



Day 1 Planning Guide

At ROOM, we're rethinking the modern workspace with simple, sustainable, and modular architecture. This comprehensive guide presents our current product offering and how you can leverage ROOM for a better workplace.



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1 Overview

At ROOM, our mission is to make room for people. We reimagine the modern workplace with simple, seamless, and sustainable solutions.

This document is a comprehensive and technical product guide designed to assist clients on workplace, real estate, or design teams, as well as contractors, design and project management firms looking to use ROOM to create a more productive and engaging workplace.

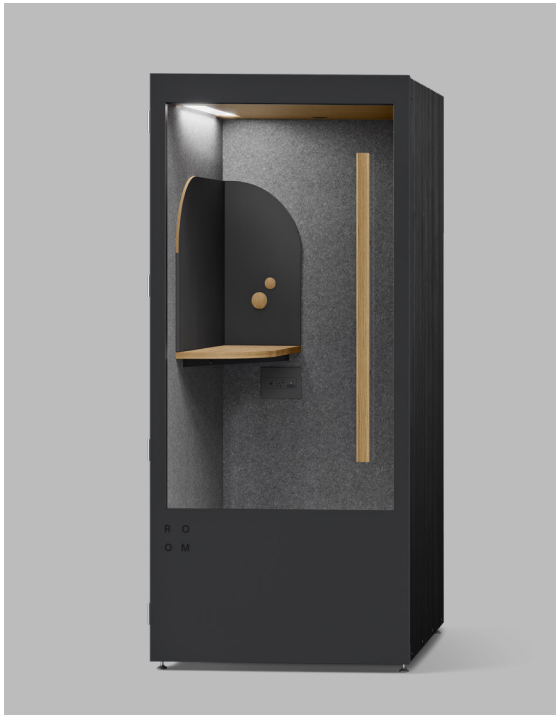
In here, you'll find details on our modular product suite, along with recommendations on how to best integrate ROOM products into your office layout, facts about compliance and safety, and helpful tips to ensure your ROOM products are in good shape and well-loved by employees for years to come.

All placement guidelines and recommendations presented in this document are based on the IBC (2018), NFPA and ADA.



2.1 Phone Booth

Our soundproof Phone Booth is an affordable way to optimize your office space for a happier, healthier, and more productive workforce. By creating space for solo phone calls, virtual meetings and focused work, our booth ensures you never have to fight over conference rooms or take calls in the hallway again.



2.1a Dimensions

Exterior

H 88.8" x W 41.5" x D 43.8"

H 225.6cm x W 105.4cm x D 111cm

*Depth includes door handle

Interior

H 82.7" x W 36.5" x D 38.4"

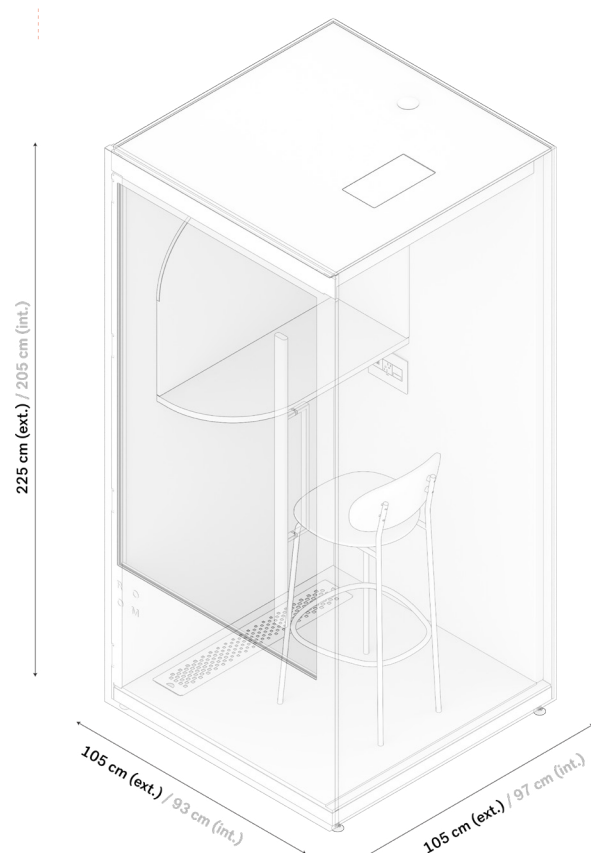
H 203.2cm x W 92.7cm x D 97.5cm

Desk height

42.8" / 108.7cm

Weight

457.5 lb / 207.6 kg



2.1b Primary materials

Polyethylene terephthalate (PET)

The primary component of all three of our walls, dense PET absorbs internal echoes and enhances speech intelligibility. Each of our flagship Phone Booths use PET made out of 1,000+ recycled plastic bottles, and to date, we've repurposed millions of bottles.

