Desk sharing

A system in which a single workspace is shared by multiple employees, which promotes collaboration and reduces space requirements.

Load bar

A fixed bar near a workstation that holds accessories and other items.

Sit stand desking

A desk that allows the user to alternate between sitting and standing, thanks to the height adjustable desktop. For men of average height, a desk height of approximately 70 cm is recommended. For women the recommended height is 65 cm. However, the height of the desk should always be adjustable to suit the needs of the individual.

Seating

Active seating

Active sitting allows you to move around while sitting. Sitting or standing for protracted periods has negative health effects. It is therefore a good idea to keep at least one type of active chair or stool at the desk.

Asynchronous control

Asynchronous control for a chair is a multifunctional control for tilting chair elements so that the back rotates independently and allows you to adjust different positions.

Club chair

A comfortable chair for one user, often placed in the lounge or lobby.

Dynamic synchronous control

The backrest and seat cushion dynamically respond to the person's movement to provide maximum support and comfort at all times. A very convenient ergonomic solution for prolonged office work.

Guest chair

A small guest chair designed for short-term use.

Love seat

A chair for two people.

Armrest

Part of the chair designed to rest the arms. Ideally, the armrests should be made of soft material and height adjustable.

Seat

The part of the chair on which the person's backside is located. It should be adjustable in height and be able to slide forwards and backwards.

Soft seating

The seating elements of furniture that are padded or have pillows. These include couches, ottomans, beanbags or padded chairs.

Stackability

The ability to stack individual elements of furniture (especially chairs) on top of each other to save space when not in use.

Task chair

A specialized desk or office chair. It combines comfortable seating with ergonomic features and provides workers who spend long hours at their desks with the support they need to work effectively.

Backrest

The part of the chair that provides support for the back. A properly adjusted backrest maintains the natural curvature of the lower back, reduces tension and allows the user to sit comfortably for several hours.

Monitors

Monitor holder

Monitor holders are used to adjust the monitor's tilt, height or rotation. Ideally, the top of the monitor should be at eye level and 40 to 70 cm away from the face. Improper adjustment of the monitor may result in neck or lumbar pain.

Refresh rate

The number of times the monitor updates the new image each second. The higher the refresh rate (in Hz), the smoother the picture.

Response

Monitor speed when processing a request to change an aspect of the image (click, cursor move). A low response means smooth and sharp images even with rapid changes in a dynamic digital environment.

Cabling

Cable management

Cable management refers to the management and arrangement of electrical or optical cables. Cables can easily become entangled, making them difficult to work with and unsightly. Clever office furniture, conduits and other accessories can help you organize your cables.

Horizontal and vertical cable lead

A cable management system on the floor, walls and desks. Cables enclosed in metal or plastic enclosures are routed in such a way as to minimize the aesthetic impact on the office and not interfere with work while ensuring that all employees are connected to important technologies.

Wireless

In a modern office there can be wireless computer peripherals, or you can wirelessly recharge mobile phones using special pads. These can be part of the office furniture.

Digitalization

Digitalization in the office

Information sharing, connecting teams or work from anywhere, from any device. Digitalization allows you to have all the necessary information online at the right time, regardless of where you're working from, using smart applications, information systems and media.

Blocks

A system of lockers with smart locks, which can be easily fitted into any interior and used via a mobile app.

IoT

Abbreviation for "Internet of Things", interconnected devices that use sensors. For example, based on sensor information, a variety of smart devices can change the temperature or humidity level in the office in real time, as needed.

Paperless office

An office that works with a minimum of paper or eliminates paper usage altogether. Paperless office operations can be achieved by relying on digital document creation platforms.

Sensors

Components of the Internet of Things that collect data on temperature, humidity or, for example, air quality in the office. Based on the collected data, the conditions in the office change either automatically or according to the current needs of employees.

Spaceflow

An app that connects building owners with their residents. It enables efficient management of communication regarding the services offered in the building as well as easier sharing of information about the use of individual premises. It works great in offices as a tool for sharing services or for booking conference rooms or shared workplaces.

Videoconferencing

The holding of remote meetings using telecommunications technology where both audio and video are transmitted.

Acoustics

Acoustic panel

Panels are walls, screens or other separating elements that can be decorative and have practical, especially acoustic, functions. The acoustic panel or board is made of sound absorbing materials. Thus, as sound passes through the acoustic board, the sound intensity decreases. Loss of sound energy is a desirable function of the panel in offices and meeting rooms.

Room acoustics

Sound propagation in confined spaces. The goal when building offices is to use room acoustics to minimize noise and maximize the privacy of individual employees.

Psycho acoustics

The subjective human perception of sound. Everyone has a different noise level that bothers them, and the office space must be designed with the needs of employees in mind.

Silent room

A portable soundproof booth in which you can make private calls without being disturbed by sounds from the surrounding environment.

Building acoustics

A branch of construction which deals mainly with sound insulation in buildings.

Wall booth

A suspended and soundproof phone box for private calls in the middle of an otherwise noisy office.

Micro office

Closed offices for one or two people, where the occupant can concentrate or make phone calls without disturbing those around him. The advantage of a micro office is the possibility to place it in the interior without the need for building modifications.

Other accessories

Bean bag chair

A comfortable sitting bag, especially suitable in the relaxation zone.

Hammock

A hammock is great for rest and relaxation. It is a stylish addition to the office and an ideal addition to the relax zone.

Markerboard

An erasable board for writing with a special marker. Also referred to as a whiteboard.

Ottoman

An ottoman is a type of couch, a solid upholstered sofa without a backrest.

Office rules

Green policy

A set of rules in the office to reduce carbon footprint and make the workplace more environmentally friendly. This includes promoting and increasing greenery in the workplace in the form of plants or green walls.

Kid friendly

An office with space suitable for the children of clients (toys in the waiting room) or staff (babysitting).

Pet friendly

A workplace where employees can bring a pet to the office can be a great benefit for your current and future employees.

Awards

BigSEE

The BigSEE Interior Design Award is an international award for design creativity and quality interior design. CAPEXUS won this award in 2019.

Red Dot Award

The world's most prestigious awards for product and communications design. The Red Dot Award is also held by Actiu, a Spanish manufacturer of office furniture, exclusively represented by CAPEXUS in the Czech Republic.

Can't find a term you don't understand? Let us know and we will be happy to explain it and add it to the glossary.