hushGuide

Feel free to talk, to meet, to work
– a practical guide to effectively planning
your flexible work and meeting workspace

hushoffice

INTRODUCTION

The modern office world is changing very dynamically. Maximizing the efficiency of tasks performed, while optimizing office space and adapting it to the changing needs of employees, is one of the key challenges in designing modern offices. Designing places for work and meetings so that companies are successful is one of the most important tasks in this area today.

How to design and equip an office that is fully integrated with employees?

What are the most important needs of employees?

What to remember when planning acoustic pods in the space?

You will find answers to these and other questions in this guide.

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Meet the hushFree acoustic pod's line



hushfree.XS

Acoustic pod perfect for quick phone and video calls



hushfree.S

Acoustic pod perfect for individual work, longer video conferences and phone calls



hushfree.S.Hybrid

Acoustic pod perfect for longer individual work, video conferences, online meetings, and presentations



hushfree.XM

Acoustic pod perfect for formal and informal meetings for 1-2 people



hushfree.M

Acoustic pod perfect for formal and informal meetings for 1-4 people



hushfree.L

Acoustic pod perfect for formal andinformal meetings for 1-6 people or for creating a relaxation zone inside



hushfree.access.M

Acoustic pod with easy wheelchair access perfect for formal and informal meetings for 1-4 people or for individual, focused work for people with disabilities



hushfree.access.L

Acoustic pod with easy wheelchair access perfect for formal and informal meetings for 1-6 people

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Discover the other Hushoffice flexible solutions



hushwall

Multifunctional mobile partition



hushspot *

Multi-station work table,
perfect as a hot-desk workstation



hushlock *

Flexible storage system



A11 *

Functional swivel chair

*Product available on selected markets.

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Hushoffice solutions for modern workspaces

OUR RECOMMENDED PRODUCTS



	YOUR NEEDS	HushFree.XS	HushFree.S	HushFree.S. Hybrid	HushFree.XM	HushFree.M	HushFree.L	HushFree. Access.M	HushFree. Access.L	HushWall	HushSpot	HushLock	A11
	Phone calls and video conferences	•	•	•									
	Online meetings	•	•	•	•	•	•	•	•				
	Formal and informal face-to-face meetings				•	•	•	•	•				
	Collaboration				•	•	•	•	•	•	•		
	Solo focused work		•	•				•					
	Creative work and brainstorming				•	•	•			•	•		
	Ad-hoc meetings				•	•	•	•	•				
	Office work at a hot desk for several hours										•		
	Storage											•	
	Rest and relaxation				•	•	•		•				•
	Workspace and meeting areas for people with disabilities							•	•				
	Dividing spaces	•	•	•	•	•	•	•	•	•		•	
	Supporting biophilic design									•			

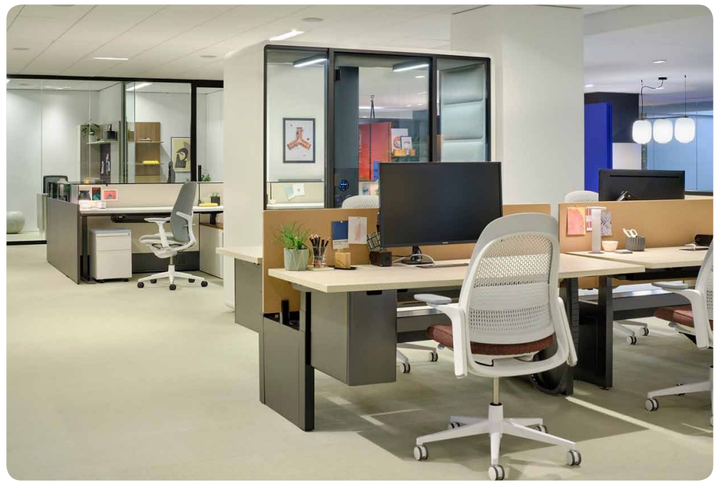
Effective space plannning with acoustic pods

Essential tips for acoustic pods in the office



Provide employees with an adequate number of pods

Every employee should have access to acoustic pods whenever they need them, so having the right number of them in the office is crucial. Choose their quantity and configuration based on your company’s needs.



Place acoustic pods as close to users as possible

Acoustic pods were created with the needs of employees in mind, so it is worth placing them as close to them as possible. Placing pods nearby will increase the positive experience associated with their use and make work easier.



Provide access to pods for phone conversations in every zone

Easily accessible space that provides the right acoustic comfort and confidentiality of telephone conversations reduces unnecessary distractions, thus increasing the comfort and productivity of nearby employees.



Use pods as zones in themselves

If the office is not divided into separate zones for work and meetings, a good solution may be to use acoustic pods for this purpose.

How to choose the right number and type of acoustic pods for your office?

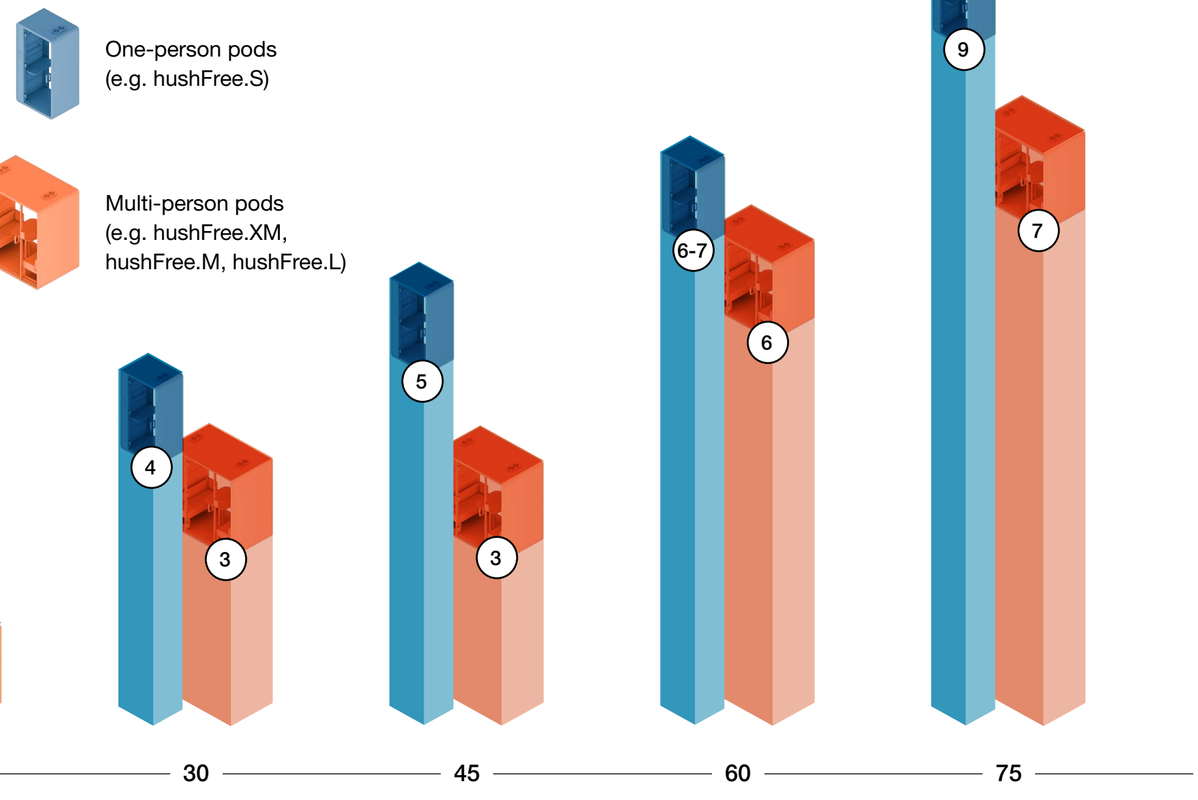
An important step to ensuring a fully flexible, well-functioning work environment is to select the right number and models of acoustic pods. There is no clear answer to the question of which pods and how many exactly should be in a standard office, because it depends on several factors.

1

Number of employees

The basic issue in selecting the right number of acoustic pods is to determine the average number of people working in a given office on a daily basis. The more employees in the office, the more pods the office should have.

We present the suggested minimum numbers of individual models in relation to the number of employees, which can be a starting point in the process of a detailed estimate of quantitative demand.



2

Type of work performed

The choice of acoustic pods should be preceded by an analysis of the operational needs of a given organization, related to, among other things, the nature of the work performed by individual teams. It may turn out that even seemingly similar teams have different needs and expect different functionalities from acoustic pods. For example, sales departments usually need an increased number of pods for telephone conversations and remote meetings with clients, but they may also need larger pods for stationary meetings. HR departments often expect pods for two- or more-person recruitment meetings and a comfortable space for videoconferencing. Marketing departments usually need pods for multi-person project meetings or brainstorming sessions, but individual marketers' tasks may require complete isolation from stimuli and focused work.

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Effective space plannning with acoustic pods

How to choose the right number and type of acoustic pods for your office?

3

Individual employee needs

One of the fundamental issues that differentiate employees in terms of their unique needs is their neurodevelopmental traits. Each person perceives the world in their own way, processes information and creates strategies necessary to complete tasks, which is why it is so important to provide everyone with the right conditions.

Growing awareness of neurodiversity, various disorders and the challenges and opportunities associated with them crystallize specific needs, the fulfillment of which greatly affects the quality of professional functioning. Their satisfaction translates not only into increased employee well-being but also, in the long term, positively affects the company's development. When determining the number and type of acoustic pods for the office, it is worth considering the individual needs of employees.

Discover sample needs of neuroatypical people that acoustic pods can meet:

High sensory sensitivity, regular overstimulation.
Thanks to the acoustic comfort of pods, highly sensitive people can very quickly reduce the number of stimuli from the environment.

Difficulties in maintaining focus.
Thanks to acoustic pods, employees with attention deficits gain a quiet space that is conducive to concentration.

Need for temporary isolation from others.
Acoustic pods provide a sense of privacy, allowing to reset and have some time just to yourself, which some employees may occasionally need.

Need to frequently change workstations.
Each pod located in the office creates additional workstations, providing employees with alternative work space, which can be stimulating.

HushFree pods provide a comfortable acoustic space for everyone, including neurodivergent individuals. These pods have successfully met the requirements for the Certified Autism Resource (CAR) designation, granted by the International Board of Credentialing and Continuing Education Standards (IBCCES), and have won the CDW Product Award 2025 in the Most Inclusive Design category. That means that our innovative solutions for modern and flexible offices meet the requirements and respond to the needs of neurodivergent people and help create an open, inclusive, and efficient workplace.

IBCCES CAR CERTIFIED AUTISM RESOURCE

Most inclusive design
2025 Winner
CDW AWARDS



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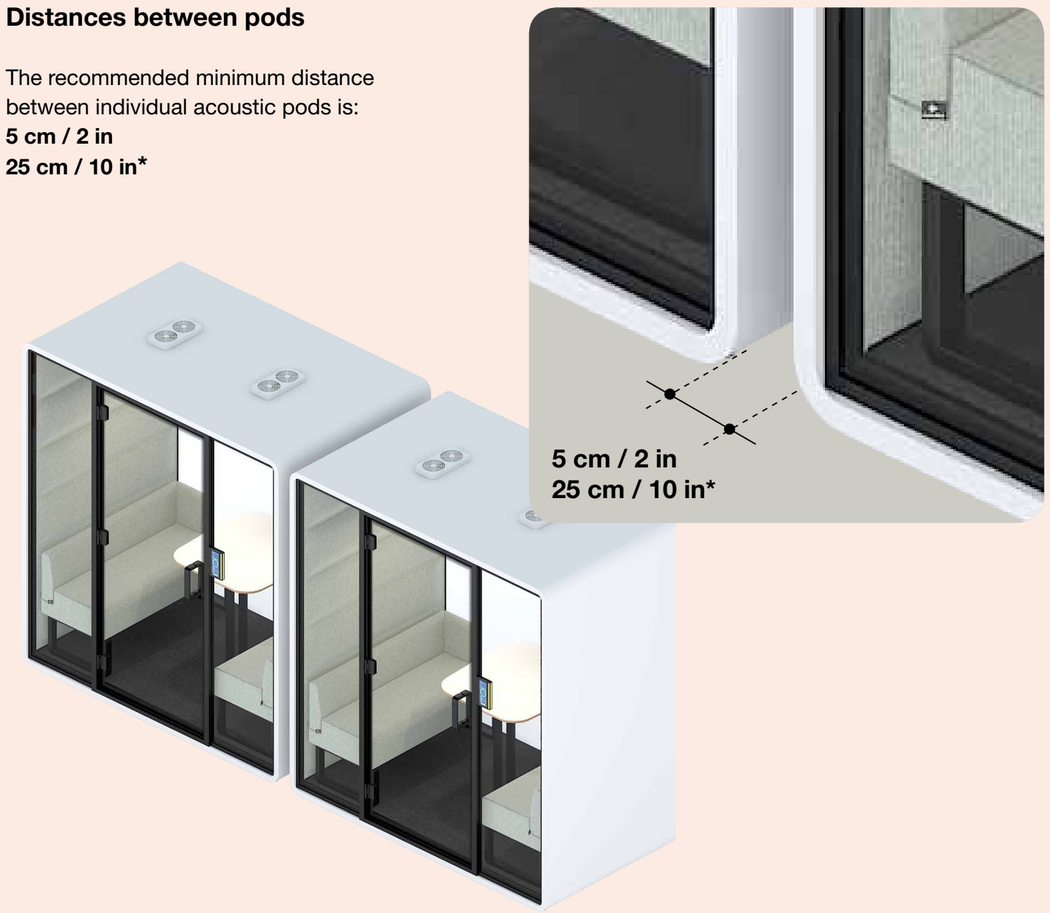
Effective space plannning with acoustic pods

Space around acoustic pods

When deciding to place acoustic pods in specific places in the office, it is also worth considering technical issues related to the correct functioning of the pods.

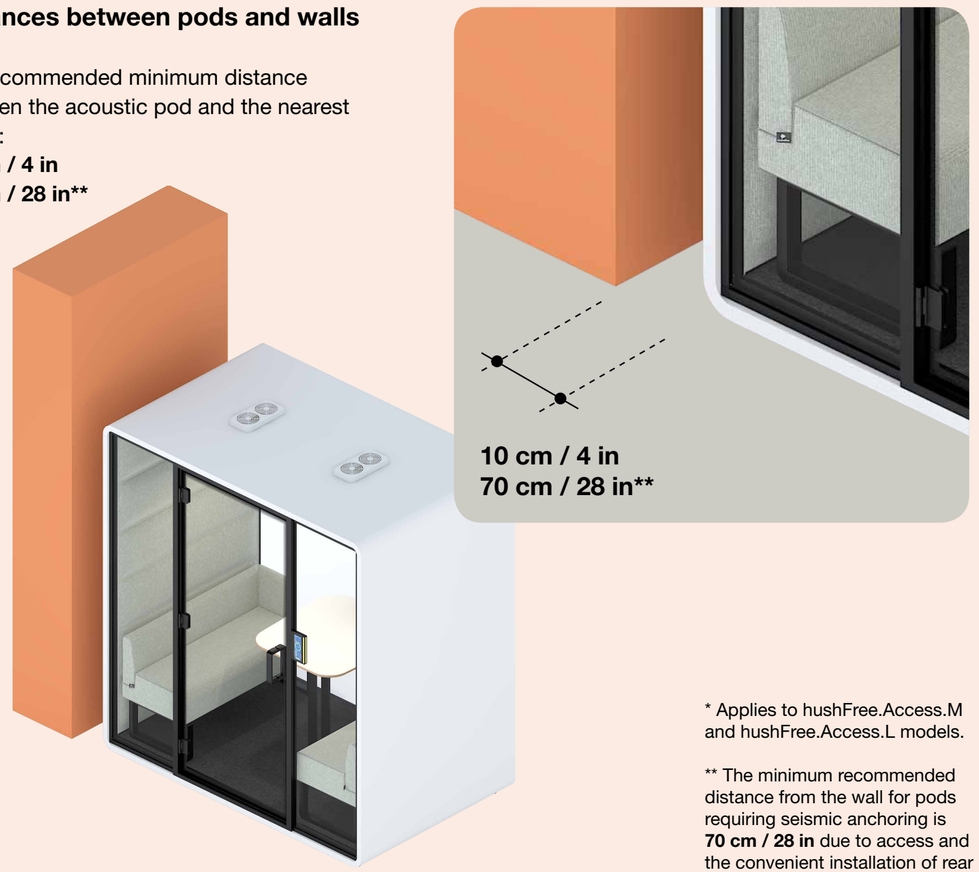
Distances between pods

The recommended minimum distance between individual acoustic pods is:
5 cm / 2 in
25 cm / 10 in*



Distances between pods and walls

The recommended minimum distance between the acoustic pod and the nearest wall is:
10 cm / 4 in
70 cm / 28 in**



* Applies to hushFree.Access.M and hushFree.Access.L models.

