

Pod placement guide

Everything you need to know to get the most out of your office pods



We want companies and their people to succeed

As pioneers of the office pod industry, we have spent years researching office design, engaging in customer dialogue, and developing an expert understanding of the problems offices are facing today - and the challenges they will encounter in the future.

We want to share our insights and expertise for creating successful workplaces. All of the ideas and suggestions in this guide can be achieved with Framery smart pods and Framery Workplace Technology - whether you're upgrading an existing space or starting a new design project.

This guide will help you understand how to get the most out of soundproof pods, integrate them into your plans for maximum impact - and succeed in the next era of work.

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1 Plan

Consider workplace requirements such as ways of working, compliance, and sustainability when choosing the right pods.

Supporting the needs of next-era work

Assessing the workplace

Working requirements

Employee support

Choosing the right pods

Size & Layout

Amount of pods

Incorporating technology for a better workday

Pod safety & compliance

Sustainability

Customizing your pods

Supporting the needs of next-era work

Soundproof pods provide workplace privacy for a wide range of needs - from phone calls and focused tasks to virtual meetings and collaborative ideation sessions. Framery smart pods are versatile, high-performance workspaces that satisfy all of the requirements of modern work - creating efficient, adaptable, and employee-focused workplaces.

Prioritize privacy

Office pods are essential for focused work and collaboration - and serve as dedicated places for the influx of hybrid meetings.

Equip for hybrid

Workspaces of all sizes must incorporate enhanced videoconferencing technology to support video calls and virtual meetings.

Provide flexibility

Spaces in the office must support multiple ways of working - and easily adapt to accommodate a variety of functions and uses.

Integrate technology

Equip spaces with technology that responds to the user and improves the experience of working from the office.

Promote well-being

Prioritize wellness with dedicated spaces for rest and recovery - and support physical health with ergonomic furniture in workstations.

Assessing the workplace

Utilizing pods effectively requires an understanding of how people navigate the workplace and work throughout the day.

Ways of working

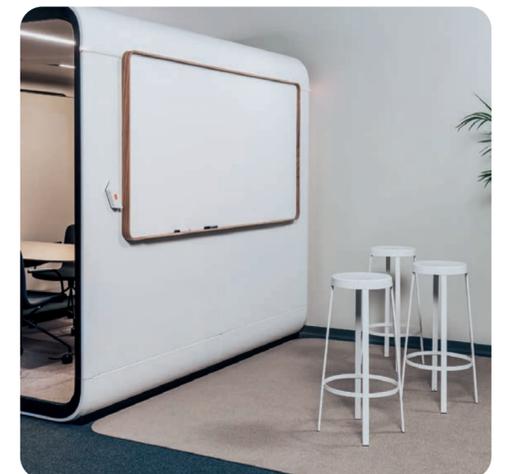
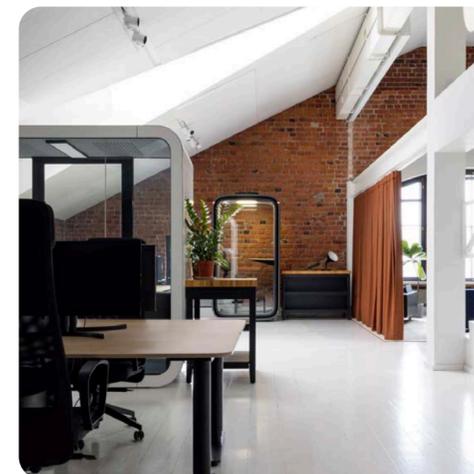
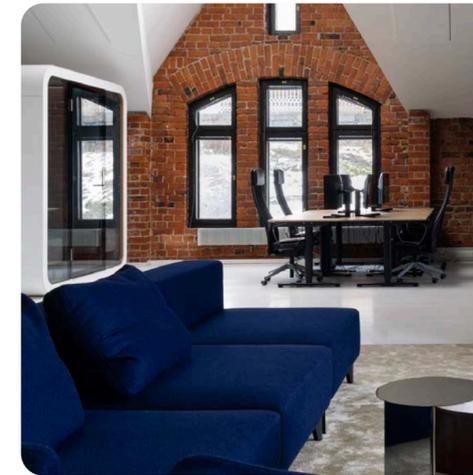
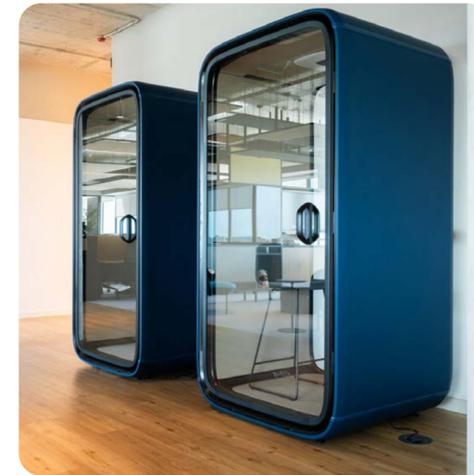
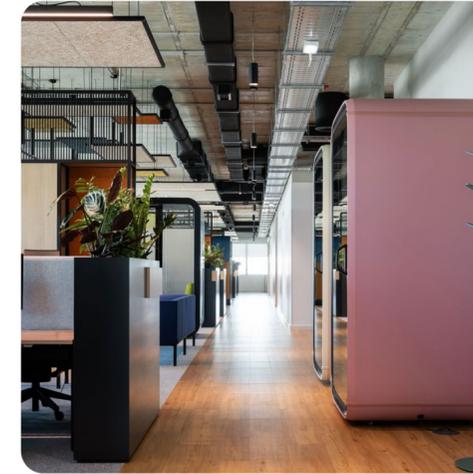
Observe how employees move through the office and identify areas where additional private spaces may be necessary. Consider types of work conducted, frequency of meetings, and the balance of in-person and remote work.

Layout & flow

Assess the layout of the space and how employees utilize it. Evaluate how effectively space is being used and identify areas of congestion or bottlenecks that can be redirected to improve efficiency.

Accessibility & mobility

Evaluate accessibility requirements for employees with disabilities. Consider the ease of access to potential pod locations and assess the feasibility of installing accessible pods in those areas.



Working requirements

Different fields of work have diverse requirements for their working environment. Understanding how the people work in the office throughout the day helps to better support their performance with the appropriate tools and spaces.



Focus spaces

Work that entails frequent calls and time to focus requires quick access to single-person pods.



Collaboration spaces

Collaborative fields require access to 4-6 person meeting pods to support brainstorming and teamwork.



Meeting spaces

Work that takes place through video calls and hybrid collaboration requires both one-person and meeting pods.



Private spaces

Roles that involve private conversations need access to additional meeting pods to guarantee confidentiality.

Employee support

Providing private spaces in the office supports productivity and prioritizes employee welfare. Office pods can be used to create soundproof spaces for workers to relax, recharge, and refocus on the next task ahead.



Physical health

Ergonomic workspaces support proper posture and reduce physical strain - enhancing comfort and increasing productivity.



Social connection

Social spaces promote casual interactions, fostering a sense of community and team bonding - creating a more positive work environment.



Well-being

Designated spaces for rest & recovery allow employees to give their brain a break - and refocus their energy for the next task ahead.



Inclusivity

Accommodating for diverse needs and abilities supports neurodiversity and accessibility - ensuring equitable support from private spaces.

Choosing the right pods

The right office pods can create a workspace that enhances productivity, supports diverse ways of working, and meets both immediate and future needs. Take time to consider which pod is right for your design to ensure your investment meets the specific needs of your workplace by focusing on features, functionality, and overall quality.

Fine-tuned soundproofing

Quality office pods have a Class-A soundproofing rating based on ISO 23351-1 that ensures they do not compromise privacy.