Particleboard

This is the exterior component of our walls, which blocks sound from traveling out of the booth, ensuring that what you say inside the booth, stays inside the booth. It's lightweight and durable to provide sufficient structure for the booth. All of our particleboard is [CARB Phase II compliant](#).

Acoustic felt

Made out of 100% natural breathable wool and no dye added, the acoustic felt provides natural sound insulation and enhances the overall aesthetics of the booth.

Magnetic door

We intentionally use a lightweight door to facilitate affordable shipping. Industrial strength magnets on the door also create a strong seal that minimizes sound leakage. Aluminum frame and metal face plate enhance the booth's overall soundproofing capability.

Industrial carpet

Made of 100% solution dyed PET for higher resistance to wear and tear, the carpet is easy to clean with a handheld vacuum.



2.2 Meeting Rooms

Made for one-on-one conversations and small group discussions, the Meeting Room creates room for collaboration without additional construction. The Meeting Room Pro offers a built-in Jabra PanaCast 180-degree camera and monitor for seamless video-conferencing. Our Meeting Room is also available 'open' creating the ideal space for impromptu brainstorms and discussions.



2.2a Dimensions

Exterior

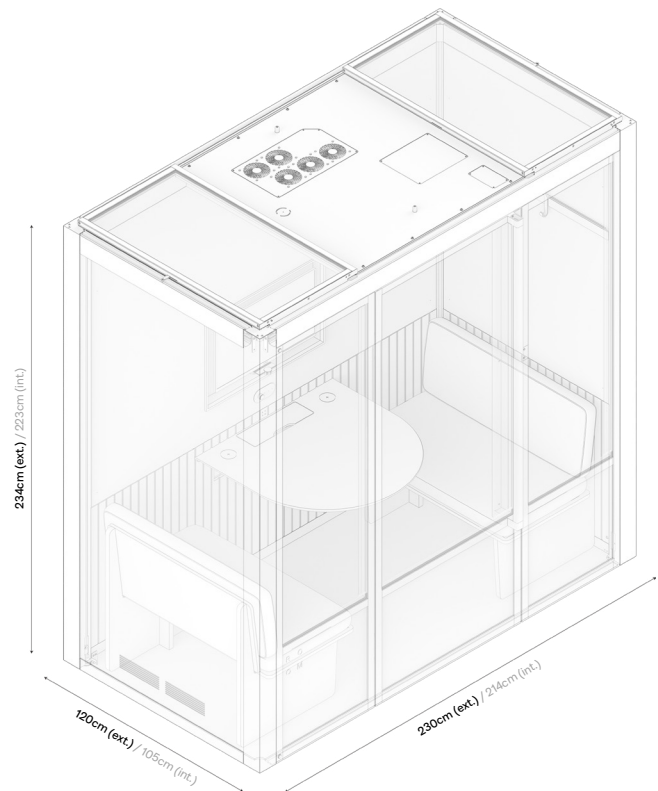
H 92.1" x 90.6" inches x D 47.2"
H 234cm x W 230cm x D 120cm

Interior

H 87.8" W 84.3" x D 41.3"
H 223cm x W 214cm x D 105cm

Weight

1,471 lb / 667.2 kg (Standard)
1,505 lb / 682.6 kg (Pro)





2.2a Dimensions

Exterior

H 92.1" x W 90.6" x D 47.2"

H 234cm x W 230cm x D 120cm

Interior

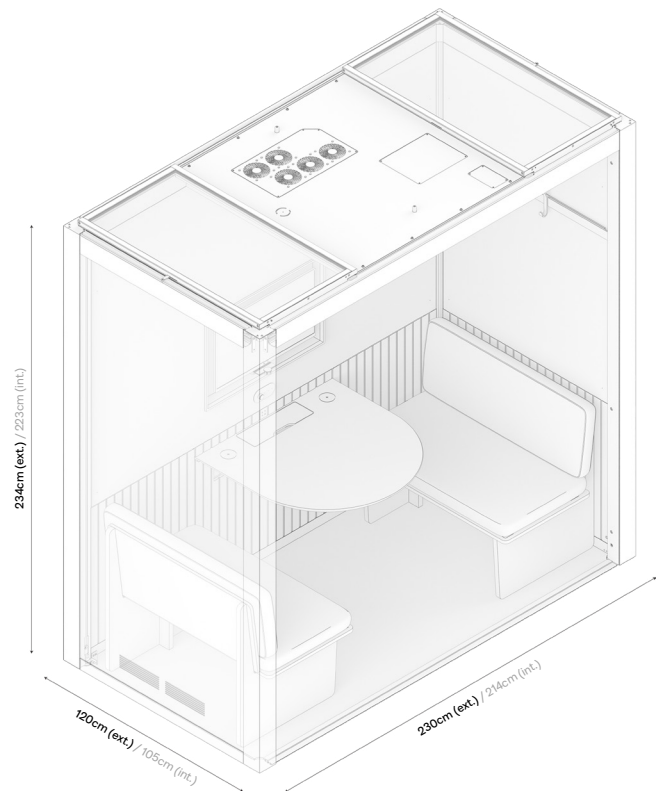
H 87.8" W 84.3" x D 41.3"