** The minimum recommended distance from the wall for pods requiring seismic anchoring is **70 cm / 28 in** due to access and the convenient installation of rear glass panels.

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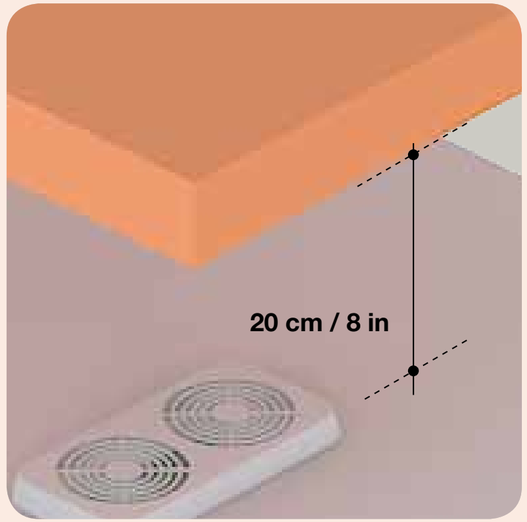
Effective space plannning with acoustic pods

Space around acoustic pods

Distances between pods and ceiling

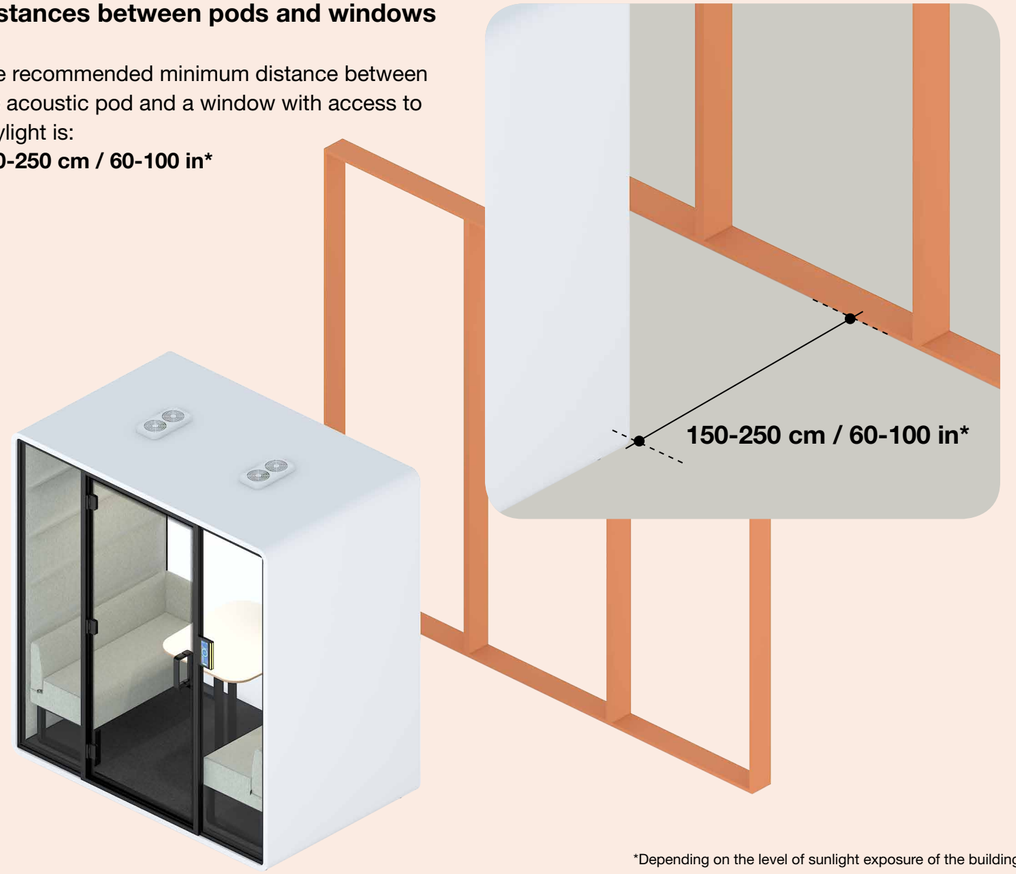
The recommended minimum distance between the acoustic pod and the ceiling is:
20 cm / 8 in





Distances between pods and windows

The recommended minimum distance between the acoustic pod and a window with access to daylight is:
150-250 cm / 60-100 in*



*Depending on the level of sunlight exposure of the building facade.

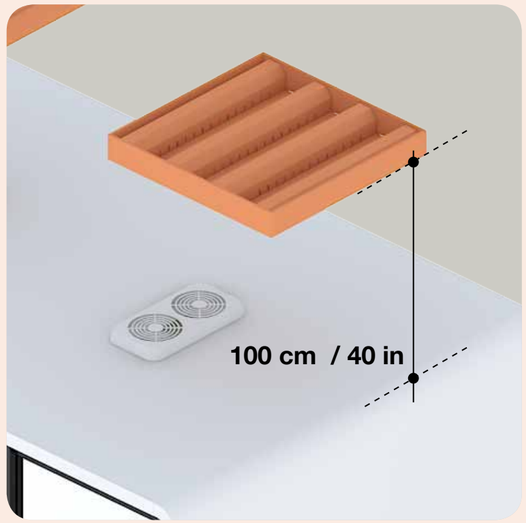
Effective space plannning with acoustic pods

Space around acoustic pods

Distances between pods and heat sources

The recommended minimum distance between the acoustic pod and the heat source (e.g. radiator) is:
100 cm / 40 in

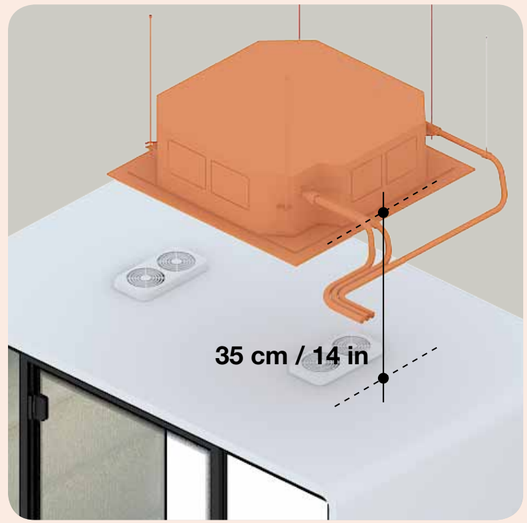




Distances between pods and air conditioners

The recommended minimum distance between the acoustic pod and the air conditioner is:
35 cm / 14 in





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Effective space plannning with acoustic pods

Where not to place the pods

Acoustic pods provide an excellent space for conversations, meetings and individual, focused work, which is why they are great in offices with different zones. However, there are certain places where it is not recommended to set up pods.



Niches and corners - a pod surrounded by walls

To maintain full efficiency of the ventilation system, acoustic pods should not be placed in niches (e.g. under stairs) or in the corners of rooms without maintaining the appropriate required distances.



Pod surrounded by office equipment

Acoustic pods should not be placed in close proximity to office equipment. A large number of people using photocopiers on a daily basis may limit the sense of privacy of people working in the pods.



hushFree acoustic pods are equipped with wheels that allow the pods to be moved freely without having to dismantle them.



Effective space plannning with acoustic pods

Pod electrification and cabling

Thanks to the appropriate cabling, hushFree acoustic pods are fully functional work spaces, providing connectivity and access to the necessary technologies, while guaranteeing acoustic insulation from the environment.



The hushFree acoustic pods are designed to be energy efficient.They feature a built-in motion sensor that activates the lighting and ventilation system inside the pod.

Length of power cables
HushFree pods only require a connection to the mains to function properly. When planning where a given pod is to be placed, the length of the power cable should be taken into account, which is 3.4 m from the exit of the pod.

Connecting the power cables
It is possible to run the power cable both from the top of the pod and connect it to the sockets located in the ceiling, as well as through the floor, thanks to which the cable can be plugged into the floorbox, and the pod can be above it, ensuring safe use for everyone.

Plug type
Each hushFree acoustic pod is supplied with a plug appropriate for the given region.

Electric voltage
The electric voltage in hushFree acoustic pods is 110V or 230V, depending on the region.

Fuse amperage
In standard configurations of hushFree acoustic pods, the fuse amperage is 10A.

Connecting pods to a circuit
It is possible to connect up to 4 acoustic pods to one circuit, however, this requires technical consultation and replacement of fuses.

Modification of electrical circuits
For safety reasons, it is not possible to modify electrical circuits within the critical structure of hushFree acoustic pods.

USB ports
The voltage and current in the USB A and USB C ports available in hushFree acoustic pods is 5V/4A.

Ethernet cables
To ensure a stable internet connection, hushFree acoustic pods can be equipped with RJ-45/LAN Cat.6 connectors. When arranging them in the space, the length of the Ethernet cables, which are 3.4 m from the exit of the pod, should be taken into account.

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Key features of acoustic pods

Acoustics

Proper acoustics are important, and should not be taken for granted. Companies and their employees often start thinking about acoustics only when they encounter a real problem in the office – excessive noise, too many distractions or simply a lack of privacy. These unfavorable aspects of the work environment have a negative impact on the people working there. Inability to focus and maintain concentration, irritation, a feeling of being "overstimulated" by impulses absorbed from the environment, increased blood pressure and even headaches – these are just some of the symptoms experienced by employees in an unfavorable work environment.

Noise affects people both psychologically and physiologically, disrupting basic activities such as sleep and rest, learning or communication. Very often, excessive noise causes states of anxiety, fear and impaired concentration. In the long term, all this can contribute to health problems and temporary inability to work. For the company, this means high costs associated with the absence of team members.

Learn more about soundscape's role in workspace ergonomics.

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Acoustic standard ISO 23351-1:2020



ISO 23351-1:2020 is the current standard for enclosed furniture such as office telephone pods and other semi-enclosed furniture assemblies (conventional workstations, semi-enclosed sofas, etc.). This standard indicates how well a given solution reduces the user's speech level. All manufacturers of professional acoustic pods should now measure the speech level reduction of their products against this standard. ISO 23351-1:2020 calculates a single value called speech level reduction (DS,A). This indicates the degree of speech privacy protection that a product provides. A higher class according to ISO 23351-1:2020 indicates greater speech privacy for the pod user.

The classification according to ISO 23351-1:2020 indicates the appropriate level of speech level reduction to provide adequate acoustic comfort. An office acoustic pod must reduce sound by at least 25 decibels/dB to ensure speech privacy in a typical office setting.

Class	Speech level reduction (DS,A)	Speech privacy guaranteed?
A+	> 33 decibels / dB	Yes
A	> 30 decibels / dB	Yes
B	> 25 decibels / dB	Yes
C	> 20 decibels / dB	Depends on background noise level
D	> 15 decibels / dB	Depends on background noise level
Unclassified	≤ 15 decibels / dB	No

Fig. Classification according to the ISO 23351-1:2020 standard

All Hushoffice acoustic pods are tested according to the ISO 23351-1:2020 standard, ensuring privacy and confidentiality of conversations. The new line of hushFree acoustic pods is in class A or B (for XM and Access models).

Read more about
the acoustic standard.

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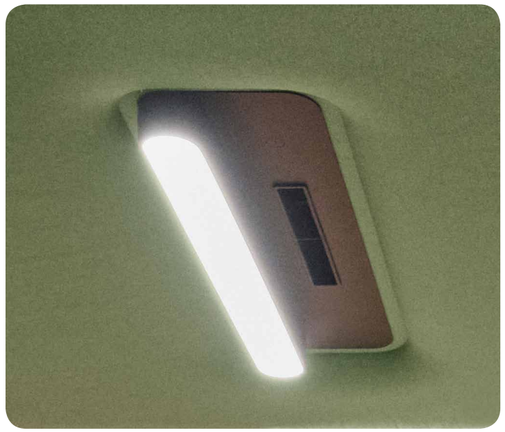
Key features of acoustic pods

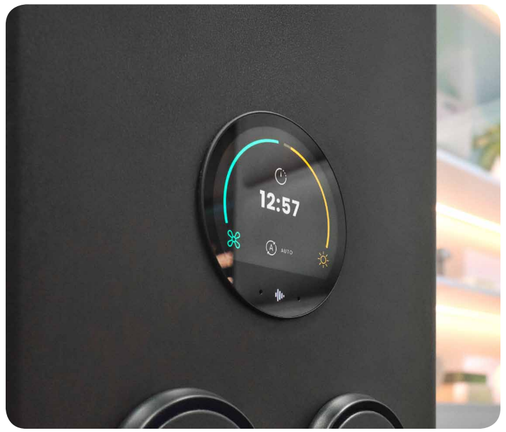
Ventilation

One of the three important factors of the office environment, right next to lighting and temperature, is proper air quality. We know that the quality of air in work and meeting rooms is related to both health and the efficiency of the tasks performed.

It should be remembered that the quality of air in the workplace is influenced by several important elements. One of the most important is the workplace itself, i.e. the office building and its installations. The quality of air that is felt in the office space, and consequently - in the interiors of acoustic pod, depends on the building technical systems, their class and operating parameters.

According to BIFMA recommendations, acoustic pods should allow for a minimum of 10 air changes per hour.





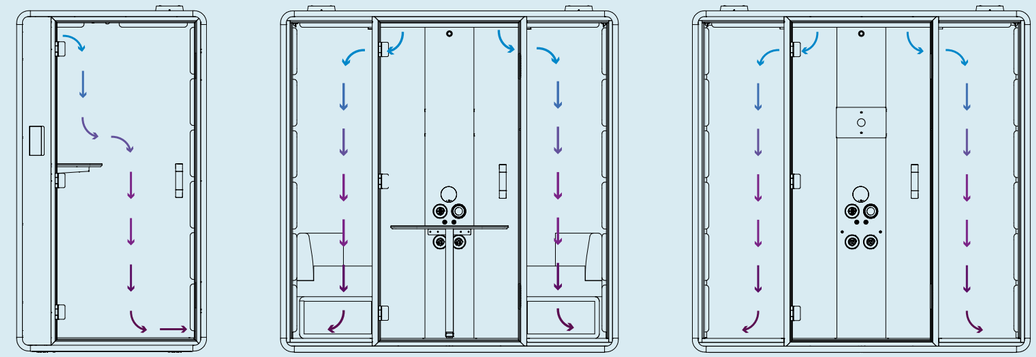
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	Number of fans	Fans efficiency*	Air exchange time**	Number of air exchange cycles per hour
HushFree.XS	2	80 m^3/h	31 s	116
HushFree.S	2	80 m^3/h	37 s	97
HushFree.S.Hybrid	2	80 m^3/h	37 s	97
HushFree.XM	4	80 m^3/h	37 s	97
HushFree.M	4	80 m^3/h	60 s	60
HushFree.L	8	80 m^3/h	62 s	58
HushFree.Access.M	4	80 m^3/h	63 s	57
HushFree.Access.L	8	80 m^3/h	65 s	55

* maximum efficiency of a single fan, taking into account losses in the ventilation system.
** total air exchange time inside based on the volume and efficiency of fans.