Video-optimized lighting

Hybrid-ready pods utilize multiple sources of light and offer preset lighting modes optimized for video calls and working ambiance.

Sustainable engineering

Well-engineered pods are built sustainably and designed with modular components made from quality, recyclable materials.

Responsive ventilation

Advanced office pods feature adaptive ventilation and adjustable airflow that responds to environmental conditions and improves user comfort.

Integrated technology

Smart pods incorporate user-focused technology to enhance the experience of working in the pod and the offices they inhabit.



Framery smart pods feature advanced technology that improves usability and functionality beyond the scope of traditional office pods - engineered sustainably and designed for the new era of work.

Size & layout

Different pods meet different needs. Choose pods that are available in different sizes and layouts to support a growing variety of working needs. Providing the right pod in the right place will create a versatile and efficient work environment.

One-person pods

Phone booths and workstations designed for individual use. Perfect for heads-down work, ad-hoc phone calls, and video conferences.

- ✓ Framery One Compact
- ✓ Framery One

Team & meeting pods

Large versatile workspaces designed for 4 or 6 people.

Optimized for hybrid meetings, virtual & in-person brainstorming, and direct interactions.

- ✓ Framery Four
- ✓ Framery Six

Accessible meeting pods

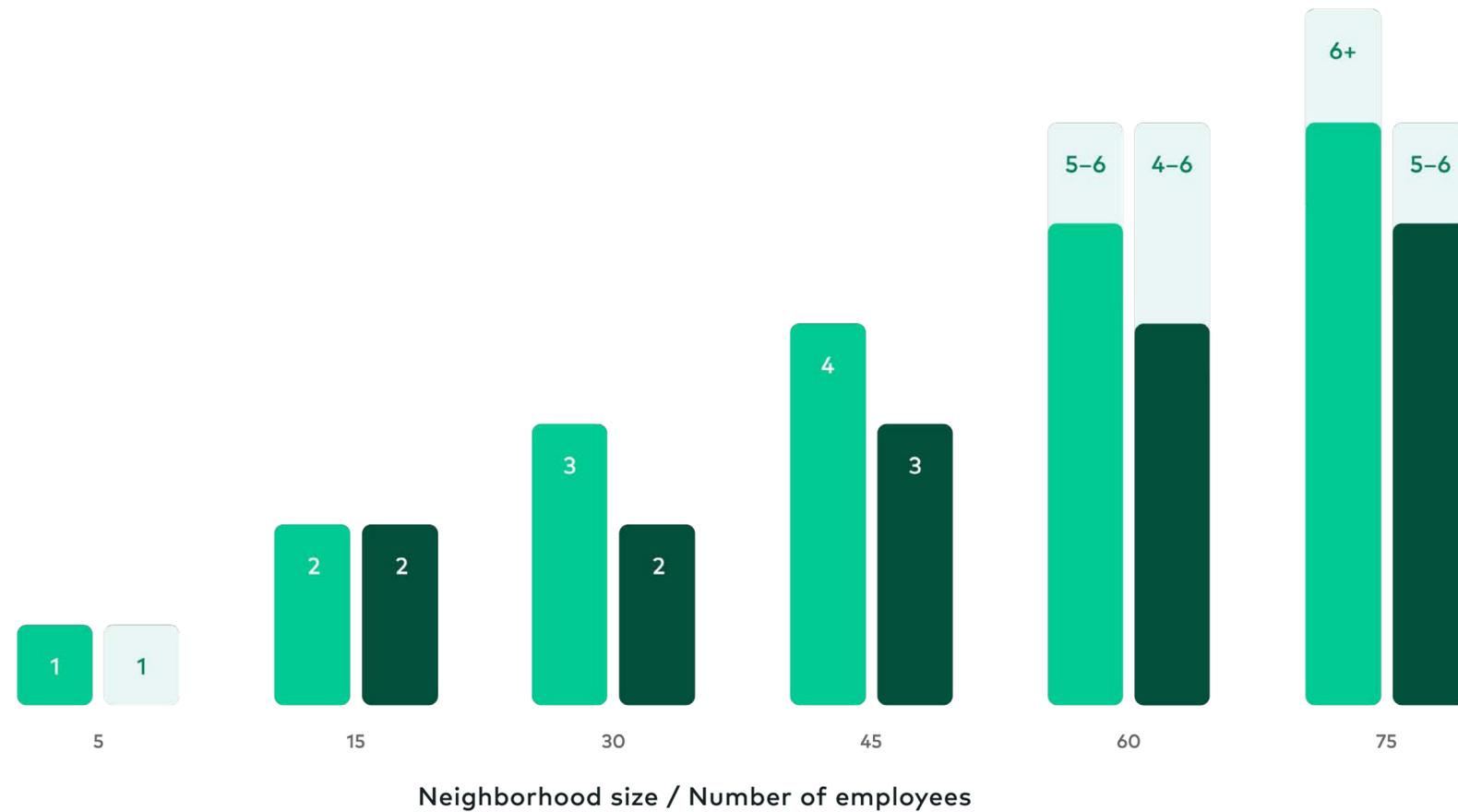
Fully-accessible private workspaces. With inclusive features that maximize usability for all - including a low threshold, folding furniture, and an easy-to-reach accessory rail.

- ✓ Framery Four Accessible

Need	Solution	Framery One Compact	Framery One	Framery Four	Framery Six
Phone & video calls	Framery One Compact is great for taking ad-hoc phone and video calls and Framery One is optimal for longer sessions	✓	✓		
Virtual meetings	Join remotely from Framery One Compact or Framery One, and gather together in Framery Four or Framery Six to connect with remote participants	✓	✓	✓	✓
Collaboration & teamwork	Gather and work together in Framery Four or Framery Six			✓	✓
One-to-ones	The layout of Framery Four is specifically designed to improve engagement in face-to-face meetings			✓	
Heads-down work	Framery One and Framery Four support extended work sessions with ergonomic furniture and integrated accessories		✓	✓	
Confidentiality	Framery One Compact and Framery One for calls and Framery Four and Framery Six for private conversations	✓	✓	✓	✓
Creativity & brainstorming	Framery Four for groups up to 4 and Framery Six for ideating with larger teams			✓	✓
Ad-hoc meetings	Framery Four and Framery Six are perfect for spontaneous gatherings - with occupancy indicators displaying whether they are free to use			✓	✓
Relax & rest	Framery One and Framery Four pods provide privacy and comfort to rest and recharge		✓	✓	
More defined spaces	Use a Framery Four or a row of one-person pods to divide the area and create spaces	✓	✓	✓	
Underutilized collaboration areas	Replace with a Framery Four or a Framery Six to encourage frequent use			✓	✓

Number of pods / Working neighborhood

- Pods for one Framery One Compact, Framery One
- Pods for teams Framery Four, Framery Six
- Adjust for company needs



Amount of pods

Determining the right number of pods is crucial for maintain productivity and privacy across the office. Providing enough pods ensures there is always a private space available when needed.

Base pod requirement

Place one pod in each working area to ensure basic privacy needs are met.

People-to-pod ratio

There should be 1 single-person pod and 1 meeting pod for every working neighborhood of 6-12 workers.

Function-specific adjustments

Incorporate a buffer of additional pods based on varying needs of specific departments.

Incorporating technology for a better workday

Provide real-time availability

Enable real-time locating and booking of available spaces to give employees quick access to privacy when needed.

Make booking spaces easier

Implement the Framery app to provide a way to reserve and adjust bookings through their phone - in advance and on the go.