H 223cm x W 214cm x D 105cm

Weight

1,125 lb / 510.3 kg (Standard)

1,159 lb / 525.7 kg (Pro)



2.2b Primary materials

Polyethylene terephthalate (PET)

The primary component of all three of our walls, dense PET absorbs internal echoes and enhances speech intelligibility. Each of our rooms use PET made out of over 1,000 recycled plastic bottles, and to date, we've repurposed millions of plastic bottles.

Plywood

This is the interior component of our walls, which blocks sound from traveling out of the room, ensuring that what you say inside the room stays inside the room. It's lightweight and durable to provide sufficient structure for the room. All of our Plywood is [CARB Phase II compliant](#).

Sheet Metal

This is the exterior component of our walls that fortifies the soundproofing of plywood material. It also provides a high-quality matte finish that stands out among similar pod products, while seamlessly blending into any office environment.

Aluminum extrusion

Our structure is sustained by aluminum extrusions. Aluminum is highly customizable and lightweight, yet rigid and strong, ensuring that the unit can withstand the test of time. It also allows for a refined color expression through a powder coat application.

Acoustic felt

Made out of a breathable blend of wool and nylon, the acoustic fabric allows sound absorption and enhances the overall aesthetics of the booth.

Industrial carpet

Made of 100% nylon for higher resistance to wear and tear, the carpet is easy to clean with a handheld vacuum.



2.3 Focus Room

Privacy meets productivity with the Focus Room, a thoughtfully designed personal office that allows you to concentrate on the task at hand. With over 70% of employees plagued by noise and distraction in the modern office, the Focus Room makes it easy to step in, get settled, and get focused on your next big idea.



2.3a Dimensions

Exterior

H 92.1" x W 90.6" x D 47.2"

H 234cm x W 230cm x D 120cm

Interior

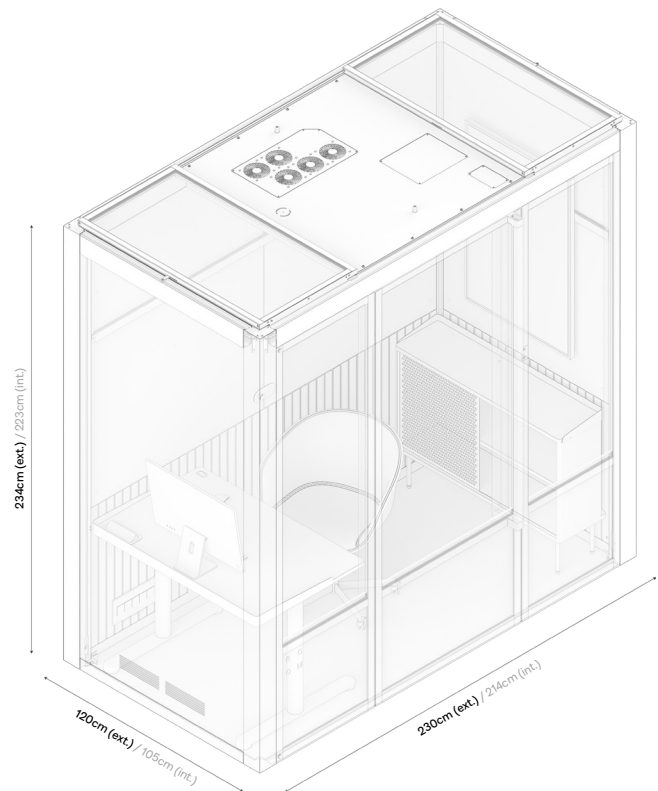
H 87.8" W 84.3" x D 41.3"

H 223cm x W 214cm x D 105cm

Weight

1,320 lb / 624.1 kg (Standard)

1,442 lb / 654 kg (Pro)



2.3b Primary materials

Polyethylene terephthalate (PET)

The primary component of all three of our walls, dense PET absorbs internal echoes and enhances speech intelligibility. Each of our rooms use PET made out of over 1,000 recycled plastic bottles, and to date, we've repurposed millions of plastic bottles.

Plywood

This is the interior component of our walls, which blocks sound from traveling out of the room, ensuring that what you say inside the room stays inside the room. It's lightweight and durable to provide sufficient structure for the room. All of our Plywood is [CARB Phase II compliant](#).

Sheet Metal

This is the exterior component of our walls that fortifies the soundproofing of plywood material. It also provides a high-quality matte finish that stands out among similar pod products, while seamlessly blending into any office environment.