Fig. Ventilation system parameters of hushFree acoustic pods.

The ventilation system in hushFree acoustic pods significantly improves the comfort of use and increases the efficiency of employees. Rapid air exchange maximizes safety inside the pods and affects the physical and mental well-being of the people working in them. Ventilation is controlled with a single touch of the finger – you can adjust the atmosphere to your individual preferences. The ventilation system is activated by a motion sensor in the pod and works for several minutes after the user leaves it – all this in order to exchange all the air in it and provide the next person with an environment ready to work.



The ventilation system in hushFree acoustic pods forces air into the pod using extremely efficient fans located on the roof of the pod and allows it to flow in a controlled manner in accordance with gravity from the ceiling to the floor, and then leaves the pod through lower floor ventilation channels. This method of air circulation inside the pod is most effective and provides a feeling of fresh airflow, fully felt by the user.

Key features of acoustic pods

Lighting

A significant element of the office environment is its proper lighting. Light is directly related to the physiological processes taking place in the body and has a significant impact on, among others, energy levels and the ability to concentrate. When choosing acoustic pods for the office, it is worth paying attention to parameters such as the intensity and color of the light inside the pod and the possibility of adjusting them depending on the needs or type of work performed.

Color
It is recommended that the lighting used in the office is a neutral color with a color temperature of approx. 4000 K. This color most closely resembles natural daylight, so it is the least tiring for the eyes and the healthiest. In such an environment, it is also easiest to concentrate and maintain an appropriate level of productivity.

Temperature level	Light color	Type of light
2500-3500K	warm color	residential spaces
4000-4500K	neutral color	office spaces and permanent workstations
6000-6500K	cool color	spaces intended for intensive work

Intensity
The recommended lighting intensity for work depends primarily on its nature. According to most global standards developed by ISO, ESO, BSI, ANSI, OSHA, BIS and others, the light intensity for office work should be 300-500 lx. Appropriate intensity improves work comfort and significantly increases its efficiency.

Light intensity level	Type of work performed
Up to 50 lx	simple physical work
Up to 300 lx	occasional work at the workstation (e.g. welding)
500 lx	continuous office work at a computer and workstation (handwriting, reading, typing)
750 lx	activities requiring special precision or drafting work
1000 lx	physical activities requiring special precision

Key features of acoustic pods

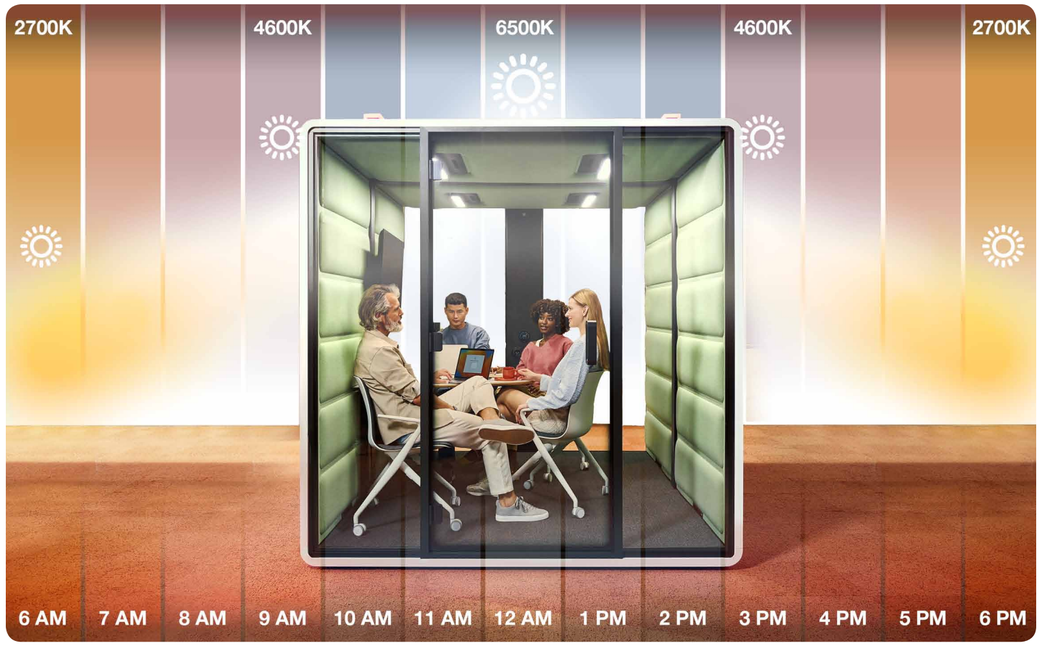
HushAssistant

HushAssistant is an acoustic pod management system equipped with a round touchscreen that allows users to easily and precisely adjust light intensity and color temperature within the range of 2200–6500K. The system offers both manual parameter adjustments and a selection of four preset modes: Auto, Focus, Relax, and Video Call (available in one-person pods). In Auto mode, the light intensity and color temperature are automatically adjusted based on the time of day.



Human-Centric Lighting

Human-Centric Lighting (HCL) is a concept of dynamic lighting systems that adapt indoor lighting parameters to the human circadian rhythm and individual needs. HCL systems mimic natural sunlight changes by automatically adjusting light intensity and color temperature. They are used in offices, schools, and hospitals, fostering both productivity and recovery while enhancing user well-being.



Read more about
the hushAssistant.

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Key features of acoustic pods

Equipment

It would be difficult to talk about work comfort without providing the right tools to do it. It is similar with pods - in order for them to fulfill their task, they must be properly equipped. It is worth paying attention to the furniture here - it should be as comfortable as possible, so that the user can spend the desired amount of time inside without any harm. Other important elements include, for example, the appropriate type and number of sockets, compatibility with external devices or the ability to adjust individual parameters by users - everything that will allow employees to focus solely on the tasks being performed.



HushAssistant



HushTables



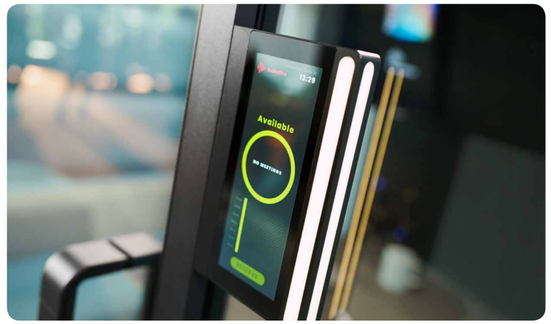
HushOccupancy.Sign



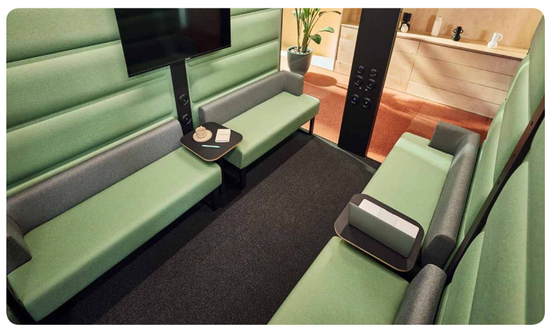
Electric module



HushScreen.Bracket



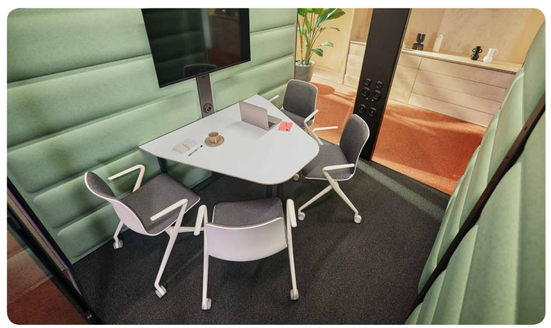
HushBooking



HushSofa.Medium



Sit&stand desk



HushConferenceTable.L

Compliance and safety

Safety first – this is the most important issue that must be taken into account when planning, designing and equipping work and meeting spaces. The products used in them must meet not only the needs of their users, but also the requirements related to safety, health, environmental protection and other important criteria specified in the regulations – both international and local, as well as those established by the manager or owner of a specific property.

The category of office acoustic pods is relatively young and is still developing. Currently, around the world such pods are not perceived as separate building structures and in most cases they are categorized as complete office products and furniture. The pods must comply primarily with the standards related to this category. However, some international organizations have already included aspects directly related to acoustic pods in their recommendations, and the most important of them are:

- Acceptance criteria 519 published by the ICC Evaluation Service (ICC-ES) (ICC-ES AC 519 – „Enclosed booths for installation inside new and existing buildings").
- Guidelines for acoustic pods published by the Business and Institutional Furniture Manufacturers Association (BIFMA) – „BIFMA Pods 2020".
- Updated by Underwriters Laboratories (UL) to include the office pod category, the 962 safety standard (UL 962 – „Household and Commercial Equipment").

The International Code Council (ICC) is an organization responsible for, among other things, developing and publishing the International Building Code (IBC) and other international documents of this type. The ICC Evaluation Service (ICC-ES) is a branch of the ICC that develops criteria necessary for evaluating new and innovative products that do not have a clear basis in the regulations. The 519 Acceptance Criteria published by ICC-ES in 2020 cover all important building code issues that office acoustic pods encounter. Products with an ICC-ES report based on AC 519 should be fully compliant with the requirements of the International Building Code (IBC), the California Building Code (CBC), and the National Fire Code (NFC), among others.

The Business and Institutional Furniture Manufacturers Association (BIFMA) is an independent association representing the North American office furniture industry, which also creates standards and guidelines for the furniture industry and its stakeholders. In September 2020, BIFMA published the guide "BIFMA Pods-2020", its guidelines for acoustic pods, covering areas such as acoustics, electrical, and ventilation. The requirements in this guide can be viewed as minimum requirements for office pods.

Standard 962 developed by Underwriters Laboratories (UL 962) concerns the safety of furniture and equipment for offices and public spaces. The standard includes guidelines on, among others, construction, mechanical strength and fire resistance. UL 962 ensures that furniture and equipment are safe for everyday use, minimizing the risk of injuries and failures. These standards also apply to electrical systems built into furniture, such as sockets, cables and lighting, ensuring compliance with electrical safety requirements.

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Hushoffice products are designed and manufactured to meet even the most stringent requirements. HushFree acoustic pods have been thoroughly tested for safety and meet a number of standards worldwide, including obtaining an ICC-ES report based on AC 519 and meeting the requirements of the International Building Code (IBC), meeting BIFMA guidelines and complying with the UL 962 safety standard. These pods also have certificates such as CE, TÜV Rheinland GS and Greenguard.



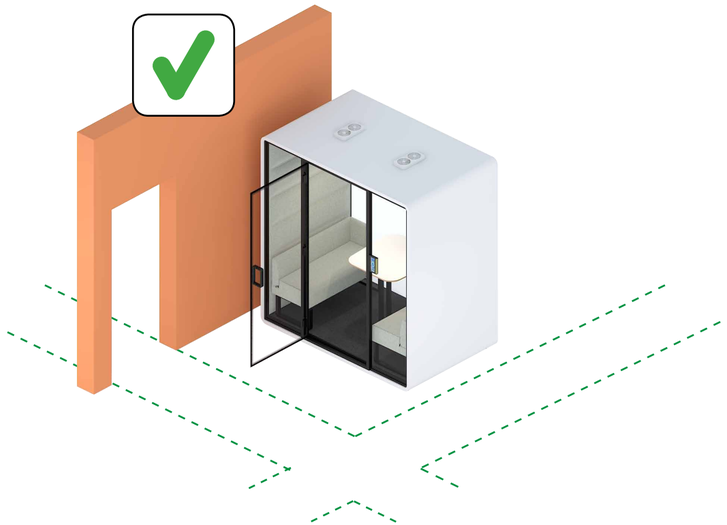
HushFree pods certifications:

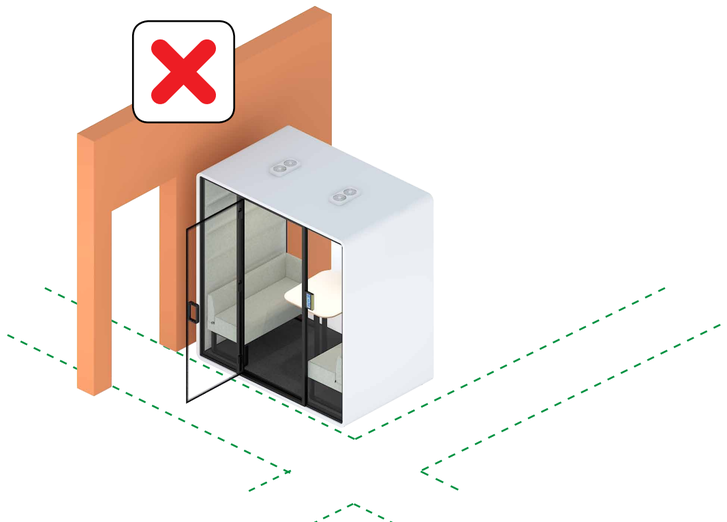
Remember: When installing acoustic pods, you must take into account any local regulations and other requirements that apply in your country and/or region.

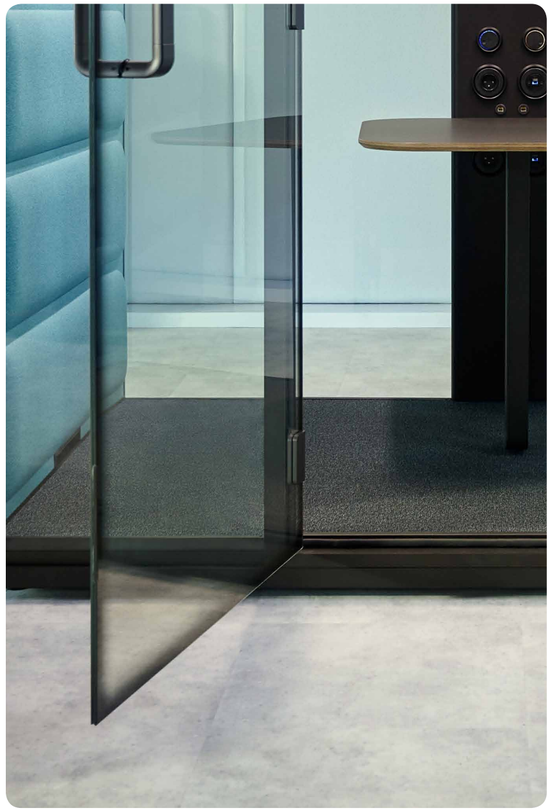
Compliance and safety

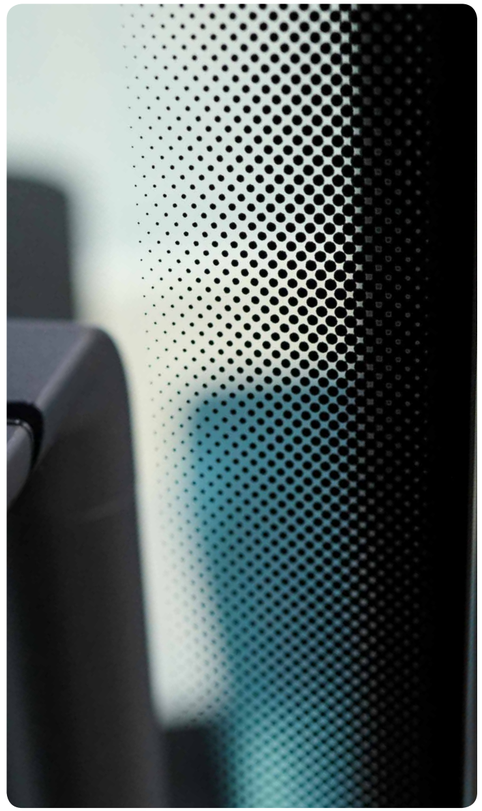
Evacuation routes

When arranging acoustic pods on the office plan, it is necessary to ensure that they do not constitute an obstacle to the designated communication routes. The most important thing in this area is to secure a free and unobstructed evacuation route. According to, among others, the International Building Code (IBC), pods should be placed along evacuation routes and none of their elements should overlap the space of the evacuation routes more than is permitted by local regulations and laws. It is necessary to take into account not only the body of the pod itself, but also its doors in the open position.