Leverage occupancy data

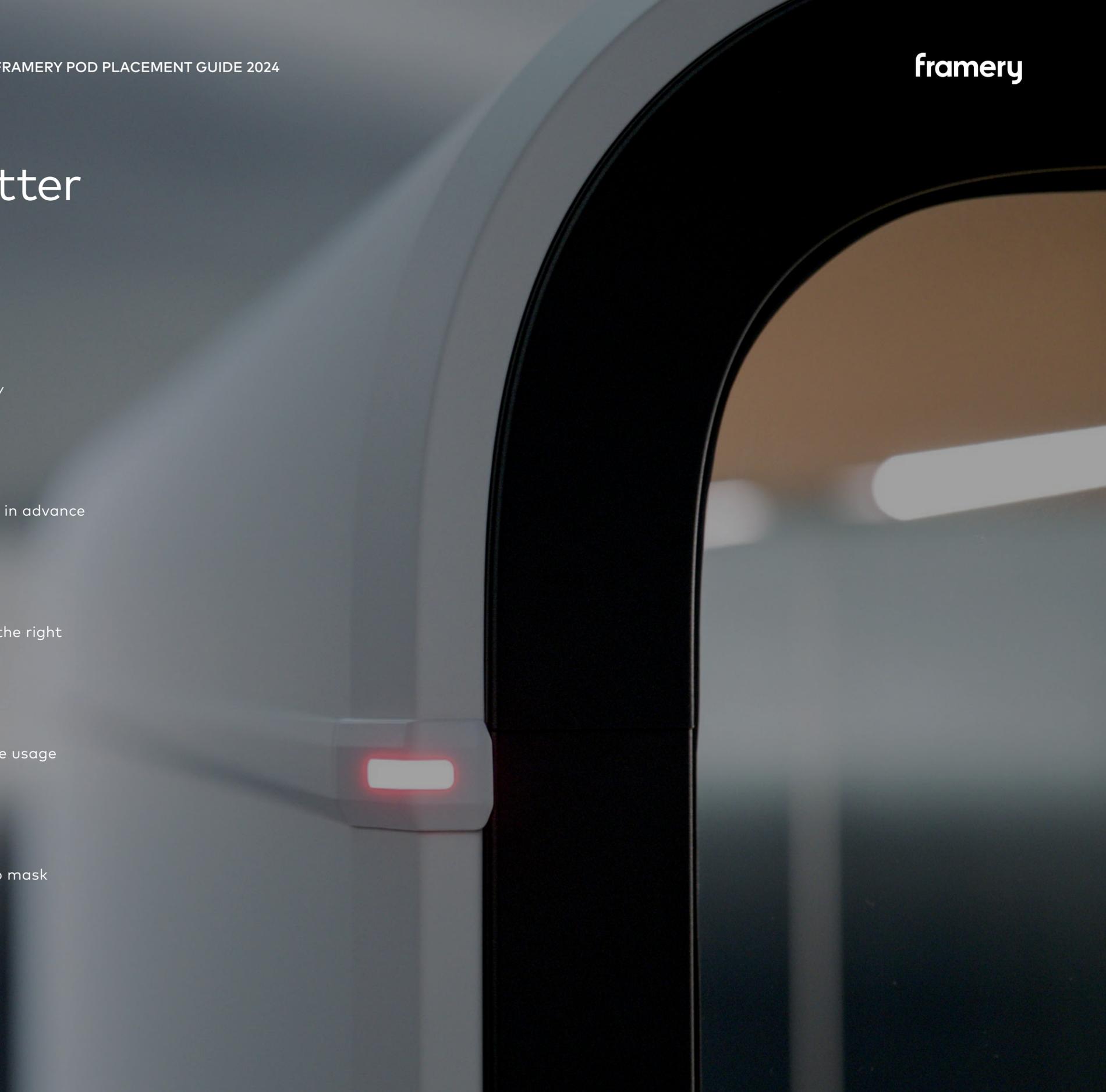
Access and analyze space utilization data from Framery Connect to optimize layout - and provide the right spaces in the right places.

Gather insights from everywhere

Integrate Framery Connect Sensor into traditional office pods and meeting rooms to analyze space usage across the office.

Enhance office privacy

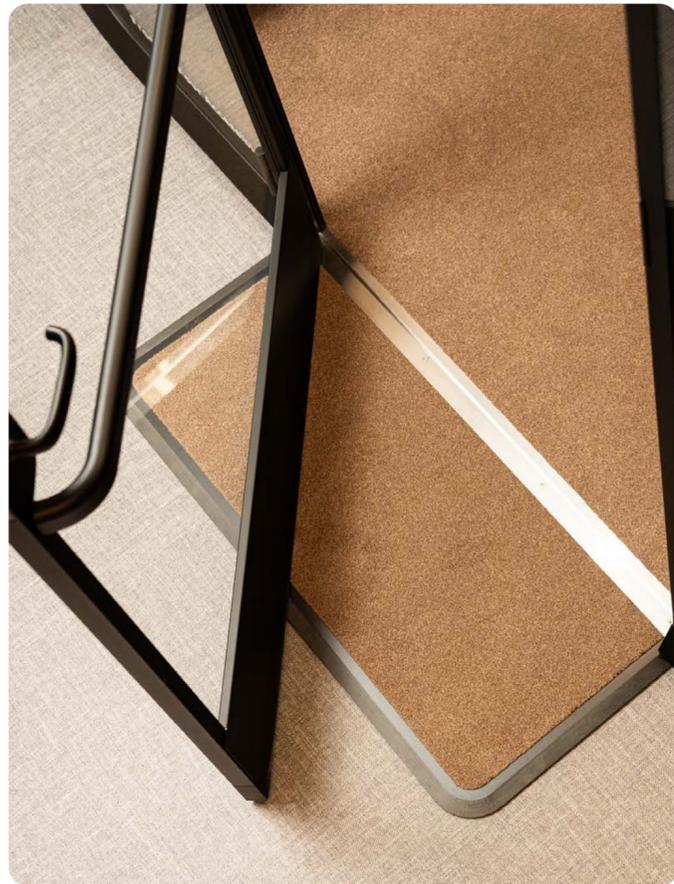
Provide increased privacy throughout the office with the Framery Office Sound Masking System to mask sounds from conversations.



Pod safety & compliance

The pod industry is under constant development - as are the safety requirements they must adhere to. Framery smart pods are ISO certified to meet or exceed international safety standards worldwide - and feature additional safety options to stay in compliance with local requirements.

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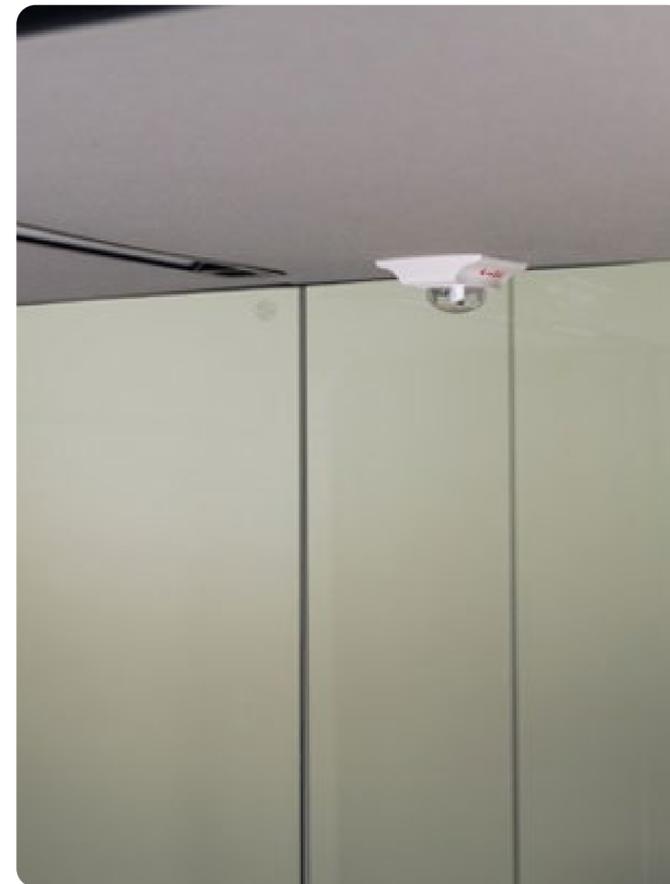
Accessibility

Provide a minimum of one fully-accessible office pod in each open plan office area to comply with ADA accessibility standards.