Aluminum extrusion

Our structure is sustained by aluminum extrusions. Aluminum is highly customizable and lightweight, yet rigid and strong, ensuring that the unit can withstand the test of time. It also allows for a refined color expression through a powder coat application.

Acoustic felt

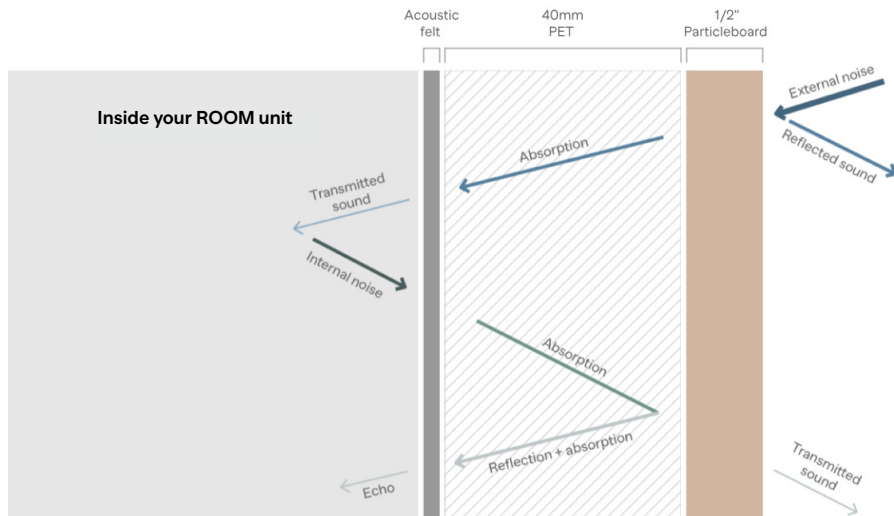
Made out of a breathable blend of wool and nylon, the acoustic fabric allows sound absorption and enhances the overall aesthetics of the booth.

Industrial carpet

Made of 100% nylon for higher resistance to wear and tear, the carpet is easy to clean with a handheld vacuum.

2.4 Acoustics

Our design and choice of materials ensure that the noise transmitted from the unit is so low that it naturally becomes masked by the background noise in the office. As a result, what you say inside your ROOM unit stays inside the unit.



Our Phone Booth, Meeting Room and Focus Room all have a Noise Insulation Class (NIC) rating of 30dB. Like STC, NIC is a single number that expresses the actual degree of sound control between two adjoining areas measured at various frequency levels (pitches), onsite in a building. This method is commonly referred to as a “Field Test”. The higher the NIC number, the better the control.

To put into perspective, compare our products’ NIC ratings with the following:

- Loud Motorcycle = 110 dB
- Conversational Speech (3 feet) = 60 dB
- Quiet Office/Library = 40 dB
- Soft Whisper = 30 dB

2.5 Sustainability



A sustainable alternative to fixed construction and traditional workspace design. Here at ROOM, we are committed to designing, sourcing, manufacturing and delivering sustainably, recycling our products and thinking cyclically to reduce our impact on the environment. We're pioneering a new, sustainable type of architecture that reduces waste from traditional construction.

From bottle to booth, and design to delivery, we have thought about sustainability every step of the way.

We source sustainable & recyclable materials

Every minute, one million plastic bottles are thrown away around the world, which comes at a great expense to our environment. We believe that there's a better place for your empty Evian than a landfill, which is why we engineered our soundproofing materials with recycled plastic bottles. In fact, each one of our modular products is engineered with over 1,000 recycled plastic bottles. To date, we have repurposed nearly 17 million bottles and counting

Built to last & adapt

We build for longevity and adaptability in order to replace multiple cycles of construction and the waste derived from it. By thinking cyclically, we're helping to reduce the near 600 million tons of construction and demolition waste created each year.

Reduce CO2 footprint from shipping and packaging

We reduce our carbon footprint by shipping flat and using sustainable packaging. We've even placed an icon on all of our packaging reminding our customers and assembly teams around the world to recycle our packaging post-installation.

3 Planning

3.1 Placement guidelines & recommendations

Phone Booths

Compared to built-in phone rooms, our modular Phone Booth takes up less than 13 square feet and can easily be moved around the office and positioned in an area that needs it most.

We recommend the following for placing your Phone Booth:

- Allow 3 inches of space behind the booth.
- Allow 41 inches of space in front of the booth to allow the door to swing open fully.
- Plan on 6" between booths if you plan on anchoring them. This is to allow access for the tools required to anchor them.
- The power cord is 10 foot long. Chicago Electrical Code requires all phone booths use a 2 foot power cord, which can be ordered.
- Allow a minimum of 18" below sprinklers. This is a requirement by IBC and NFPA.
- Do not place the booths in a way that reduces the minimum width of any egress system component. Booths must be installed in accordance with NFPA 101-2018 Section 7.1.10, as well as IBC 2018 Sections 1003.5 and 1005.7.