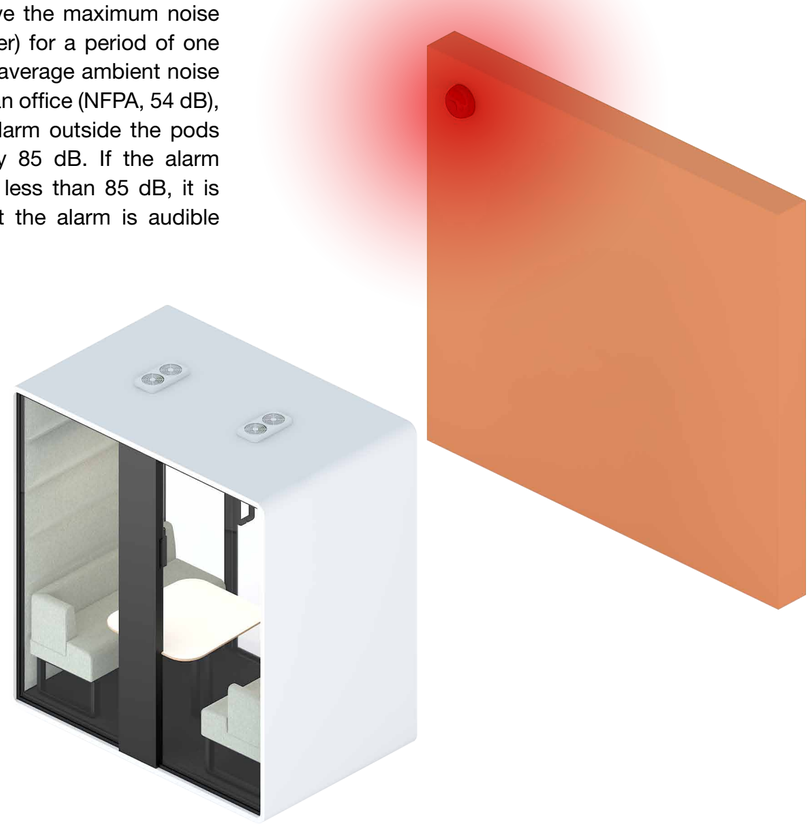
The doors of all hushFree acoustic pods have anti-collision marking.

Compliance and safety

Fire safety

Audibility of alarm signals

It is important to ensure that audible alarm signals are audible in each pod. The audibility of an alarm depends on several factors, including its intensity, the ambient noise level, and the degree of sound insulation of the acoustic pod. According to the International Fire Code (IFC), the sound pressure level of the alarm signal must be 15 dB above the average ambient noise level or 5 dB above the maximum noise level (whichever is greater) for a period of one minute. Considering the average ambient noise level in a typical open-plan office (NFPA, 54 dB), the sound level of the alarm outside the pods should be approximately 85 dB. If the alarm level outside the pod is less than 85 dB, it is important to ensure that the alarm is audible inside the pods.

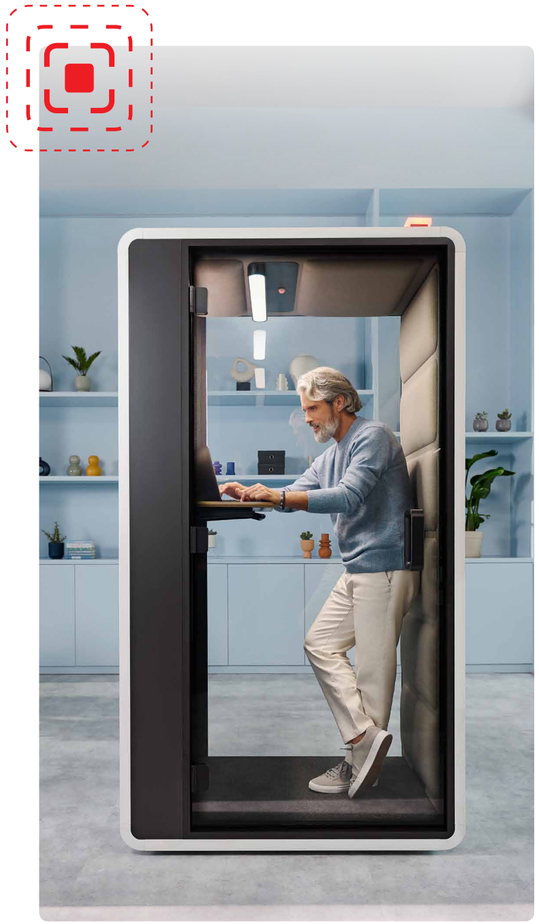


Visibility of alarm signals

When determining the target locations of acoustic pods in the office, it is necessary to verify that the visual signals emitted by the alarm signalers are visible from inside each pod. The pods should be positioned so that the people inside can easily see such a signal in the event of an alarm being triggered.

Fire protection system operation

Acoustic pods can be treated as separate rooms that require connection to a sprinkler system and/or voice alarm systems, but some guidelines provide exceptions to this rule. The National Fire Protection Association (NFPA) operating in the United States - one of the world's leading authorities in fire safety - does not require sprinkler installation in small, isolated, temporarily used enclosed spaces that do not reach the ceiling and whose maximum area does not exceed 2.2 m². Requirements for the installation of fire protection systems may vary depending on the region and applicable law or the design of the space and the systems operating in it, so they should always be verified and consulted with local fire protection specialists. All of the hushFree pods are prepared to be connected both to building sprinkler system or independent fire suppression system. Detailed preparation instructions are attached to assembly manual.





HushFree acoustic pods are designed to allow the user inside the pod to hear the audible alarm system informing them of any danger. The glass walls on two sides allow easy perception of visual alarm signals from inside the pod. All hushFree pods are also factory-prepared for connecting to sprinkler fire extinguishing systems and audible alarm systems.

Compliance and safety

Fire safety

Material safety

Construction and finishing materials used to manufacture acoustic pods should provide the highest possible fire protection. It should be verified that they have been tested for flammability, have the appropriate certificates and comply with the indicated standards. According to the International Building Code (IBC), the minimum classification for walls and ceilings is class C based on ASTM E84 and UL 723 tests. This classification is based on the Smoke Development Index (SDI) and Flame Spread Index (FSI). All wall and ceiling panels in hushFree pods have been tested according to ASTM E84 and UL 723 standards, thus meeting the IBC guidelines.



Acoustic panels used in the production of walls and ceilings of Hushoffice acoustic pods have been tested and appropriately classified - including in accordance with the EN 13501-1 standard and the ASTM E84 and UL 723 standards, and in accordance with the guidelines of the International Building Code (IBC). Upholstery materials, external panels or carpets have also been subjected to flammability tests and comply with a number of international standards, e.g. EN 1021-1, EN 1021-2, BS 5852, CA TB 117-2013, UNI 9175, ASTM D2859 - 16 (2021), EN 1307: 2014 and EN 14041: 2008-05.

Compliance and safety

Seismic safety

In certain cases (including in areas at risk of earthquakes), it may be necessary to provide anti-seismic protection for acoustic pods located in the office. The choice of anchoring method requires taking into account factors such as the type of surface and should always be consulted with appropriate specialists.



All hushFree acoustic pods have a special frame and are fully prepared for anti-seismic anchoring.



Maximum allowable pressures

Ensuring the durability and structural safety of floors is another important issue to consider when installing acoustic pods in an office. It is worth analyzing the technical data of each product in terms of the maximum load that can be exerted on the floor in a specific office space.



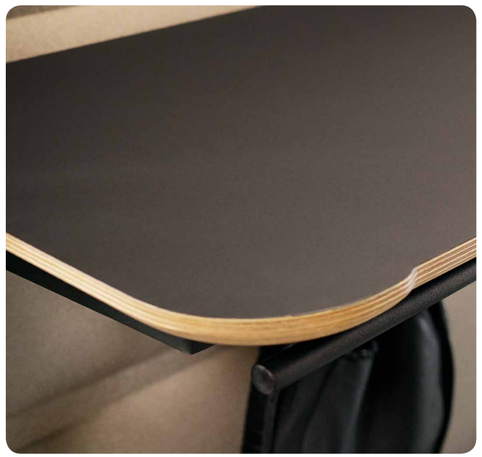
BOOTHS	HushFree.XS	HushFree.S	HushFree.S. Hybrid	HushFree. XM	HushFree.M	HushFree.L	HushFree. Access.M	HushFree. Access.L
Net weight (kg)	293	361	373	429	586	949	529,5	800
Net weight (lbs)	645	794	821	1082	1289	2088	1165	1760
Net pressure (N)	2874	3541	3659	4827	5749	9310	5194	7848
Surface (m^2)	0,95	1,12	1,12	1,98	3	6,14	3	6,14
Surface (ft^2)	10,23	12,06	12,06	21,31	32,29	66,11	32,29	66,11
kg/m^2	307	322	333	248	195	155	177	130
lbs/ft^2	62,89	65,95	68,18	50,78	39,94	31,74	36,27	26,62
Number of feet	4	4	4	8	10	20	15	21
Number of pressure transfer feet	3	3	3	6	8	15	12	16
Net pressure of one foot N/cm^2	24	30	31	134	18	16	74	97
Net pressure of one foot N/in^2	154,84	193,55	199,99	864,51	116,13	103,23	477,42	625,80

HushFree acoustic pods have one of the lightest structures on the market.

Compliance and safety

Material safety

Wooden panels, glass elements or upholstery fillings - acoustic pods are made of many different materials. Hushoffice pods are manufactured in a certified production plant in central Poland, using only premium products that comply with a number of standards. The plant has implemented an Integrated Management System and an Environmental Management System based on the assumptions of ISO 9001 and ISO 14001 standards. Individual elements are thoroughly tested, among others, for flammability and formaldehyde emission, thanks to which each product is completely safe for users.



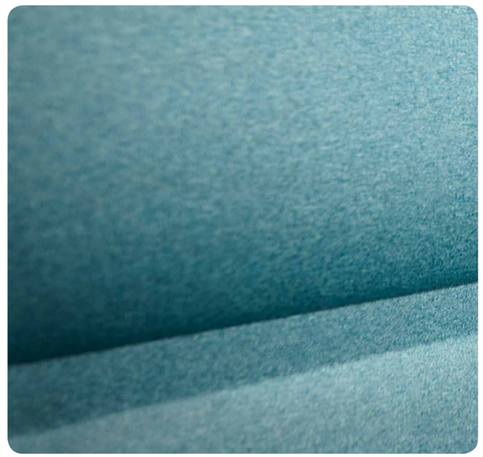
Wood and wood-based elements

The bodies of hushFree pods are made of melamine-faced cellular board, compliant with, among others, TSCA Title VI, CARB Phase II, EN 14322 and EN 312 type P2 standards. They are easy to keep clean, very easy to disinfect, and have antibacterial properties in accordance with ISO 22196. The wood used for their production comes from sustainably managed forests and other trustworthy sources.



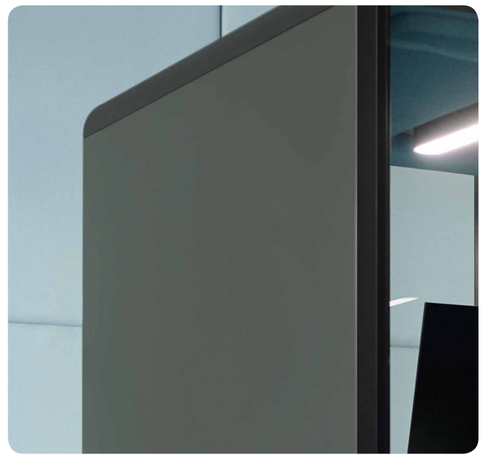
Glass

Safety acoustic glass is used to produce hushFree acoustic pods. The pod doors are tempered and laminated. This solution not only provides better sound insulation, but above all is durable, and in the event of possible damage, does not pose a threat to people nearby.



Textiles

Upholstery fillings, panels and carpets used in the interiors of the pods come only from trusted sources. These fabrics are free from substances hazardous to health, which is confirmed by, among others, the results of ANSI/BIFMA M7.1-2011 tests and the OEKO-TEX® Standard 100 certificate. These materials also comply with strict fire protection standards.



Paints and varnishes

All paints, varnishes and adhesives used in semi-finished products are carefully tested for volatile organic compound emissions and are compliant with, among others, EU Directive 2004/42/CE and ANSI and BIFMA guidelines.

Compliance and safety

Safety of use and maintenance

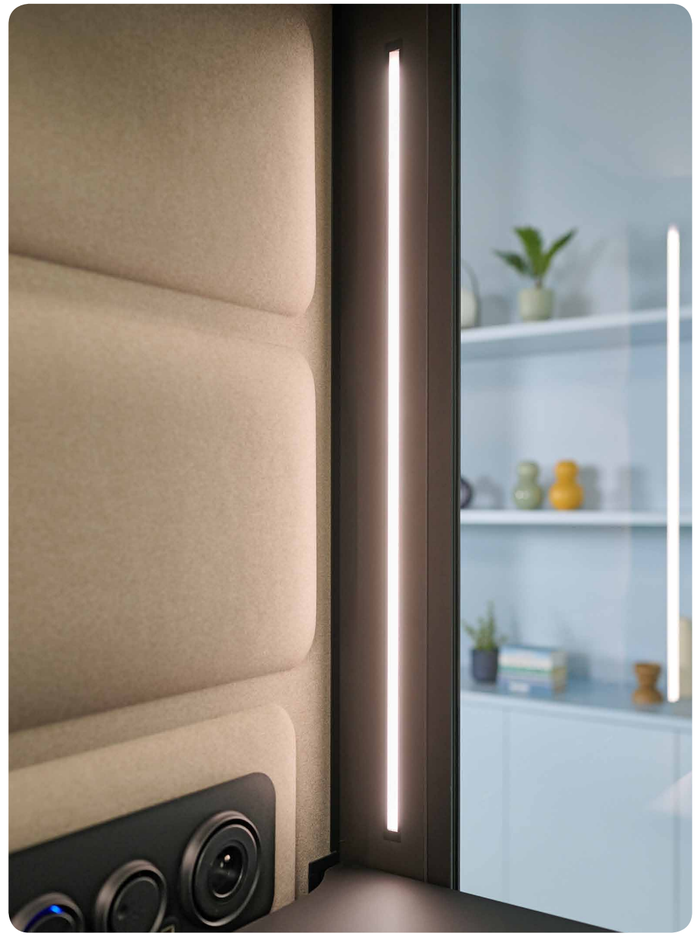
The use of acoustic pods, like any other product, requires adherence to the principles of proper use and maintenance - so that they can maintain their functionality and durability and are completely safe and comfortable for users. In this respect, the manufacturer’s detailed recommendations should be followed.