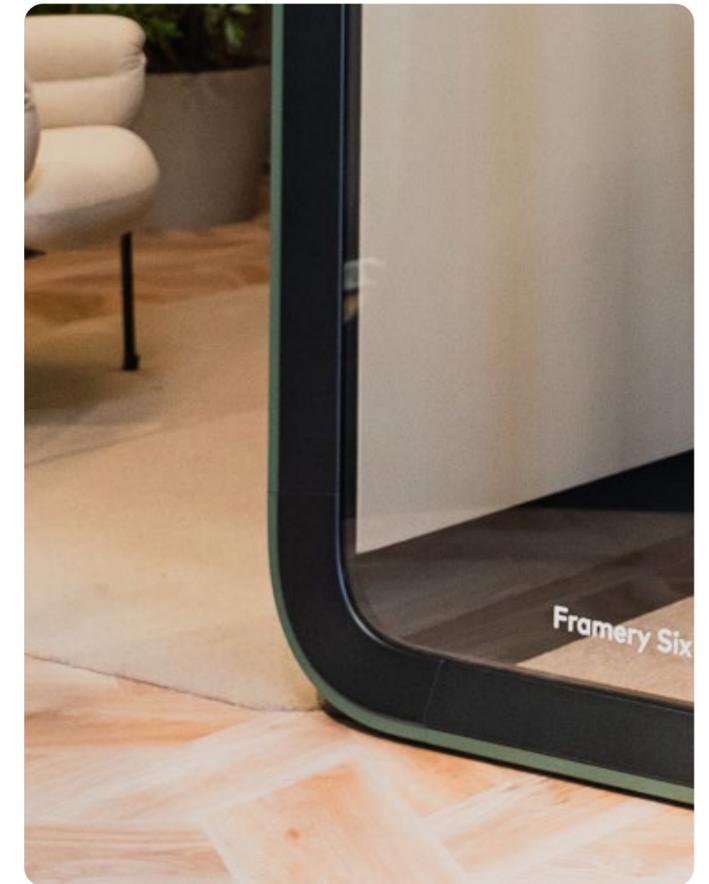
Safety certifications

Ensure that pods are certified for fire safety, environmental safety, electrical safety, and seismic safety to comply with local requirements.



Emergency awareness

Pods must be designed to allow users to see and hear emergency alarms and signals - and support a quick and safe exit in the event of an evacuation.



Additional stability

Pod manufacturers should include optional seismic anchors to ensure stability during earthquakes and minimizing risks in emergencies.

Sustainability

Sustainable design is driving the evolution of office pods to meet environmental standards. Framery smart pods are engineered with a modular design, sustainable materials, energy-efficient systems, and 100% recyclability, creating more sustainable workspaces.

Modularity

Invest in pods made with modular components that are easy to disassemble and replace – reducing waste and extending the pod's life cycle.

Energy efficiency

Advanced pods feature sensors that allow the pod to automatically adjust lighting and ventilation to optimize energy efficiency.

Sustainable materials

Select office pods constructed from sustainably sourced and recycled materials that reduce the environmental footprint of the manufacturing process.

100% recyclability

Choose pods made from high-quality materials such as steel and aluminum to ensure the pod is fully recyclable at the end of the pod's life cycle.



Framery smart pods are engineered with modular design, sustainable materials, energy-efficient systems, and 100% recyclability that helps create greener, more responsible workspaces.

Customizing your pods

Your pods should fit together in your space - whether you have one pod or an entire fleet. Framery smart pods are available in a wide range of stylish colors, fabrics, and furnishing options - making them equally convenient and inviting to use as a work desk or a home office.

Framery smart pods feature a timeless design approach with clean lines, spacious interiors, and a polished finish - and come available in a wide range of stylish colors, fabrics, and furnishing options.



Colors

Select a pod with a comprehensive range of interior and exterior color choices. Choose colors that match your office design to create an inspiring and productive atmosphere.



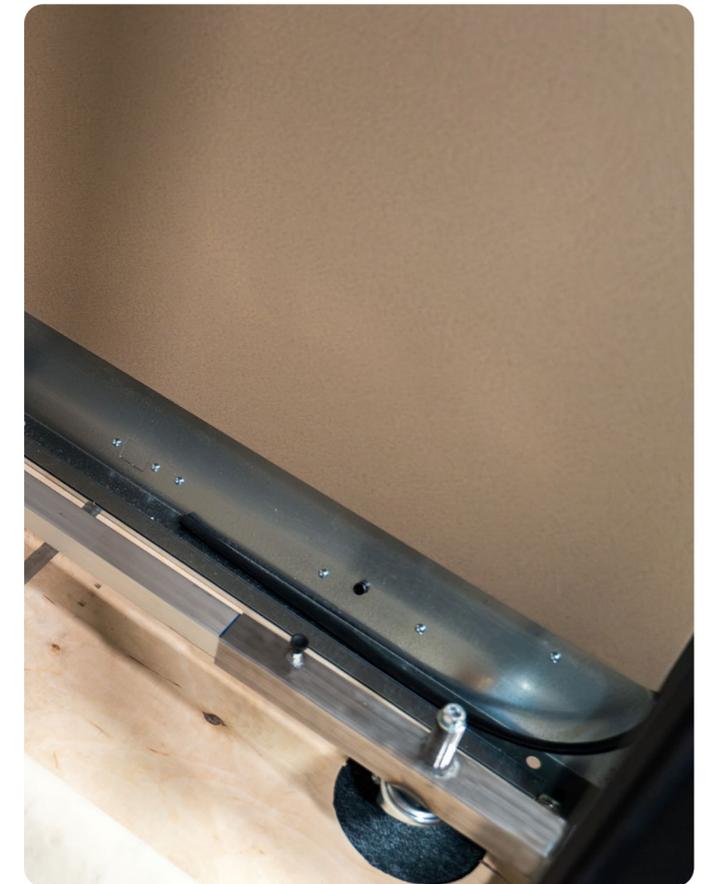
Layout & furnishing

Pods must feature comfortable and ergonomic furniture for support and be available in varying layout options optimized for improved workflow.



Accessories

Pods should come stocked with everything required for hybrid work from the office, including integrated power outlets and available tools to mount and connect to a monitor display.



Movability

A movability kit from the pod manufacturer makes it easy to adjust pod placement as you reconfigure your space, allowing you to optimize your space based on how it is used.

2 Place

Provide the right spaces in the right places – and support your team to get things done.

Placing pods for maximum impact

Pod placement strategy

Configuring workplace layout

Distributing office pods

Placing pods for maximum impact

Close

Place pods close to users - so close that they can find and access the pod quickly and easily.

Available

Place pods strategically throughout the workplace to ensure there are always private spaces to work and focus.

Practical

Place pods where they will be used - in noisy workstations, heavy traffic areas, and wellness zones.

Visible

Place pods so that it is easy to see whether they are occupied or available for use.

Accessible

Place pods in locations that are easily reachable for all employees to ensure equitable access to private workspaces.



Pod placement strategy

Targeting specific locations in the office provides a balance of flexibility and functionality to the places that need it most. A pod placement strategy helps create a versatile and adaptable workplace, optimizing how the pods are used and increasing their benefits.

Working areas

Place pods in working areas where extra noise can be distracting for others to provide a space to take a call, focus on tasks, and meet together without disturbing others.