Meeting Rooms and Focus Room

Unlike traditional construction, our Meeting Rooms and Focus Room can be positioned in various places throughout your office, or to an entirely new location.

We recommend the following for placing your Meeting Room and Focus Room:

- Allow 3 inches of space behind the booth.
- Allow 36 inches of space in front of the room to allow the door to swing open fully.
- Plan on 6" between ROOM units and 6" between building walls on the sides of the unit.
- The power cord is 5 feet long. Chicago Electrical Code requires all phone booths use a 2 foot power cord, which can be ordered.
- Allow a minimum of 18" below sprinklers. This is a requirement by IBC and NFPA.
- Do not place the rooms in a way that reduces the minimum width of any egress system component. Booths must be installed in accordance with NFPA 101-2018 Section 7.1.10, as well as IBC 2018 Sections 1003.5 and 1005.7.

3.2 Planning recommendations

Place booths in high-activity areas.

Generally speaking, the more crowded an area, the higher the noise level. Our products are best situated in close proximity to where they're most needed. They can create space for focused work and private calls in heavily trafficked areas, or create space for important conversations in quiet areas.

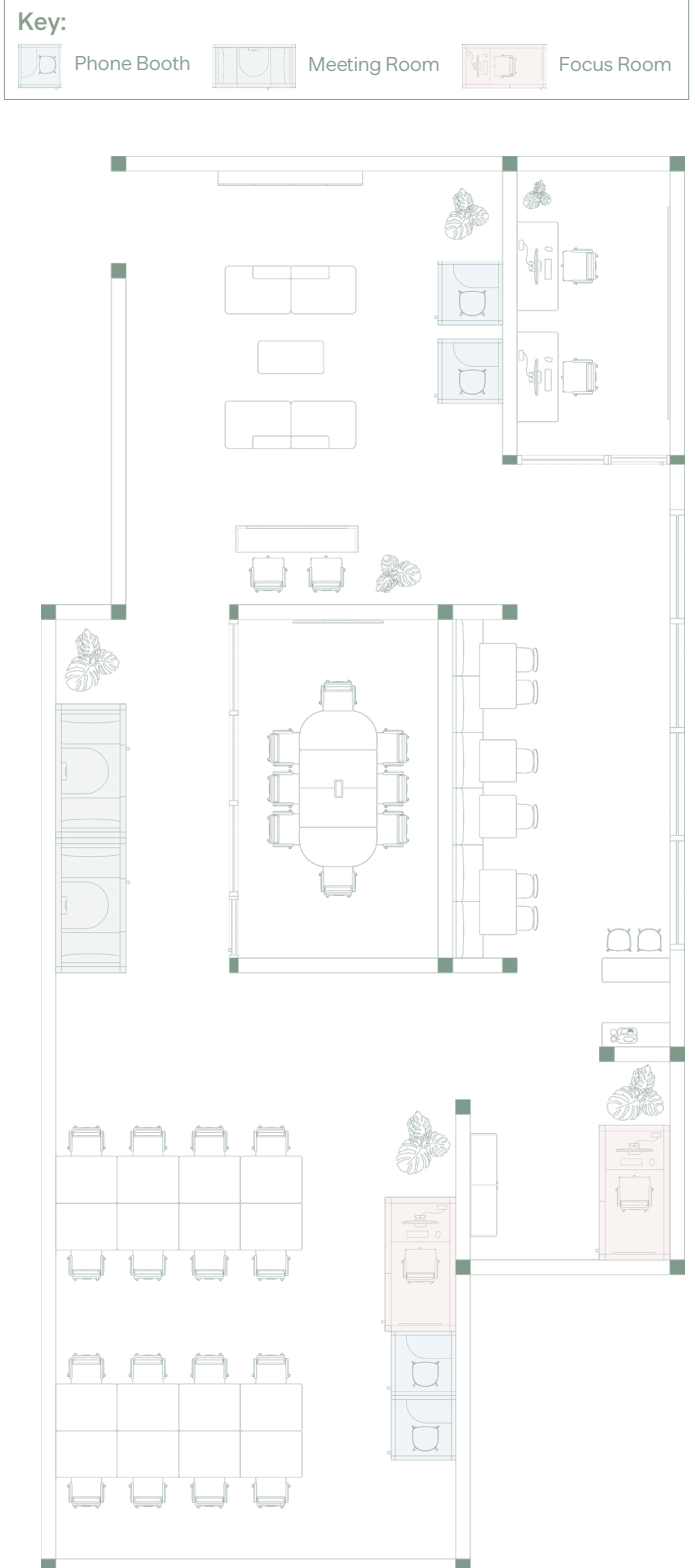
Set the rule: no camping out allowed.