Read the detailed use and maintenance instructions for hushFree acoustic pods:

Read here







Compliance and safety

Accessibility

There are over 1.3 billion people with disabilities in the world, millions of whom use wheelchairs. A modern office must offer solutions that are easily accessible and useful for everyone, which is why it is so important to plan a dedicated space with appropriate acoustic comfort for conversations, meetings and individual, focused work, including for people in wheelchairs. The layout of such spaces and the solutions used in them must comply with applicable accessibility standards, so when choosing acoustic pods, you should make sure that they meet specific standards. Thanks to this, every employee or guest using a wheelchair will be able to utilize the pods comfortably and without any obstacles.



ADA Compliant

One of the most popular accessibility standards in the world is the ADA's Americans with Disabilities Act of 1990 in the United States. This document concerns the protection of the rights of people with disabilities and specifies, among other things, requirements related to ensuring equal access to buildings. Although the ADA is an American legal act, the principles and accessibility standards described in it have an influence on international standards and can be used as a model in other countries. Many countries may implement similar regulations or standards inspired by the ADA.



To ensure office pods are ADA-compliant, they must adhere to specific guidelines that make them accessible to people with disabilities. Here are some key requirements:

- The door should be at least 32 inches wide when open to 90 degrees to accommodate wheelchairs and other mobility aids.
- There should be enough space inside the pod for a wheelchair to maneuver comfortably. This typically means a clear floor space of at least 30 by 48 inches.
- Desks and tables inside the pod should have a minimum height clearance of 27 inches to allow wheelchair users to pull up close without bumping their knees.
- Proper lighting and ventilation are essential to ensure the pod is comfortable and usable for everyone. Controls must be operable with one hand and should not require tight grasping, pinching, or twisting of the wrist.
- Any technology inside the pod, such as controls for lighting or ventilation, should be accessible and easy to use for individuals with disabilities.
- The force required to operate the door should be minimal, typically no more than 5 pounds.
- Handles must be operable with one hand and should not require tight grasping, pinching, or twisting of the wrist.

Learn why an inclusive office is a worthwhile investment.

Read here

The spacious hushFree.Access.M and hushFree. Access.L pods provide a comfortable acoustic space for conversations, meetings and individual, focused work for wheelchair users, and their designs are compliant with many global accessibility standards, including ADA.

Expectations and needs of a modern office

Flexibility of the place and method of work is one of the most desirable features of an office today. A flexible office, both within the architectural design, as well as its equipment and division into work zones that take into account the different needs of employees, is what these days determines the effective development of a business. Satisfying everyone, both in terms of their physical and mental needs related to the workplace, is a key action in this area.



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Expectations and needs of a modern office

Hybridity and flexibility

Hybrid work is no longer a trend, but a standard. Offices are no longer the only place to perform work duties, thanks to which their average occupancy has decreased signifi-cantly over the past few years. Every day, most offices around the world are used by a different number of employees, for whom the optimal amount of inoffice work time ranges from 58% to 68%*. On one hand, this helps optimize the space, but on the other, it forces the employer to adapt the office to the variable number of employees and to incorporate solutions that allow employees to easily switch between remote and stationary work.

*Gensler (2023). „Global workplace survey comparison".

90%

of companies include a hybrid program in their policies, an 8% increase compared to 2021.

CBRE (2023). „2023-2024 CBRE Global Workplace & Occupancy Insights".

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Expectations and needs of a modern office

The right acoustic comfort

Excessive noise has been a major source of distraction experienced in the workplace for years. These are associated with significant losses in productivity, which can cost companies up to 15 times more than employee absences due to health conditions*. However, excessive noise levels affect not only employee productivity, but also their well-being and job satisfaction - maintaining productivity in a noisy office requires additional effort and negatively affects the entire body. Providing office users with appropriate acoustic conditions plays a fundamental role in maintaining the desired productivity of the company.

*Białowolski i in. (2020). Ill health and distraction at work: Costs and drivers for productivity loss. Plos One.

Only

53%

of office workers say that their office has adequate acoustic comfort.

Skanska & Colliers (2022). “Design the office of the future”.





Expectations and needs of a modern office

Functionality of the workspace

The foundation of a modern office is a flexible, employee-friendly space for various types of work – meetings in a larger group, video conferences or demanding work in silence and concentration. Employees looking for silence and concentration in a stationary office will benefit from solutions for focused work, such as acoustic office pods, as well as workstations in a part of the office free from loud conversations and office noise. Users looking for opportunities to collaborate will gravitate to hot desks, places for project work or semi-formal spaces, where communication is more natural and conducive to by human, direct interactions. The variable numer of stationary employees and the nature of work resulting from their current priorities require that office solutions be as mobile as possible, i.e. enabling quick and smooth change of the office layout if necessary.

65%

of office space in companies is dedicated to teamwork.

Haworth (2023). "Workplace Trends 2023 & Transformation Strategies".

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Expectations and needs of a modern office

Employee well-being

Ensuring the physical and mental comfort of employees requires proper organization and equipment. Here, attention should be paid to both the general conditions in the office, such as air quality, appropriate lighting or acoustic comfort, as well as solutions supporting employee socialization, their rest and regeneration, and meeting a number of individual needs. Providing optimal working conditions and caring for employees helps keep them healthy and increases their level of commitment and job satisfaction.

Up to

75%

of employees, managers and C-suite executives consider leaving their job for one that would better support their well-being.

Deloitte (2023). "Well-Being at Work Survey".



Expectations and needs of a modern office

Resilience

The only certain thing is change. This means that one of the most desirable competencies in employees today is the ease of adapting to changes in our environment and the ability to learn continuously. Resilience, because that is what we are talking about here, is a way of dealing with stress, flexibility in dealing with changes, an appropriate attitude to new, surprising situations and the ability to cope with unpredictability and lack of stability. High resilience among employees is very desirable. It means that people are more often inspired to work than have to be motivated to do it, they can react flexibly to changes and are less susceptible to burnout. Resilience is one of the most desirable competencies of tomorrow, which the infrastructure of the office of the future must keep up with.

74%

of employees positively assess their resilience to change.

Qualtrics LLC (2020). "2020 Global workforce resilience report".

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Designing a high-performing office

Each time, planning the space of a new office or a re-arranged office should begin with an analysis of the needs of the company and its employees. Omitting this part will result in a dissonance between the company's business goals and the environment in which they are to be achieved.



1 Start with needs
Determine the key business goals to be achieved by the company and which employee needs regarding the workplace should be met in order to achieve them.

2 Determine the right structure
Determine the right model and structure for your company's operation. From centralized to distributed. From demanding the implementation of extremely different tasks to a collaboration space.

3 Create the right zones
Create the right zones for work and meetings and select the most effective solutions for them.

4 Choose the right configurations and details
Configure solutions, select the right equipment and take care of their details (e.g. colors) so that they best match the company's DNA.

5 Manage the change process within the company
Invite employees to their new office, show them around and see where they are most willing to do their work.

6 Evaluate and review current needs
The HR department, which is open to the needs of employees, checks from time to time whether the needs of employees link with the expectations of the company, bringing the expected success.

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Designing a high-performing office

A modern office should be flexible and adapt to the changing needs of the organization and employees. It should maximize the efficiency of the tasks performed while optimizing the space used. All this in order to achieve the intended success.

The needs of different teams can vary and can change over time. Therefore, it is important to designate appropriate zones in the office. Diverse places for work and meetings increase employee efficiency and streamline the operation of the company, thanks to which it responds faster to changes that occur in the surrounding business environment.

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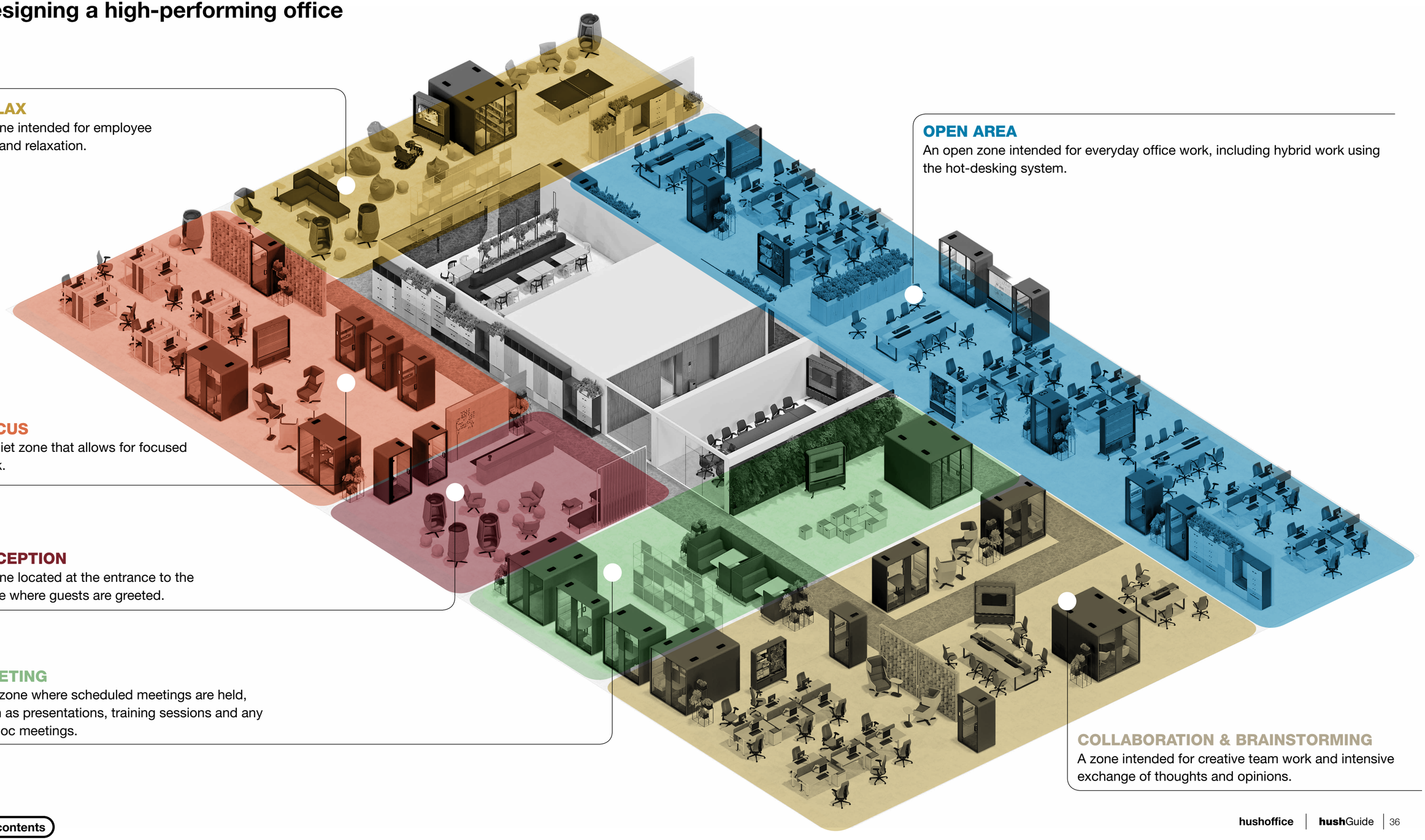
Designing a high-performing office

RELAX
A zone intended for employee rest and relaxation.

FOCUS
A quiet zone that allows for focused work.

RECEPTION
A zone located at the entrance to the office where guests are greeted.

MEETING
The zone where scheduled meetings are held, such as presentations, training sessions and any ad-hoc meetings.



OPEN AREA
An open zone intended for everyday office work, including hybrid work using the hot-desking system.

COLLABORATION & BRAINSTORMING
A zone intended for creative team work and intensive exchange of thoughts and opinions.



OPEN AREA

Open areas are one of the most common concepts in modern office design, which is the result of not only the operational needs of thousands of organizations around the world, but also the direct expectations of office workers. The desire to physically interact and cooperate with others is one of the basic factors motivating employees to work in a stationary environment, which is why it is so important to provide workplaces that are conducive to interaction and rapid transfer of information, equipped with the necessary tools available to all employees.

For
75%

of office workers collaborating with others, building relationships with co-workers, and conducting face-to-face meetings are the main motivators for working from the office.

Future Forum (2023). „Amid spiking burnout, workplace flexibility fuels company culture and productivity".

Why it is worth to consider human-centric office design in an open plan?

Read here

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Open Area

Acoustic pods for quick phone and video calls

Open areas are particularly susceptible to high noise levels and other distractions that significantly reduce productivity and threaten employee well-being – including through phone calls made by co-workers. Providing an easily accessible, private space in this zone for conversations or videoconferencing will reduce disruptions, thereby increasing the comfort and efficiency of employees in the vicinity.





hushfree.XS

A properly selected acoustic pod will ensure confidentiality of conversations while maintaining the acoustic comfort of the office.

Discover more about hushFree.XS

Check here

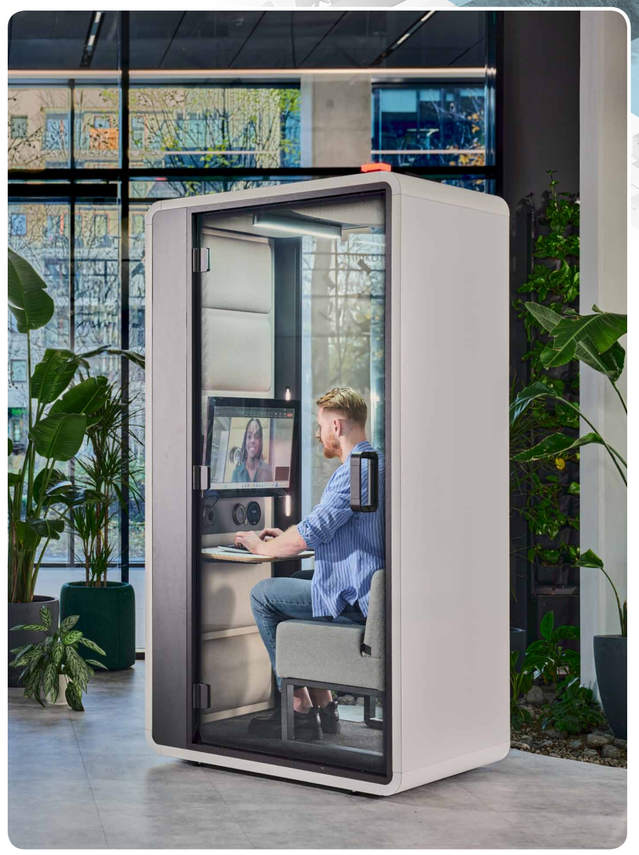
For **67%** of office workers phone calls made by coworkers are one of the biggest distractions.

Interface, Inc. (2019). “What’s That Sound? The Impact of Office Noise on Workforce Productivity”.

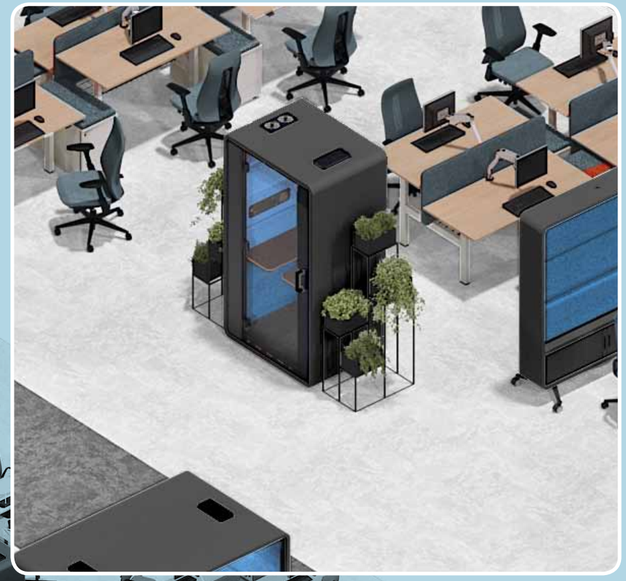
Open Area

Acoustic pods for longer phone and video calls, and individual work

In the hybrid work environment, employees often participate in various meetings and online conversations – including longer and more demanding ones. In open spaces, it is worth planning for one-person pods that allow for significantly more time in meetings and online calls while maintaining silence and peace, ensuring fully comfortable conditions for important conversations or attending webinars. These booths are also excellent when there is a need to quickly disconnect from stimuli and focus on tasks that require concentration.







hushfree.S

hushfree.S.Hybrid

Acoustic booths designed for longer phone calls or video conferences also support individual work by providing an alternative, quiet, and peaceful workspace within reach.

