

How to Measure Up for an Office Desk

Simple Step-by-Step Guide

1. Choose Your Spot

- ☐ Near window for natural light
- ☐ Close to a power point
- ☐ Check for glare or sunlight on screens

 Tip: Corners or wall nooks are perfect for saving space.

2. Measure Your Space

Write your measurements here:

Width (side to side): _____ mm

Depth (front to back): _____ mm

Height (floor to window sill or shelf): _____ mm

 Allow at least 700 mm of space behind your desk for your chair.

 If wheelchair access is required, allow 850 mm (Australian standard).

 All desks are 725 mm high (Australian standard), so you don't need to worry about height.

3. What Will You Use the Desk For?

- ☐ Laptop only
- ☐ Dual monitors
- ☐ Printer
- ☐ Paperwork
- ☐ Storage drawers

 Knowing what goes on the desk helps pick the right size.

 Tip: Mobile drawer units placed next to the desk are great for housing printers, in-trays, or other office supplies.

4. Final Check

- ☐ Tape out the desk size on your floor
- ☐ Walk around it — does it feel comfortable?

 Tip: All desk tops overhang by at least 18 mm, covering standard skirting boards. Your desk will sit flush against the wall even with skirting in place.

☒ Your Perfect Desk Awaits at www.onlyofficefurniture.com/office-desks

Take your measurements to our website and explore desks that fit your space perfectly. Simple, stress-free, and ready for delivery.