- ✓ Near workstations
- ✓ Collaboration zones
- ✓ Innovation labs
- ✓ Workplace libraries

Open spaces

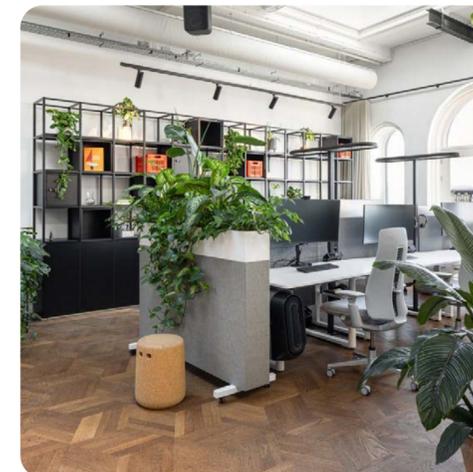
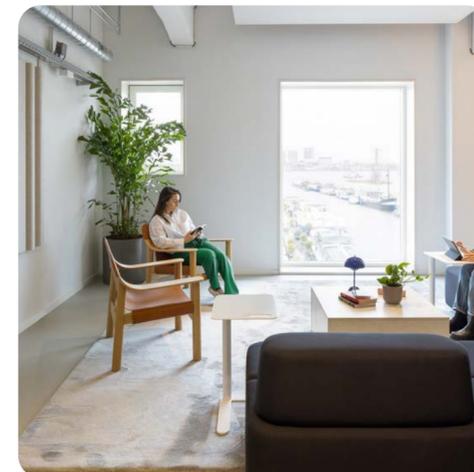
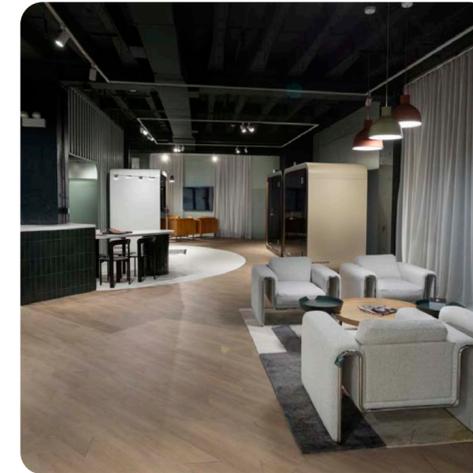
Place pods in busy, open workplace areas where noise is often a problem to provide spaces for confidential calls, discussions, and meetings without external noise.

- ✓ Lobbies & waiting zones
- ✓ Hallways & corridors
- ✓ Reception areas
- ✓ Near entrances

Social hotspots

Place pods in areas where people gather to socialize and unwind to provide spaces for casual workplace interactions and undisturbed relaxation.

- ✓ Cafeterias
- ✓ Employee lounges
- ✓ Wellness spaces
- ✓ Club rooms



Configuring workplace layout

Office pods can be used to configure workplace layouts and support diverse work activities. Thoughtful placement can dictate office workflow, improve accessibility, and create a more effective working environment.



Create natural barriers

Arrange pods strategically to add structure to the layout and guide the flow of foot traffic.



Divide spaces

Pods make practical barriers that separate different functional areas within the office.



Define pathways

Use pods to define clear pathways and walkways, ensuring smooth movement throughout the office.



Provide purpose

Create spaces in the office dedicated to specific activities, such as focus zones, collaboration areas, or wellness spaces.

Distributing office pods

Proper distribution of office pods throughout a workplace can maximize their utility and enhance the overall office environment. A balanced arrangement ensures pods are available whenever needed - making it easier to find private spaces and encouraging frequent and spontaneous use.

Perimeter alignment

Position pods to define the boundaries of different functional areas - while maintaining the flow of the open layout.

- ✓ Adjacent to walls
- ✓ Tucked in corners
- ✓ Lining hallways

Pod neighborhoods

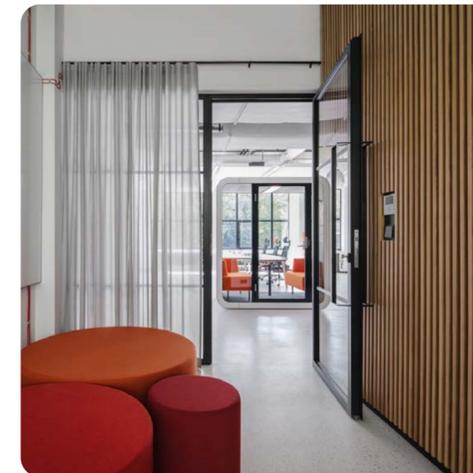
Strategically arrange a variety of different types of pods in groups - creating a "pod neighborhood" that serves the entire workplace.

- ✓ Clustered in groups
- ✓ Aligned in rows
- ✓ Scattered throughout

Standalone pods

Place individual pods in strategic locations to serve specific purposes and enhance overall functionality.

- ✓ Outside of conference rooms
- ✓ Workstation endcaps
- ✓ Nestled in unused nooks



3 Optimize

Make workplace management decisions based on the way people truly use the workplace. Every connected space provides insights you need to keep improving your workplace.

Optimized efficiency

Enhancing the workplace

Managing the workday on the go

Optimized efficiency

With the pods in place, it's time to optimize and enhance the experience. Framery's solutions are designed to improve productivity, collaboration, and well-being in your office space, allowing for a more efficient and happier workplace. Our optimization guide provides insights into adjusting and improving the pod placement to achieve the most significant results.

Provide spaces for every need

- ✓ Make sure everyone has access to a suitable workspace with real-time occupancy data from every Framery pod or office space with the Framery Connect sensor.

Connect your entire organization

- ✓ Sync your pods to your company's existing calendar system to see real-time space availability. And enable automatic walk-in reservations for all of your smart pods.

Help people book spaces on the go

- ✓ Quickly and easily see which office spaces are available for ad-hoc meetings or work sessions without a pre-assigned working space.



Usage data & analytics

Framery's smart pods provide advanced usage, placement, and quantity insights. Framery Connect combines occupancy data analytics, integrated calendar synchronization, and a convenient mobile app, so your office will run smoother than ever. You'll also ensure that everyone can find and access private spaces whenever and wherever they need them.

Manage your entire workplace and improve the functionality of your office based on data and analytics. See which spaces in your workplace work efficiently, what spaces need your attention, and when people are coming to the office the most.

Gain insights

- ✓ Get real-time usage data for all of your smart pods and connected spaces. Analyze insights from the entire organization to compare the performance of different office spaces - and across offices around the world.