Discover more about hushFree.S

Check here

Discover more about hushFree.S.Hybrid

Check here

Open Area

Acoustic pods for quick, impromptu meetings

Some office meetings happen spontaneously – for example, to quickly obtain or share information essential for maintaining operational continuity. These types of meetings often involve only two people, which is why it's important to provide appropriate spaces for them in open-plan offices. Such spaces allow employees to discuss important work-related matters in the moment while ensuring full privacy and avoiding disruption to nearby colleagues. Two-person acoustic pods, thanks to their compact size, can be placed close to workstations and communication pathways.





hushfree.XM

HushFree.XM acoustic pod is perfectly suited for quick face-to-face meetings.

Discover more about hushFree.XM

Check here

Open Area

Hot-desk workstations

A flexible environment requires flexible solutions. Open shared work zones are spaces where hot-desking is most often planned. These not only meet the organizational needs related to hybrid work, but above all, they are great for creating a collaborative environment and smoothing internal communication. However, it should be remembered that walk-through work spaces must meet the requirements of not just one employee, but potentially dozens of potential users.

Over **63%** of employees declare that they work in a hybrid model, combining remote and office work.

Skanska & Colliers (2022). „Design the office of the future".

Over **57%** of respondents confirm that they work from the office 1-3 days a week.

Skanska & Colliers (2022). „Design the office of the future".

More than **52%** of offices have a hot-desking system.

Robin (2023). „The office space report 2023".

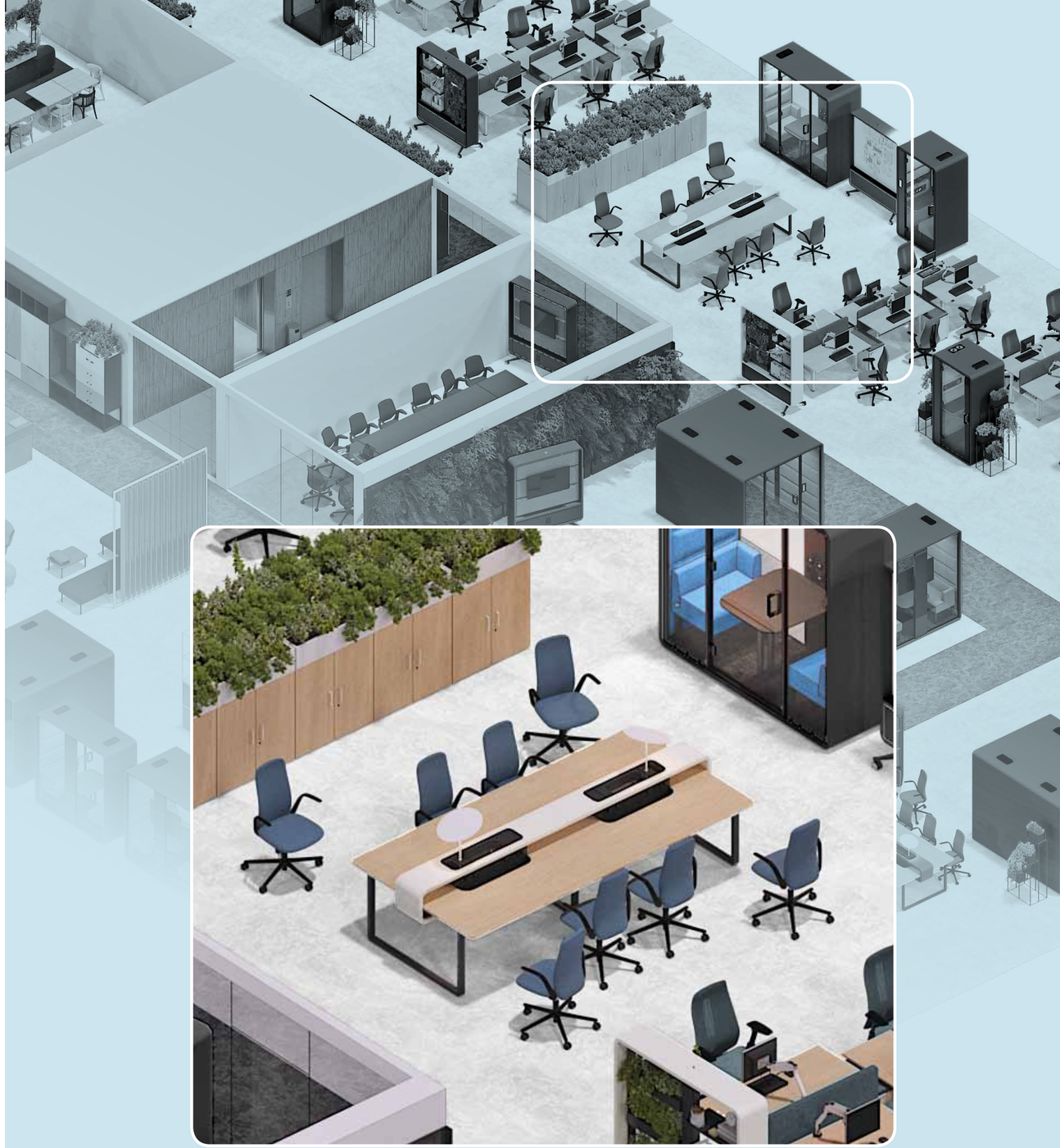


hushspot

HushSpot was designed not only to ensure proper work ergonomics and user comfort, but also total functionality, providing everything necessary for effective work.

Discover more about hushSpot

Check here



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Open Area

Flexible storage system

Every office space should have a place to store company items and employees' private belongings. These are usually called lockers. What is worth paying attention to when choosing lockers is a simple way to configure and adapt them to the needs of the company and the changing office.





hushlock

HushLock was designed to be placed not only against the wall – like classic shelves and cabinets – but wherever you want. Thanks to this solution, the space can have fully functional partitions.

Discover more about hushLock

Check here

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Open Area

Multifunctional mobile partitions

Office space should be flexible, easy to rearrange and prepared for various tasks. This is where multifunctional mobile partition walls come in handy, enabling simple and quick rearrangement of the workplace, while maintaining its functionality. This allows for the ongoing creation of new spatial arrangements without the need to engage installers and perform complicated adaptation work.



hushwall

HushWall is available in various configurations and can be equipped with, for example, convenient shelves or plant pot covers that allow you to increase the number of plants in the office.

Discover more about hushWall

Check here

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FOCUS

Workspaces that require focus should ensure employees can perform their work, which requires special concentration and is often done alone. Providing a quiet and distraction-free space is the most important aspect of a focus zone.



79% of employees believe that noise makes it difficult for them to concentrate on their work.

Interface, Inc. (2019). “What’s That Sound? The Impact of Office Noise.”

60% of employees are unable to work for 30 minutes without being distracted.

Insightful (2024). „ Lost Focus: The Cost of Distractions on Productivity in the Modern Workplace”.

Learn how to manage office spatial chaos using acoustic booths.

Read here

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Focus

Acoustic pods for individual, focused work

Acoustic pods are designed to increase the quality and productivity of tasks performed by employees - these are rooms that provide acoustic isolation from the surroundings. This is an ideal solution for employees looking for silence in noisy office spaces. There are also people whose cognitive functions, level of sensory sensitivity or work style mean that achieving maximum work efficiency basically requires peace and quiet.





hushfree.S

The hushFree.S acoustic pods are designed for individual work, longer video conferences and phone calls. They have desks with manual height adjustment, allowing work in both standing and sitting positions. The aesthetically designed side LED lighting of the user's face provides even better visibility during video calls.

Discover more about hushFree.S

Check here



hushfree.S.Hybrid

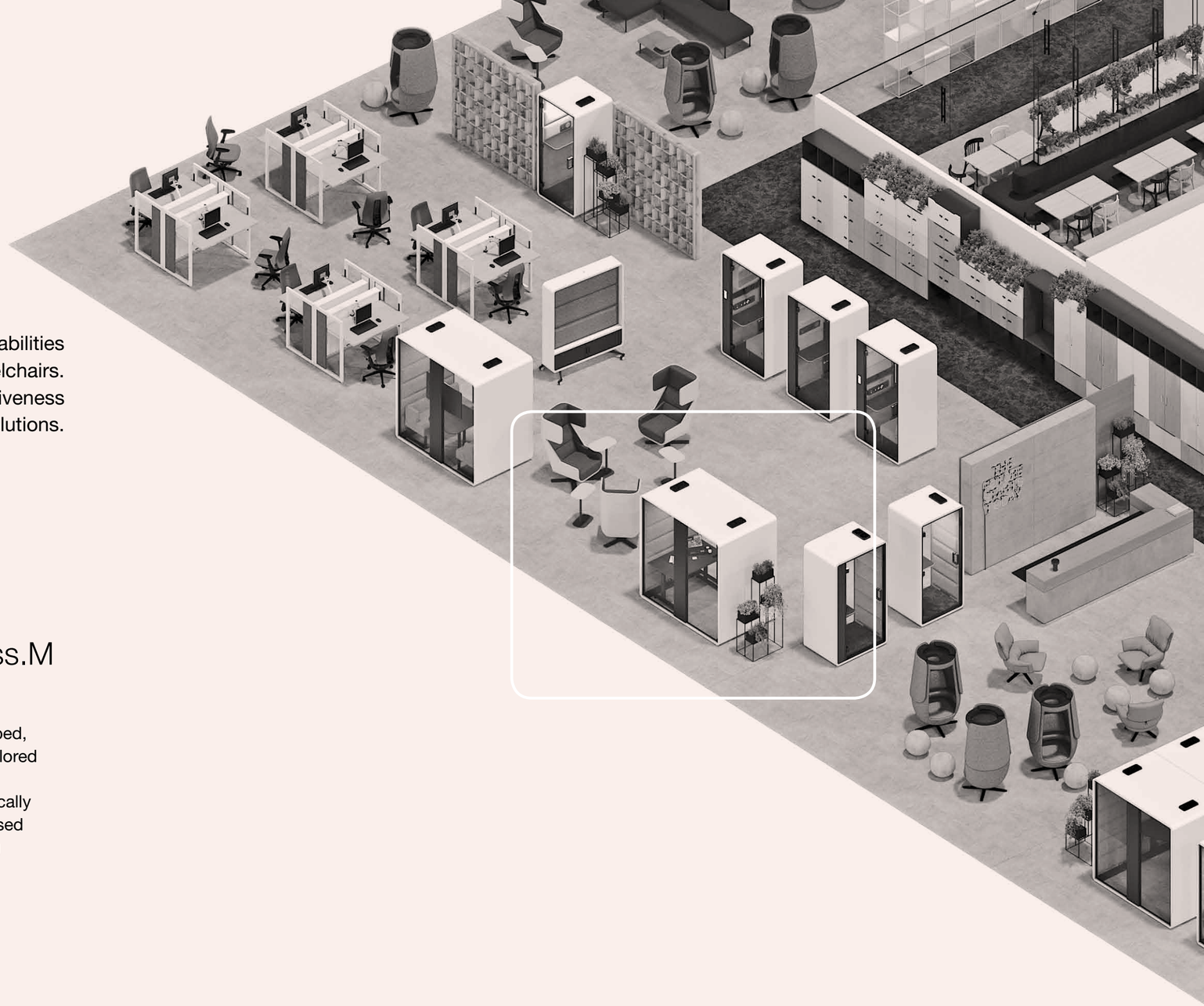
The hushFree.S.Hybrid acoustic pods are designed for prolonged individual work, videoconferencing, meetings and online presentations. They are equipped with a comfortable sofa, an ergonomically designed desk for productive online meetings and side LED lighting of the user's face. Such a pod allows you to work more efficiently and increases the user's comfort.

Discover more about hushFree.S.Hybrid

Check here

Acoustic pods for individual, focused work for people with disabilities

An appropriately equipped acoustic pod adapted to the needs of people with disabilities will work great as a place for individual, focused work for people using wheelchairs. Installing such an acoustic pod in the office is important for increasing the inclusiveness of the workplace and providing all employees with equal access to innovative solutions.





hushfree.Access.M

The hushFree.Access.M acoustic pod can be equipped, for example, with a desk tailored to the needs of a specific person, creating an acoustically comfortable space for focused work for an employee using a wheelchair.

ADA Compliant

Discover more about hushFree.Access.M

Check here

MEETING

Office workers often spend several hours a day at meetings, which is why it is so important to provide them with the right spaces and conditions to easily organize and conduct various meetings, presentations, or training sessions. The key equipment for meeting areas includes appropriate furniture, acoustic solutions, and tools for presentations, sharing materials, and conducting discussions – both stationary and online.



Learn why office booths are
a solution for business negotiations.

Read here

8 is the average number of meetings attended by an employee each workweek. For management staff, this increases to **17 meetings per week.** Almost half of these meetings are online or hybrid.

Booqed (2023). „Minutes (wasted) of meeting: 50 shocking meeting statistics".

Meeting

Acoustic pods for formal and informal meetings for 1-4 people

Many meetings held in offices – both formal and informal – involve a maximum of several people. These are often one-on-one meetings, where quiet and confidentiality are also important. Regardless of the exact number of participants or the purpose of the meeting, the place where it is held should provide comfortable conditions that allow it to be conducted effectively.



hushfree.XM

Acoustic pods such as hushFree.XM (for up to 2 people) and hushFree.M (for up to 4) are perfect for both formal and informal meetings and conversations.

Discover more about hushFree.XM

Check here



hushfree.M

Discover more about hushFree.M

Check here

Larger acoustic pods that can be an alternative to traditional conference rooms

Large acoustic pods that can accommodate up to 6 people are an ideal alternative to traditional conference rooms. They are perfect for business meetings, presentations, video meetings in larger groups or team meetings.



hushfree.L

Dedicated to all types of meetings, the acoustic pod allows for private conversations, separating the people inside from the noise outside.

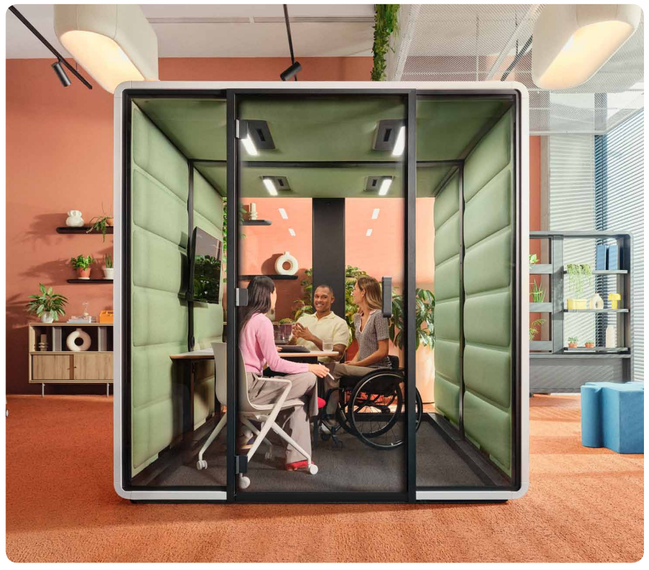
Discover more about hushFree.L

Check here

Meeting

Acoustic pods adapted to the needs of people with disabilities

An inclusive workplace should also meet the needs of people with disabilities. It is worth planning at least one such place in the office. A good solution is an acoustic pod adapted to the needs of people with disabilities intended for meetings.



hushfree.Access.L

HushFree.Access.L is a pod that will work well both during various meetings and as a private space for focused work for a person using a wheelchair. It is worth planning to have at least 1 acoustic pod of this type in the office.