Promote proper use by ensuring team members use Phone Booths for one-hour time blocks or less. Make sure you have enough Booths throughout the space so they're available to anyone who needs to pop in for a quick work session.

For Meeting Rooms and Focus Rooms, our add-on booking system bracket mounts to any tablet hardware used by your team so you can view and manage meeting room usage.

Convert underutilized spaces into productivity hubs.

Our modular products are designed for flexibility. Our booths and rooms have a small footprint that enables multiple units to easily be placed in a row against a wall, lining a hallway, or within dead space, to ensure you're maximizing your real estate.





3.3 Resource Library

Phone Booth

[3D FILES](#)

[MATERIALS & FINISHES](#)

[ASSEMBLY MANUAL](#)

[RENDERS](#)

Meeting Room

[3D FILES](#)

[MATERIALS & FINISHES](#)

[ASSEMBLY MANUAL](#)

[RENDERS](#)

Focus Room

[3D FILES](#)

[MATERIALS & FINISHES](#)

[ASSEMBLY MANUAL](#)

[RENDERS](#)

Open Meeting Room

[3D FILES](#)

[MATERIALS & FINISHES](#)

[ASSEMBLY MANUAL](#)

[RENDERS](#)

3.4 Delivery & Assembly

Packaging

Each Phone Booth is packaged in six heavy-duty cardboard boxes.

Box 1 (~70 lb)
H 45" x L 43.4" x W 8.1"
H 114cm x L 110.2cm x W 20.5cm

Box 2 (117 lb)
H 90.3" x L 45.4" x W 4.1"
H 229.2cm x L 115.4cm x W 10.3cm

Box 3 (83 lb)
H 90.3" x L 45.4" x W 4"
H 229.2cm x L 115.4cm x W 10.3cm

Box 4 (~100 lb)
H 90.3" x L 45.4" x W 4"
H 229.2cm x L 115.4cm x W 10.3cm

Box 5 (~70 lb)
H 45" x L 43.4" x W 8.1"
H 114cm x L 110.2cm x W 20.5cm

Box 6 (~85lb)
H 90.2" x L 45.4" x W 4"
H 229cm x L 115cm x W 10cm

Each Room S product is packaged in 20+ heavy-duty cardboard boxes, in 3 skids.

Skid 1
H 50" x L 94" x W 48.5"
H 127cm x L 239cm x W 123cm

Skid 2
H 37" x L 94" x W 48"
H 94cm x L 239cm x W 122cm

Skid 3
H 40" x L 44" x W 44"
H 102cm x L 112cm x W 112cm

Certificate of Insurance (COI)

Many office buildings require a Certificate of Insurance (COI) for all freight deliveries. ROOM's delivery and assembly partners are able to provide a COI for your unit when needed.

Once you have placed an order, we'll be in touch to gather any delivery instructions and COI requirements you might have. We'll then make sure our partner's COI is approved by your building before we make the delivery.

Assembly

Our products are designed for easy assembly, but we can make it even easier by assembling it for you. If you choose the assembly option at checkout, our expert technicians will assemble your ROOM products upon delivery and remove all packaging and debris when they're done. Once your ROOM is unboxed, the assembly time will typically be under an hour for our Phone Booths and under three hours for our Meeting Rooms and Focus Room. Depending on which city you're located in, we may send a separate crew for delivery and assembly.

Assembly is highly recommended for all Meeting Room and Focus Room purchases. It can be purchased at checkout or added to any order prior to delivery by contacting our support team. If you prefer assembly outside of business hours, we can certainly accommodate that.

4 Compliance

4.1 Certifications

Overview of ROOM Product Certification

Certification	Phone Booth	Meeting Room	Open Meeting Room	Focus Room
UL 962	√	√	√	√
ASTM E84 (Fire Safety)	√	√	√	√
ULC-S102 (Fire Safety)	√	√	√	√
SCS Indoor Advantage Gold	√	√	√	√
BIFMA	√	√	√	√
Seismic anchorage solution (for concrete and wood floors)	√	√	√	√
CE	√	√	√	√
UKCA	√	√	√	√
RCM	√	√	√	√

√ designates certifications already achieved.

ETL listed

ETL is the approval mark of Intertek, which is part of a group called Nationally Recognized Testing Laboratory (NRTL) that tests to the UL Standards. Our Phone Booth, Meeting Room and Focus Room are all ETL marked and listed to UL Standard 962.

Conforms to UL STD 962

UL 962 recently underwent revisions and is now the standard for prefabricated privacy booths. The scope has been broadened to include new electrical, egress, and fire safety requirements for these products.