Access analytics

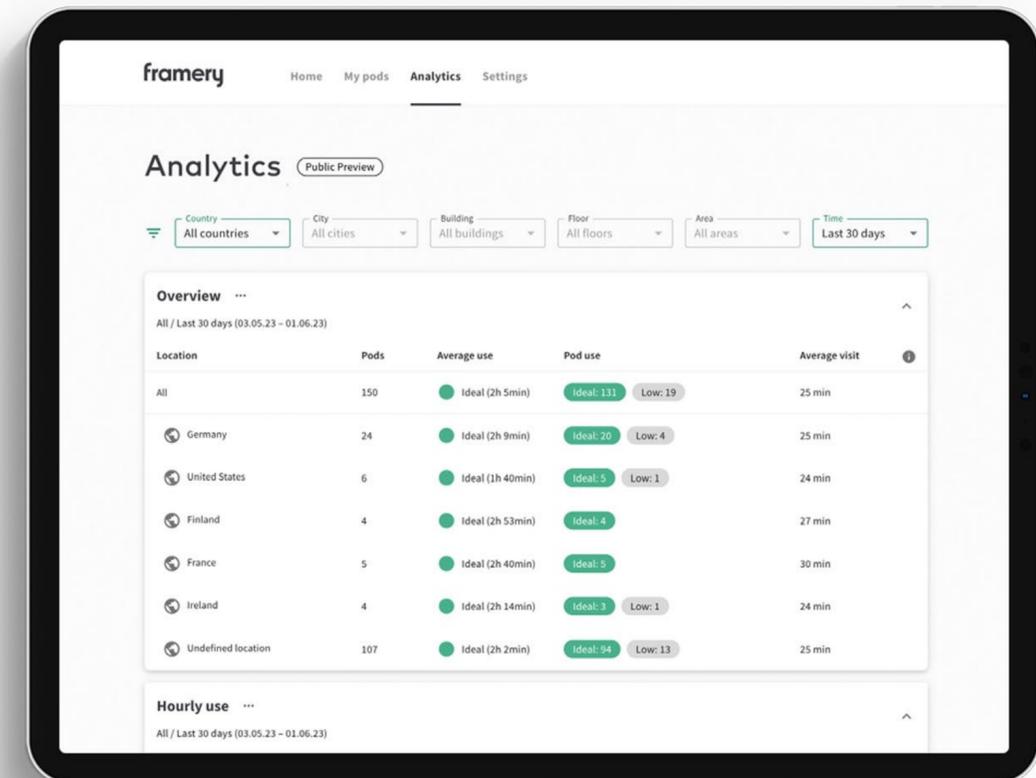
- ✓ Analyze valuable occupancy information displayed in visual heatmaps. Workplace layout can be adjusted based on insights from occupancy data to improve access to private spaces and increase productivity.

Provide enough spaces

- ✓ Ensure everyone can find the space they need – when and where they need it.

Optimize the office

- ✓ See which smart pods are in effective locations – and which need attention. Analyze anonymous occupancy data from office pods and traditional rooms to see how effectively spaces are being used.



Privacy ensured: No identifiable user data is collected – Framery Connect only tracks workspace occupancy information.

Manage your workday on the go

Take your workplace to the next level by connecting all of your pods with your pre-existing internal calendar system. And allow your team to manage their entire workday with ease using the Framery app.

See real-time availability

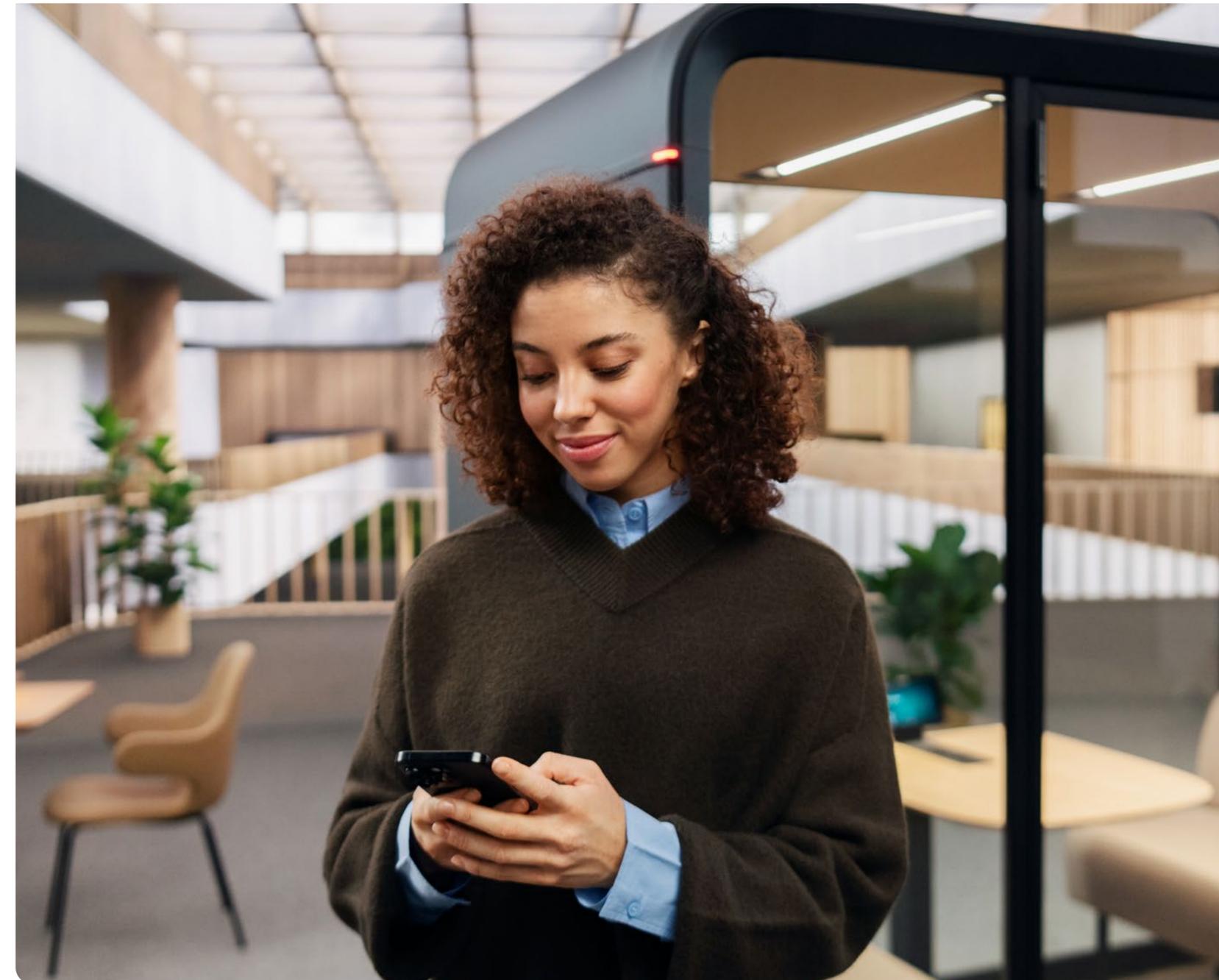
- ✓ Get an overview of every unbooked room or pod in your office to find a suitable space without running through the halls.

Book directly from the app

- ✓ Find spaces for undesignated meetings in advance, or quickly book a space for unplanned needs on the fly.

Keep everything synchronized

- ✓ Pre-booked and walk-in reservations are automatically adjusted in your internal calendar to keep everything updated and unified.



4 Working with Framery

At Framery, we don't just supply products; we forge partnerships that drive success. We engage closely with our clients and industry professionals, offering tailored support for pod placing, product needs, or any challenge that may surface.

Unparalleled Support

For architects & designers

Framery smart pods

Framery Workplace Technology

Unparalleled Support

We are dedicated to improving offices everywhere with our innovative products and solutions designed to meet the evolving needs of the next-era workplace. Our dedicated customer success team stands ready to provide unwavering assistance, guaranteeing the smooth and effective utilization of Framery solutions. With us, excellence is not a goal; it's an expectation. We empower you to shape the future of work with our cutting-edge, quality-driven products, ensuring that you achieve nothing less than the best.

Trusted quality

- ✓ Whether you're designing a new office or integrating Framery pods into an existing space, we're here to help you understand how to use pods as private spaces, where they should be placed within the office for maximum impact, and explore the shared benefits they bring to the spaces they are designed to be a part of.

Collaboration

- ✓ We actively collaborate with the AIA and IDCEC to offer educational courses on creating distraction-free workspaces and optimizing environmental acoustics. Our current in-person courses for AIA and IDCEC members are Code Compliance for Office Pods and Acoustics in Office Pod Design.

Customer success

- ✓ Our Customer Success team offers personalized support to ensure Framery pods work effectively.



For architects & designers

We work closely with architects and designers across the globe to create exceptional workspaces and provide everything needed to bring your vision to life.