ADA Compliant

Discover more about hushFree.Access.L

Check here

Meeting

Mobile presentation walls

Modern multifunctional walls for presenting materials or writing down thoughts are a good support tool during training and presentations. Screens and dry-erase boards are often irreplaceable during such meetings. In a modern and flexible office, solutions that allow to freely adjust to the currently performed tasks and the current needs of the audience are a perfect solution.





hushwall

hushWall equipped with a screen and/or a dry-erase board works great during project meetings, workshops and training sessions. Thanks to the wheels, you can quickly adjust its position or rearrange the space around it.

Discover more about hushWall

Check here

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COLLABORATION & BRAINSTORMING

Collaboration zones are unique areas that are an office catalyst for creativity, stimulating creative thinking and supporting innovation. Employees can use them to brainstorm, present their thoughts naturally and generate new ideas, solutions and other values important to the company. Collaboration zones have an informal design, are equipped with comfortable furniture, solutions and tools supporting creative meetings, such as screens or writing boards. The key feature of the creative zone is flexibility, which allows for easy adaptation of the space to the diverse needs of the team.



Check creative professionals' benefits from office booths.

Read here

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Collaboration & brainstorming



Acoustic pods for meetings up to 6 people

In a hybrid reality, many creative sessions – especially in dispersed teams – can take place online. When planning an area in the office dedicated to creative work, it is also worth considering the place and solutions that allow for remote brainstorming, for example. Larger acoustic pods that can accommodate up to 6 people meet these needs, where you can connect with team members and conduct a creative video conference in comfortable, distraction-free conditions.



hushfree.L

The hushFree.L acoustic pod enables remote brainstorming free from external interference and provides additional space for any stationary meetings.

Discover more about hushFree.L

Check here

Collaboration & brainstorming

Multi-station work tables

Creating original and innovative concepts requires flexibility – both in the way of thinking and in the environment in which the creative process takes place. Creative zones should provide as many solutions for cooperation as possible and allow employees to choose the best one for their current task. A good solution in this area may be a multi-station table, where, if necessary, the team can sit and use a laptop, prepare for a meeting or discuss their ideas.



hushspot

HushSpot is available in two versions – four- and eight-person. Each of them provides appropriate ergonomics and necessary equipment.

Discover more about hushSpot

Check here



Collaboration & brainstorming

Multifunctional mobile partitions

Brainstorming sessions and other creative meetings are filled with special energy where thoughts can flow very dynamically. Screens on which you can display inspiring materials or boards that allow you to write down and organize ideas born during creative sessions are solutions that cannot be overestimated.





hushwall

HushWall equipped with a screen and/or a dry erase board works great during brainstorming and other creative sessions.

Discover more about hushWall

Check here



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Collaboration & brainstorming

Flexible storage system

In collaboration zones, quick and easy access to necessary materials is also important. To make creative work easier, it is useful to provide storage spaces – in this case, lockers may be the most optimal solution.



hushlock

HushLock is a modern, modular storage system created in response to the needs of a flexible work and meeting space. The system provides full freedom in terms of configuring solutions.

Discover more about hushLock

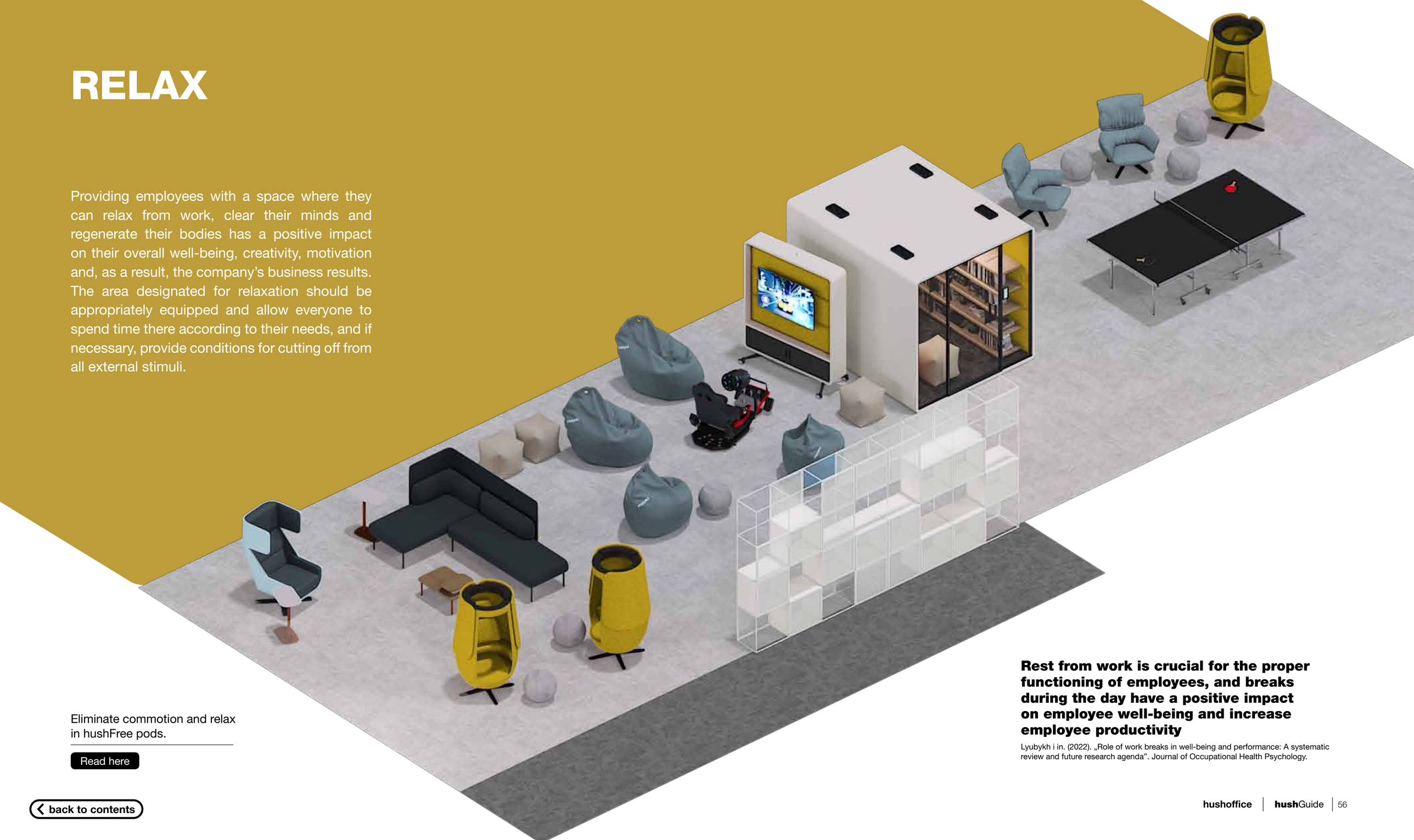
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Check keen uses of the hushLock.

Read here

RELAX

Providing employees with a space where they can relax from work, clear their minds and regenerate their bodies has a positive impact on their overall well-being, creativity, motivation and, as a result, the company's business results. The area designated for relaxation should be appropriately equipped and allow everyone to spend time there according to their needs, and if necessary, provide conditions for cutting off from all external stimuli.



Eliminate commotion and relax in hushFree pods.

Read here

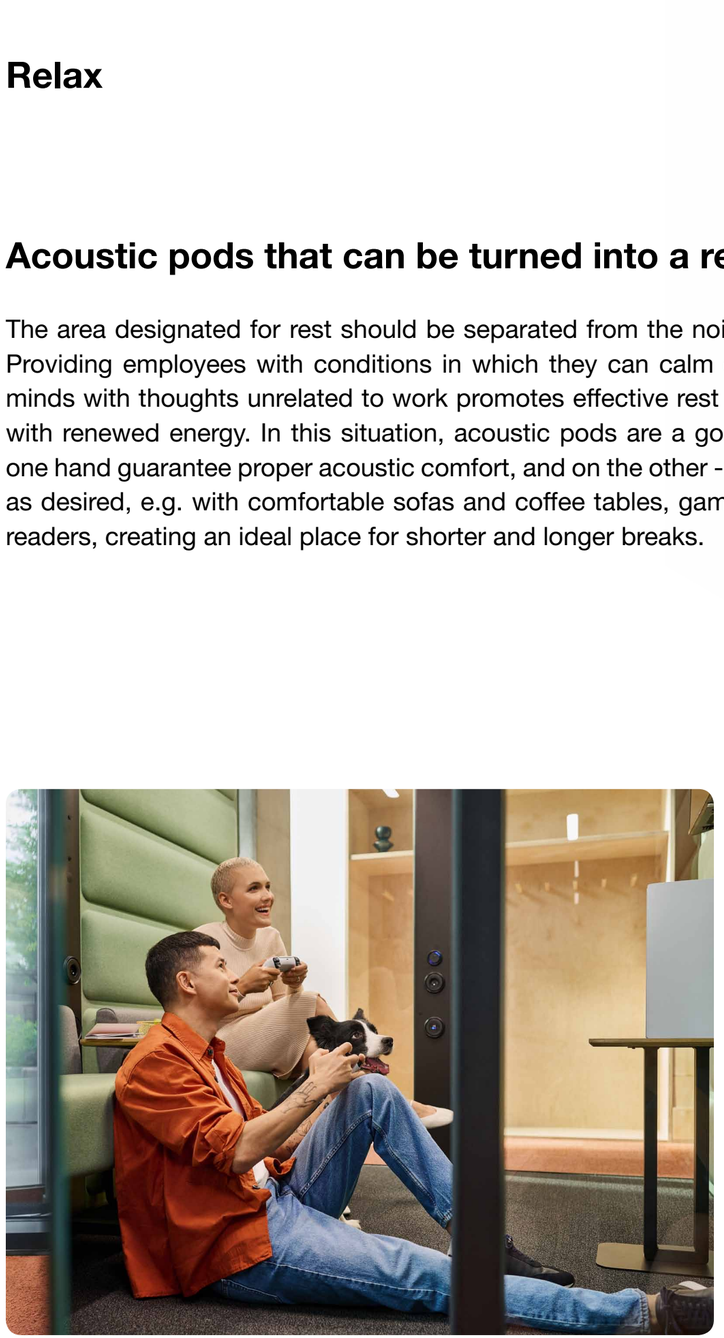
Rest from work is crucial for the proper functioning of employees, and breaks during the day have a positive impact on employee well-being and increase employee productivity

Lyubykh i in. (2022). „Role of work breaks in well-being and performance: A systematic review and future research agenda". Journal of Occupational Health Psychology.

Relax

Acoustic pods that can be turned into a relaxation room

The area designated for rest should be separated from the noisy areas in the office. Providing employees with conditions in which they can calm down or occupy their minds with thoughts unrelated to work promotes effective rest and returning to work with renewed energy. In this situation, acoustic pods are a good solution, which on one hand guarantee proper acoustic comfort, and on the other - they can be equipped as desired, e.g. with comfortable sofas and coffee tables, game consoles or e-book readers, creating an ideal place for shorter and longer breaks.



hushfree.L

The hushFree.L acoustic pod can be equipped according to your preferences, creating, for example, a corporate gaming zone, meditation room or reading room.

Discover more about hushFree.L

Check here



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Relax

Comfortable chairs allowing you to disconnect from external stimuli

The basic element of rest areas is appropriate furniture, which helps people fully relax. The most important feature in this case is comfort, but it is worth paying attention to solutions offering additional functionalities that support employee regeneration, such as the possibility of cutting off from external stimuli.

Occasional **5-minute breaks**
lead to increased energy and a greater chance of setting and achieving professional goals.

North Carolina State University (2021). „Tired at the office? Take a quick break; your work will benefit".





A11

The A11 chair in its closed version has a movable screen that allows you to create a private zone, providing isolation from external stimuli.

Discover more about A11

Check here



Multifunctional mobile walls

A mobile partition wall equipped with a TV mount allows you to separate the relaxation area from the rest of the office and is a fully functional part of the space. Here, employees can watch movies, sports broadcasts or play games together, thus supporting the integration of employees and their well-being.



hushwall

HushWall with a mounted TV and a shelf where you can store, for example, a games console can be a mobile and flexible entertainment center for employees.



Discover more about hushWall

Check here



RECEPTION

The reception area is often one of the most representative areas in the entire office, used not only by employees but above all guests. Attractive and functional reception areas translate into positive impressions of the company. To increase the functionality of the reception area, it is worth providing comfortable seating and planning a space for storing outerwear and other private items. Acoustic pods are also a good solution, allowing guests to comfortably conduct phone calls or video conferences.



Learn more about pods in reception area.

Read here

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Reception

Acoustic pods for conversations and video conferences

Depending on the size of the office and the nature of the business conducted there, reception areas are distinguished by different levels of occupancy. Regardless of the size and scale of the traffic in the area, providing a place to comfortably conduct an important phone call or video conference is an investment that brings benefits both in terms of the functionality of the space and positive guest experiences. The presence of pods emphasizes the modernity and professionalism of the company and proves that the company pays attention to the comfort of all people visiting the office.



hushfree.XS

The hushFree.XS pod designed for quick phone and video calls ensures the confidentiality of conversations while maintaining the acoustic comfort of the surrounding space.

Discover more about hushFree.XS

Check here



hushfree.S

The hushFree.S pod ensures quiet, calm and ergonomic space for longer conversations and online meetings.

Discover more about hushFree.S

Check here

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Reception

Functional swivel chairs

The reception area is often the company’s calling card, and the distinguishing feature of the reception area is primarily its furniture. Designer furniture fits perfectly into modern offices, allowing for comfortable rest and a moment of relaxation.



A11

The A11 chairs located in the reception area create a space where guests can comfortably relax between meetings.

Discover more about A11

Check here

Reception

Flexible storage system

Storage furniture in reception areas has many functions. First of all, it provides a place where both employees and guests can safely store their outerwear and other items during office visits. Properly designed furniture allows you to maintain order and the appropriate aesthetics of the space, which are of particular importance for the reception area and are directly related to the company's image. As with storage furniture located in other parts of the office, it is worth considering the choice of modular solutions.



hushlock

HushLock offers countless configuration options, making it easy to tailor it to the needs of a specific office.

Discover more about hushLock

Check here

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A SMALL SPACE CAN ALSO BE FLEXIBLE AND EFFECTIVE

The hybrid reality of the real estate market increasingly encourages customers to reduce the office space they rent. This has its business justification: optimizing business costs.

In the era of flexible work, offices are increasingly perceived as places to meet with customers and employees, socialize, and integrate. Managers assume that demanding work requiring concentration alone can be done working from home.

Smaller offices and more condensed infrastructure also characterize some markets, such as Southeast Asian regions. Although this is not the rule, such a trend can also be observed in European countries like France.



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A small space can also be flexible and effective



How can you plan an effective smaller workspace?