SCS Indoor Advantage Gold

Indoor Advantage Gold Certification is SCS Global Service's highest level of indoor air quality performance for furniture. The certification assures that furniture products support a healthy indoor environment by meeting strict chemical emission limits for volatile organic compounds (VOCs). To be certified, products must be tested by independent labs for compliance with the ANSI/BIFMA X7.1, and either ANSI/BIFMA e.3 or CDPH/EHLB Standard Method V1-1 for VOC emissions of concerns.

CSA STD 22.2 #203 certified

Canadian Standards Association (CSA) is a group that sets safety standards in Canada. ROOM's ETL listing is certified to CSA 22.2 #203, the category for modular electrical systems for office furniture.

BIFMA certified

Business and Institutional Furniture Manufacturer's Association (BIFMA) is the leader in developing furniture safety, durability, and sustainability standards.

**ASTM E84
tested**

UL standards for furniture dictate that products adhere to certain BIFMA guidelines. All ROOM products meet all of the BIFMA requirements set by UL 962.

ASTM E84 is the standard testing method for Surface Burning Characteristics of Building Materials. It's the fire test dictated by UL 962. Test results for ROOM meet the requirements set by UL STD 962. ROOM's ETL listing indicates that our Phone Booth, Meeting Room, Focus Room and Open Meeting Room meet UL 962 standards for flammability.

**TSCA VI
compliant**

TSCA VI is the formaldehyde emissions standards for composite wood products. EPA TSCA VI is the federally adopted standard based on CARB, which was developed in the State of California. All of ROOM's Particleboard and MDF is compliant to TSCA VI because it's CARB compliant.

**CAL TB117-13
conforming**

CAL TB117-13 is the standard to test ignition resistance for upholstered furniture. The sofa in our Meeting Room has been tested to and conforms with CAL TB117-13.

4.2 Fire Safety

We've partnered with a global leader in safety engineering to determine compliance of our modular products.

The standards evaluated against are listed below:

- International Building Code 2018
- NFPA 13: Installation of Sprinkler Systems, 2016 Edition
- NFPA 72: National Signaling and Fire Alarm Code, 2016 Edition
- NFPA 101: Life Safety Code, 2018 Edition

4.3 Seismic Anchoring

The purpose of seismic anchoring is to fix our Phone Booth, Meeting Rooms and Focus Room to the structure it's located in to prevent the unit from moving during seismic activity. If you work in a place that falls under a specific seismic design category, you'll need to anchor your unit.

We offer a free step-by-step illustrated guide and anchoring kit to all clients who request them. Our anchoring solution is in accordance with the below:

- 2018 International Building Code
- ASCE 7-16 Minimum Design Loads for Buildings and Other Structures
- ACI 318-14, Building Code Requirements for Structural Concrete
- AISC 360-10, Specification for Structural Steel Buildings, 2010

Please reach out to us at support@room.com if you need to anchor your unit.

4.4 Electrical & power

Powering your units

Our ROOM Phone Booths, Meeting Rooms and Focus Rooms easily connect to a standard electrical outlet.

The Phone Booth's power cord is 10 feet long with a standard 3-prong, 120 volt plug, while our Meeting Rooms and Focus Room have a 5 ft long power cord with a standard 3-prong, 120 volt plug. You can plug all units into a power strip or extension cord if allowed by local electrical code.

Plugging in our products will allow you to activate the built-in ventilation fans, LED lighting, and the internal power outlets.

Motion sensor

Our Phone Booths, Meeting Rooms and Focus Rooms come with a built-in motion sensor that helps you stay energy efficient. When you walk into the unit, the sensor automatically turns on both the overhead LED light and the ventilation fans to create a comfortable, cool environment. If no motion is detected for 30 minutes in the Phone Booth, or 15 minutes in the Meeting Room and Focus Room, the sensor will automatically turn off the light and fans, preventing the unit from using more energy than needed. The sensor also comes with a manual override.

Power outlets

The Phone Booth has two power outlets, 120V, located near the desk, so you can charge your laptop and phone while you work.

Our Meeting Rooms have a built-in powerbox that includes the following:

- Power Outlets + Charging: 3 AC outlets, one USB-A port and one USB-C port
- Monitor Connection: 1 USB-C wire connects your device to the built-in monitor
- Ethernet: 2 CAT6 data ports
- Camera Connection: 1 USB-A port connects your device to the Jabra PanaCast webcam in our Pro Model

Our Focus Rooms have a built-in power unit that includes the following:

- Power Outlets + Charging: 2 AC outlets, 1 USB-C port, and 1 USB-A ports in-desk and 3 additional AC outlets on the wall
- Ethernet: 2 CAT6 data ports keep you connected throughout your work session

Our Meeting Room units offer wireless charging capabilities.

Power usage

ROOM units have three types of electrical components: LED lights, exhaust fans, and power outlets. There will be additional usage for any electrical device that is plugged into the outlet inside the unit.

Phone Booth:

- The LED light draws 12W at 12V, and each ventilation fan draws 1.2W at 12V.