Resources

- ✓ 3D / Revit files
- ✓ Product guides
- ✓ Sustainability report
- ✓ Health & safety certificates

Support

- ✓ CEU program
- ✓ Compliance engineers
- ✓ Installation trainings
- ✓ 3rd party testing

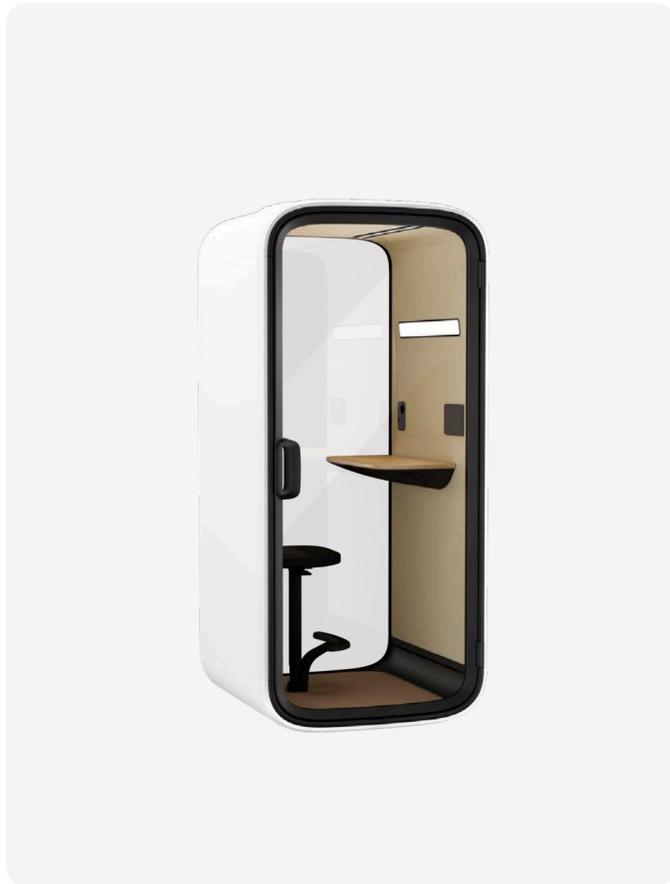
Inspiration

- ✓ Case studies & images
- ✓ Framery Magazine
- ✓ Industry trends
- ✓ Tips & ideas



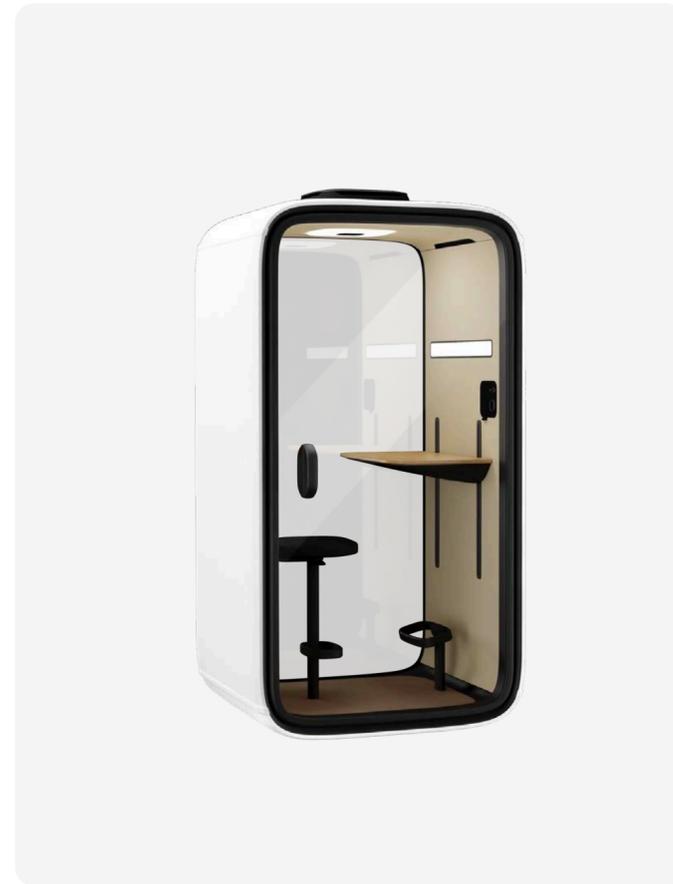
Framery smart pods

Packed with advanced technology that puts people first, the innovative Framery smart pods are sustainable, cost-effective, and designed for modern work. Like the Framery pods before them, they are a blend of style, functionality, and sustainability - with increased capabilities that improve the offices they inhabit.



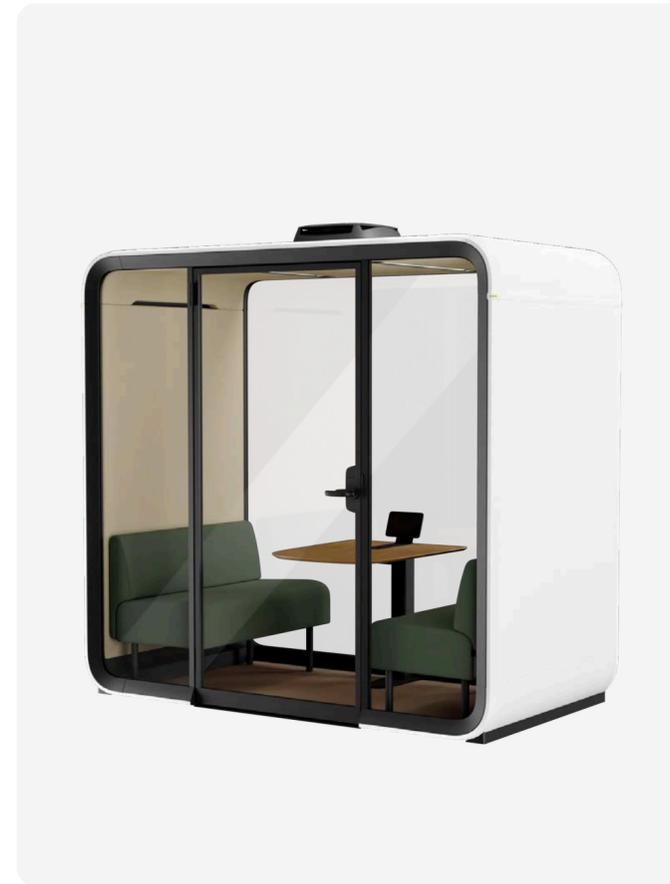
Framery One Compact

A spacious one-person phone booth with a compact footprint.



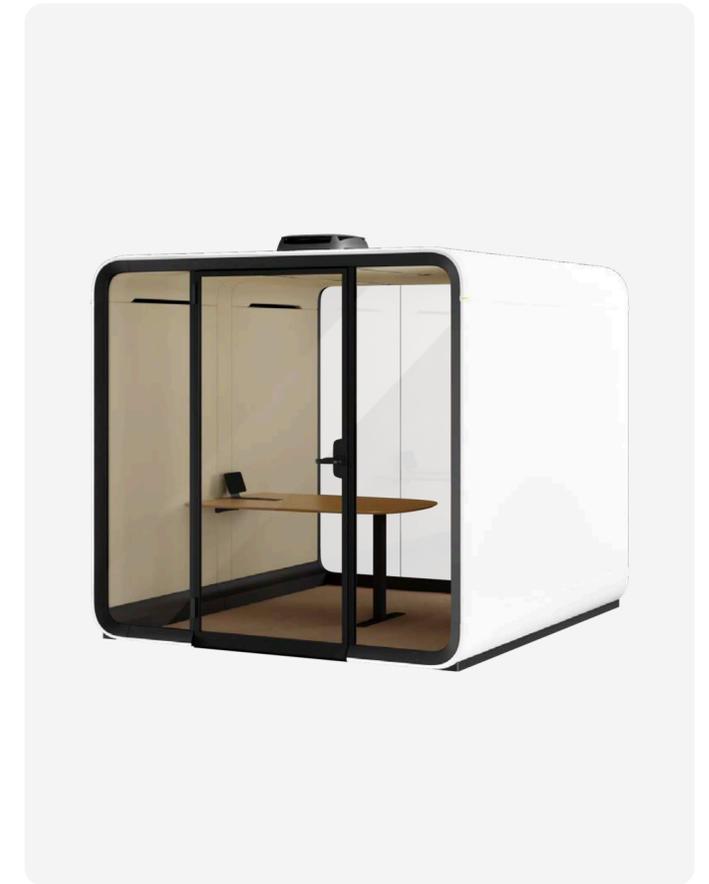
Framery One

A comfortable one-person workstation equipped for extended work sessions.