Provide compact pods for phone and video calls like hushFree.XS

Choose small pods for solo work in focus like hushFree.S.Hybrid

Choose two-person pods for formal and informal meetings like hushFree.XM

Use pods as a mobile element of office infrastructure to divide space into functional zones

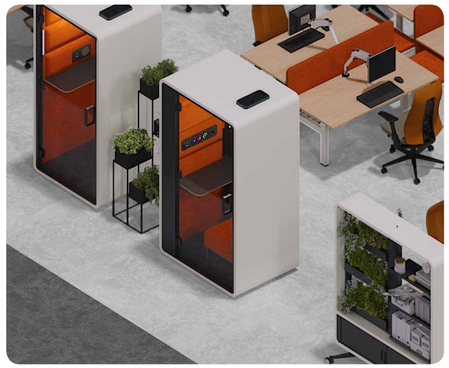
Use mobile multifunctional walls for presentations and work like hushWall

Remember, it’s always worth having at least one larger pod – as an alternative to a traditional conference room

A small office must also be inclusive – remember about solutions like hushFree.Access.M

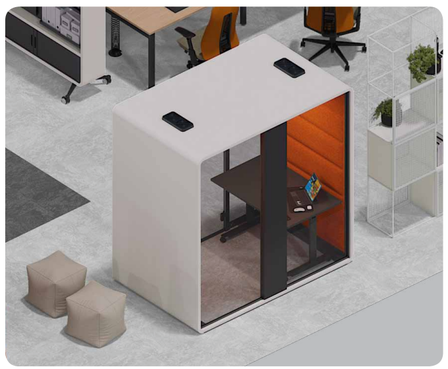


hushfree.XS

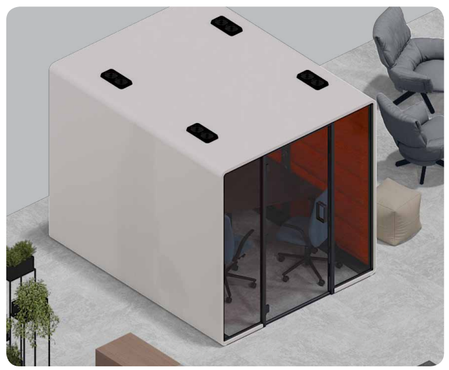


hushfree.S.Hybrid

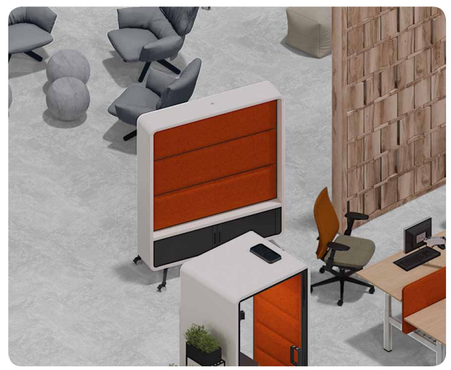
hushfree.XM



hushfree.Access.M



hushfree.L



hushwall

(RE)DESIGN OPEN SPACE

Large offices with an open formula are still characteristic of industries such as call center services, advertising agencies, or SSCs. However, open spaces no longer have to be associated with a depressing work atmosphere in a large, unified corporate behemoth. Thanks to agile and flexible solutions, such as hushFree acoustic pods, the open office infrastructure can become a friendly place that facilitates communication and information exchange between employees.

Today, a fast and uninterrupted flow of information counts, and working in an environment that provides such conditions is becoming crucial.

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(Re)design open space

How to take care of effective open space today?



Provide pods for quick phone and video calls like hushFree.XS

Provide pods for longer phone calls and video conferences such as hushFree.S and hushFree.S.Hybrid

Remember to correlate the number of employees in the open space with the number and type of acoustic pods

Divide the space and create microzones for work using acoustic pods

Organize formal and less formal meetings in larger pods such as hushFree.M or hushFree.L

Create alternative spaces to conference rooms, at the same time cost-effective than permanent structures, and at the same time adapted also for people with disabilities such as hushFree.Access.L

The office today must be inclusive – remember, hushFree.Access.M as a place to work for people with mobility disabilities

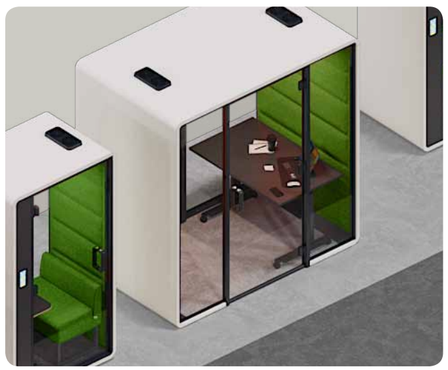


hushfree.XS



hushfree.S / **hush**free.S.Hybrid

hushfree.XM / **hush**free.M



hushfree.Access.M



hushfree.Access.L



hushfree.L

Key information

1 Acoustic pods are furniture designed for spaces where effective sound insulation is crucial, such as offices, work and meeting areas, conference rooms, and more. These specially designed and isolated enclosures aim to improve acoustic comfort in various work environments. Compact and enclosed, they enable users to focus on tasks, ensuring privacy and protection from external noise. Using special materials like acoustic foam, these pods provide excellent soundproofing and noise reduction. They are primarily intended for temporary work.

2 The only globally recognized standard for acoustic pod classification is ISO 23351-1:2020, which pertains to enclosed furniture such as booths and pods. This standard measures how effectively a product reduces human speech levels. Pods with A+, A, or B ratings ensure the privacy of conversations.

Class	Speech level reduction (DS,A)	Speech privacy guaranteed?
A+	> 33 decibels / dB	Yes
A	> 30 decibels / dB	Yes
B	> 25 decibels / dB	Yes
C	> 20 decibels / dB	Depends on background noise level
D	> 15 decibels / dB	Depends on background noise level
Unclassified	≤ 15 decibels / dB	No

3 When designing work and meeting spaces that incorporate acoustic pods, always consult applicable local or regional building regulations, design and furnishing guidelines, fire safety codes, and other requirements, including those specified by property managers. This is particularly important during product installation.

EUROPE				
Standard	Certificate	Test report	Declaration	Manufacturer statement
CE			•	
UKCA			•	
Acoustics ISO 23351-1:2020		•		
PEFC	•			
GS	•			
Greenguard Gold	•			
EPD/LCA			•	
Flammability EN 1021-1:2014				•
Certified Autism Resource	•			

APAC				
Standard	Certificate	Test report	Declaration	Manufacturer statement
Acoustics ISO 23351-1:2020		•		
PEFC	•			
Greenguard Gold	•			
Certified Autism Resource	•			

NORTH AMERICA				
Standard	Certificate	Test report	Declaration	Manufacturer statement
UL Safety	•			
Acoustics ISO 23351-1:2020		•		
PEFC	•			
Mechanical resistance ANSI/BIFMA		•		
Greenguard Gold	•			
EPD/LCA			•	
Seismic design		•		
Proposition 65 list				•
ASHRAE 111 Section 7 (airflow)				•
Certified Autism Resource	•			

Key information

4 Flexibility in designing work and meeting spaces is one of the most sought-after office features today. Adapting spaces to the evolving needs of an organization is key to fostering growth and business success. The ability to rearrange spaces freely, accommodating fluctuating office occupancy, is a top priority for organizations, influencing architects and designers alike.

5 Acoustic pods are now a staple in almost every office fit-out project. These solutions have become integral to modern office infrastructure, supporting efficient task execution – whether individual or team-oriented.

6 Excessive noise remains a significant challenge for modern organizations. Approximately 79% of employees report that excessive noise hinders their focus and task completion in the office, while 60% struggle to work for 30 minutes without being distracted by noise*.

7 When planning a new office space or reconfiguring an existing one, consider the organization's and employees' needs to select the right acoustic pods for work and meetings. Key steps include:
- analyzing organizational needs and goals,
- assessing the employee structure, work methods, and tasks performed,
- choosing appropriate pod types, configurations, and features to support tasks and meet employee needs,
- incorporating acoustic pods and other Hushoffice products as integral office elements that define zones for focused work, meetings, creative and team collaboration, storage, and more.

8 The unified design language of all Hushoffice products—both acoustic pods and complementary items—ensures a cohesive and aesthetically pleasing office design. With Hushoffice, there's no need to worry about mismatched colors, textures, or accessories from different manufacturers.

9 Acoustic pods play a vital role in fostering diversity and inclusion as part of a company's growth strategy. Hushoffice pods are Certified Autism Resource (CAR) solutions, awarded by the International Board of Credentialing and Continuing Education Standards (IBCCES). This certification confirms that Hushoffice pods provide quiet and well-designed spaces suitable for employees with autism spectrum disorders, aligning with inclusive workplace practices.

10 Today, approximately 15% of the global population lives with various types of disabilities, including mobility impairments. Selected Hushoffice acoustic pods are designed to meet the needs of individuals with such disabilities, particularly those using wheelchairs. These pods enable seamless access to office spaces, enhancing their sense of autonomy.

11 Acoustic pods can serve as a valuable non-wage benefit for employees. These solutions boost work efficiency, protect against overstimulation, and enhance comfort and the quality of work or meetings.

12 Investing in professional Hushoffice acoustic pods guarantees business growth and success. Always choose reliable, certified solutions.

13 Acoustics should never be taken for granted. Excessive office noise can lead to significant financial losses—up to $100 million annually for organizations with over 500 employees (data from the U.S. market).

14 Follow the usage and maintenance instructions provided by Hushoffice to preserve the pods' properties and ensure safety as recommended by the manufacturer.

15 If you have any additional questions about Hushoffice acoustic pods or other flexible office solutions, feel free to contact us. Our experts are always happy to assist and provide more information. We love discussing acoustics!

*Evidence Space, Improving employee productivity by reducing noise, British Gypsum, Coventry, 2015.

Project checklist

Key aspects to verify when designing an office space with acoustic pods.

- [x] **Product dimensions**
  Verify the width, length, and height of the selected pods to ensure optimal integration into the space while maintaining the recommended minimum clearances from other office elements (see page 9).

- [x] **Product weight and load-bearing requirements**
  Check the weight of the pods and the load they exert, particularly in relation to the building's floor load-bearing capacity.

- [ ] **Electrical connection plan**
  Ensure the pods are correctly connected to the power network, taking into account the placement of electrical outlets in walls, floors, and ceilings, as well as the length of power cords (see page 13).

- [ ] **Manufacturer recommendations**
  Review the manufacturer's recommendations for placing pods in office spaces (see page 9).

- [ ] **Traffic flow**
  Verify that the pods' placement does not obstruct traffic flow, including evacuation routes. Consider both closed and fully open pod doors.

- [ ] **Door opening directions**
  Plan pod placement to account for doors opening either to the left or the right.

- [ ] **Fire safety**
  Consult with a designated fire safety inspector regarding local fire regulations and the need for integrating pods with sprinkler systems.

- [ ] **Fire protection layout**
  Examine the detailed layout of fire protection systems, including the locations of visual and auditory alarm signals. Ensure that alarms are visible and audible inside every pod.

- [ ] **Seismic anchorage guidelines (if applicable)**
  For installations in earthquake-prone areas, review relevant seismic anchorage guidelines, building surface types, and applicable anchorage methods.

- [ ] **Logistics infrastructure and media access**
  Facilitate installation by assessing logistics infrastructure and media access in the building. Consider driveway access, external and internal transport routes, elevator size and location, and access to electricity and running water.

Note: The above points represent fundamental considerations for including acoustic pods into office designs but may not cover project-specific issues. Each project should be approached individually. For additional inquiries, contact Hushoffice experts.



Additional information

1. Not all products and accessories the manufacturer offers are available in every market. Their availability for ordering may vary by region. For more information, please visit hushoffice.com or contact our representative directly.

2. The manufacturer reserves the right to make structural changes and changes in parameters that do not impair the usability of the products. The colors presented in the catalog may differ from the actual colors of the products.

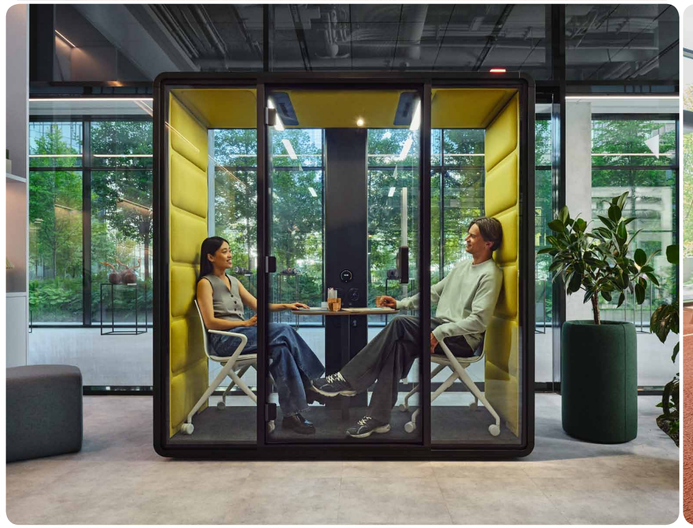
3. The above offer is informative and does not constitute a commercial offer.

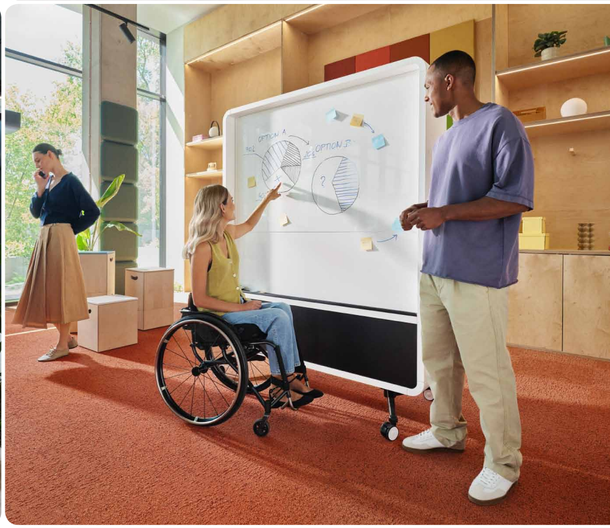


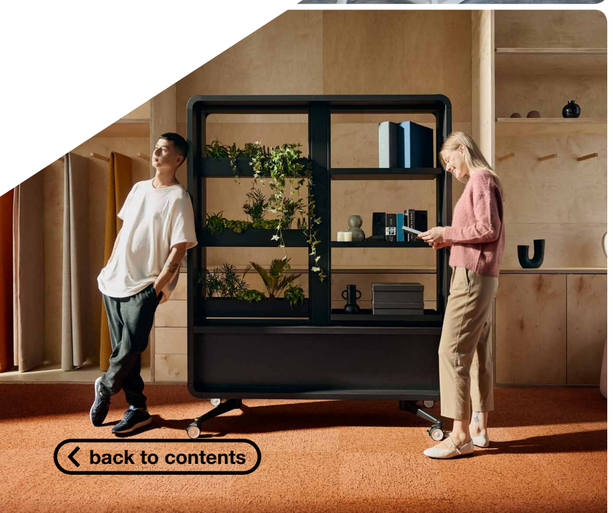






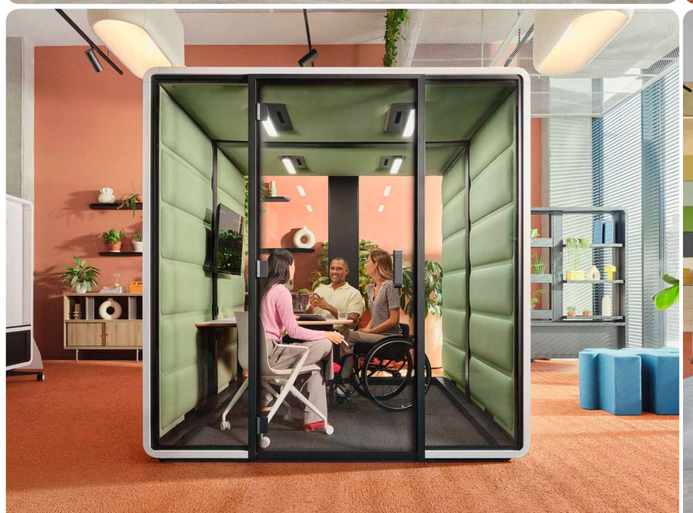






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feel

free

to **talk** to **meet** to **work**

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hushoffice.com