Meeting Room and Open Meeting Room:

- In an idle state, the units draw 2.4W.
- When the fans and lights are turned on, 62.2W.
- For our Pro model including the monitor, 77.4W.

Focus Room:

- In an idle state, the Focus Room draws 2.4W.
- When the fans and lights are turned on, 62.2W.

For all units, a motion sensor activates the fans and/or lighting for energy efficiency.

Please note that the City of Chicago Jurisdiction requires that all units are plugged into a dedicated branch circuit.

4.5 Accessibility

The current suite of ROOM products are not ADA accessible. Spaces need to be at least 60 inches wide for wheelchairs to make a 180 degree turn inside them.

ROOM will be introducing an ADA accessible option of our Meeting Room and Focus Room soon. Our Phone Booths are 41.5" wide and 43.3" deep, and our Meeting Rooms and Focus Rooms are 7.1' wide and 3.5' deep.

4.6 Air quality & ventilation

We've developed a ventilation system that constantly circulates fresh air within our ROOM units when turned on.

Our Phone Booths come equipped with two ultra-quiet fans located in the roof and discreet airflow inlets in the floor.

The air inside our units are fully replenished nearly every minute (60 seconds for our Phone Booth and 67 seconds for our Meeting Room and Focus Room), nearly 5x that of a standard office conference room which performs a full air change every 5 to 12 minutes.

In order to optimize airflow, we recommend adjusting the feet of your ROOM units so that the unit is raised about one and a half inches off the ground.



5 Care & Maintenance

5.1 Caring for your ROOM products

For all of us, a little TLC can go a long way. Your room is no different. Here are some helpful tips that ensure your ROOM products are in good shape and well-loved by employees for years to come.

5.1a Keep it clean

Phone Booth

Clear plexiglass pane - Spray both sides with a plexiglass cleaner. Gently wipe away with a soft cloth. Avoid glass cleaners with alcohol, as they can seriously damage the booth surface.

Carpet - This one is easy: Vacuum it like the carpet you have at home. For spot treatments, use a carpet cleaner. Don't forget to give yourself a pat on the back when you're done.

Outside walls - Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold, and moisture. Dust frequently with a soft, damp, clean cloth or mild detergent solution. Avoid using chemical or abrasive cleaning compounds. To avoid build up of cleaning agents, rinse the laminate surface with warm water and wipe with a clean damp cloth.

Floor grate - What's underneath your feet matters. Remove the floor grate and vacuum the inside to keep it clear of dust.

Fans - When it comes to taking care of the fans on top of the booth, there's no need to break a sweat. Regularly dusting them will keep them in good shape.

Interior wall fabric - The acoustic felt protects your privacy. Using a brush attachment, lightly vacuum the fabric to give it some love. For spot treatments, gently dab with cold water.

Door, door frame & magnetic board - When it comes to removing stains or smudges, there's nothing like a damp magic eraser.

Meeting Rooms

Glass doors, skylights and windows - Spray both sides with a window cleaner like Windex. Gently wipe away with a soft cloth.

Metal frame - When it comes to removing stains or smudges, there's nothing like a damp magic eraser.

Fans - No need to break a sweat for this one. Regularly dusting the fans will keep them in good shape.

Carpet - This one is easy: Vacuum it like the carpet you have at home. For spot treatments, use a carpet cleaner. Don't forget to give yourself a pat on the back when you're done.

Air inlet - First, slide the sofas out towards the table. Then, remove the four screws using the 4mm allen wrench to access the air channel. Now you can go ahead and vacuum the air inlet. Do this about twice a year to keep it clear of dust. (Does not apply to Open Meeting Room)

Interior wall fabric - The acoustic felt protects your privacy. Clean with water-based cleaning agent or solvent: depending on the stain, you can use a dry-cleaning solvent, the foam of a mild detergent, or upholstery shampoo.

Table - Apply a neutral pH cleanser with a microfiber cloth or sponge. Rinse with cool water, and make sure to dry the area with an absorbent cloth. Great cleanser options include the Forbo Neutral pH Cleaner, 3M™ Neutral Cleaner 3H, and Ecolab® QC 34 High Performance Neutral Floor Cleaner.

Sofas - Light vacuuming on a regular basis will keep the fabric looking fresh. For spot treatments, dab with warm water.

5.2 Warranty

We offer a 2-year warranty on every Phone Booth, Meeting Room or Focus Room you purchase. You can find more details on our warranty page [here](#). In short, we cover the full cost of repairs or replacements needed due to manufacturing defects. The warranty on our booths and rooms is valid from the date of purchase, and it does not apply to products that have been stored, used, or assembled incorrectly.





6 Contact

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NEW YORK

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SAN FRANCISCO

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MIAMI

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MELBOURNE

20 Russell St

SYDNEY

85-91 William Street