Framery Four

A fully-furnished meeting pod for groups of up to 4 people.

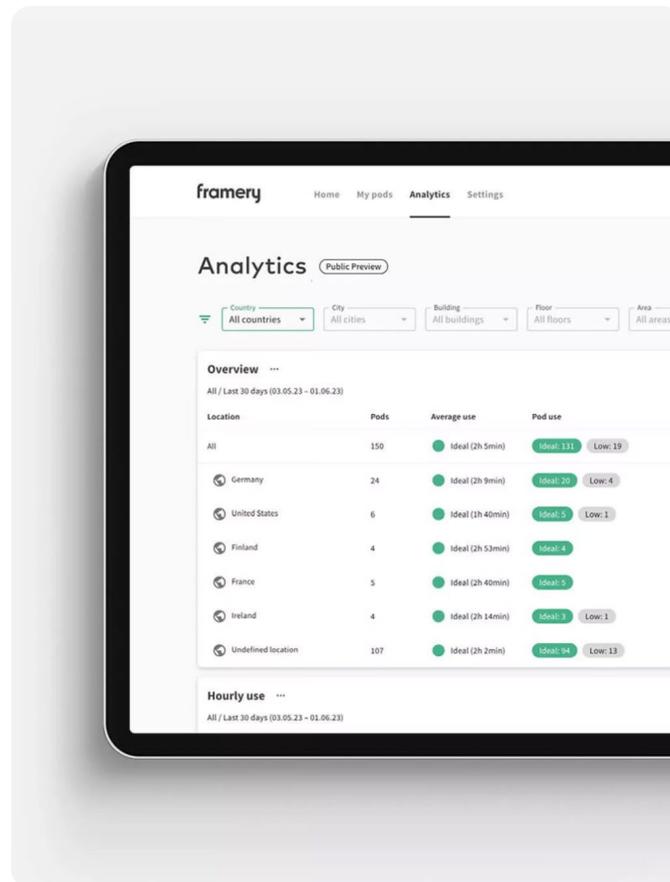


Framery Six

A meeting room for up to 6 people designed for collaboration and teamwork.

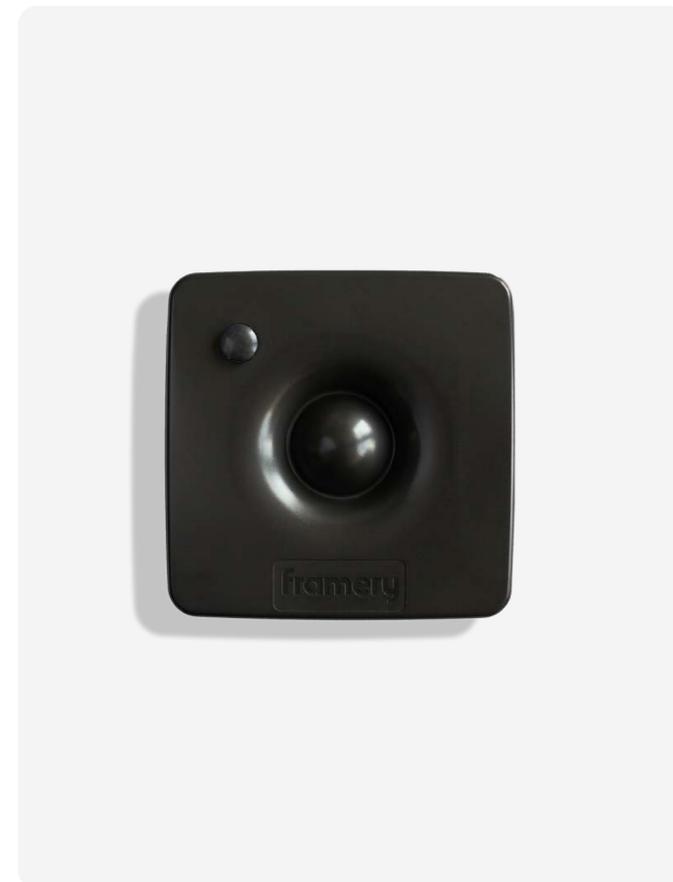
Framery Workplace Technology

Framery Workplace Technology is a suite of tools that streamlines workdays and enhances the experience of working from the office. With solutions that provide access to real-time occupancy data, facilitate data-driven decisions, and improve focus, privacy, and productivity throughout the workplace.



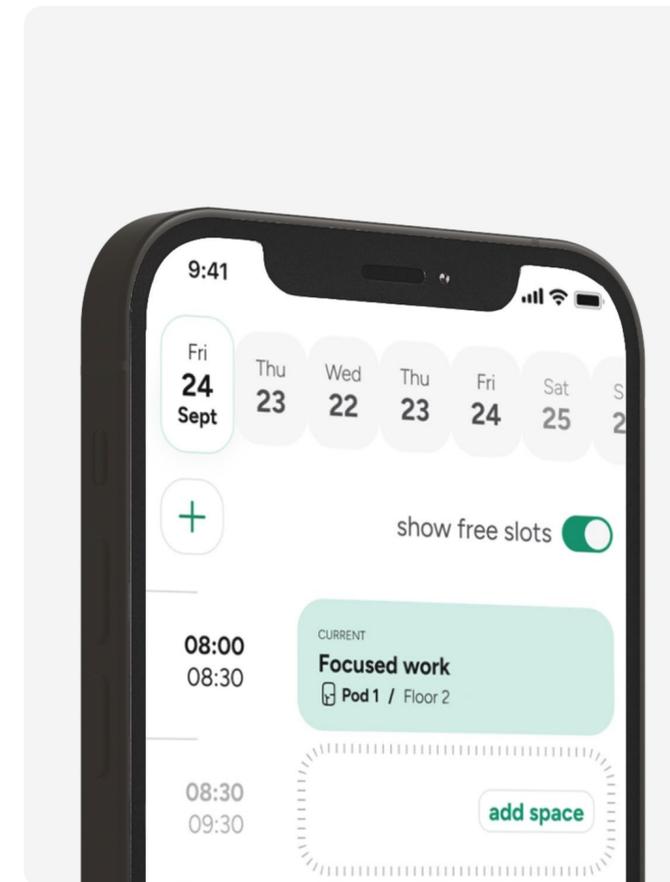
Framery Connect™

Make workplace management decisions based on real-time usage data for all of your Framery smart pods and connected spaces.



Framery Connect Sensor™

Place the palm-sized Framery Connect Sensor in traditional pods and rooms to extend occupancy insights from Framery Connect.



Framery App™

The Framery App is the easiest way to book pods and meeting spaces for every task throughout your day and keep every calendar connected.



Framery Office Sound Masking System™

Reduce noise distractions and further enhance privacy by masking noise from speech throughout the entire office.

The future workplace will continue to evolve,
and it will require adaptable spaces, innovative
technologies, and sustainable integration.

Framery is leading the way for
the new era of workplace design.

framery