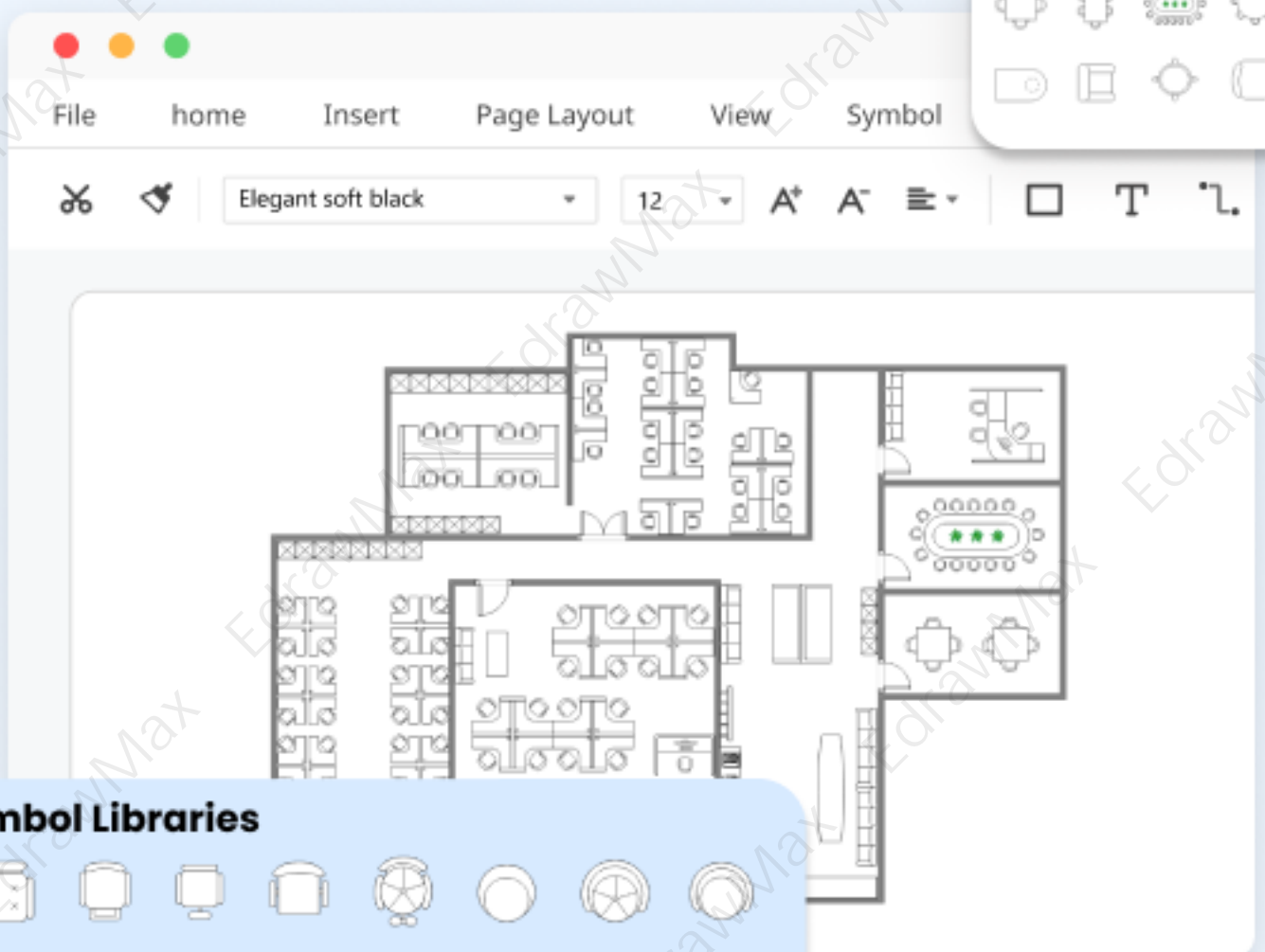


Office Layout Symbols

Complete Guide



Symbol Libraries



Office Layout Symbols

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The most typical parts of an office layout are walls. Exterior walls are represented by thicker lines, whereas internal walls are represented by thinner lines. There is sometimes no discernible difference between them. Instead of a single, solid line, outside walls can be represented by a black outline or double lines.	15
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Do You Want to Make Your Office Layout?

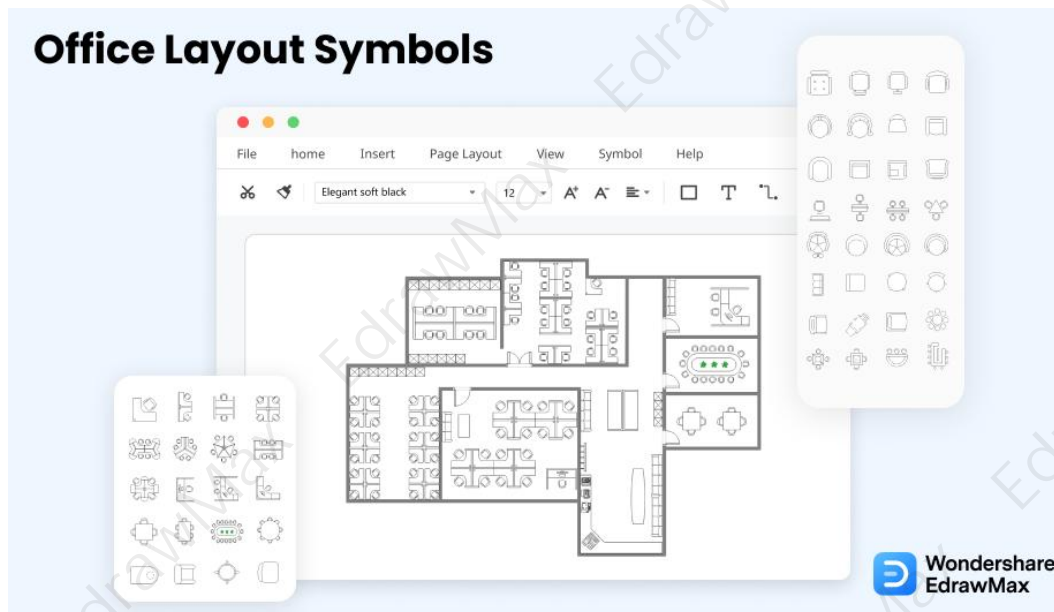
EdrawMax specializes in diagramming and visualizing. Learn from this article to know everything about office layout symbols, and how to use office layout symbols. Just try it free now!

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An **office layout**¹ graphically represents the arrangement of furniture, machines, equipment, and the division of workspace in an office that improves the regular performance of all employees and promotes efficiency. We use **office layout symbols** to depict the components of an office layout and create a perfect schematic plan.

Here, we will talk about **office layout symbols** and their various types. Learn how to find and use office layout symbols to create your diagram. Also, learn how you can draw personalized office layout symbols on EdrawMax.

¹ Office layout: <https://www.edrawsoft.com/office-layout.html>



1. What Are the Office Layout Symbols

The office layout is a schematic diagram to depict office equipment and furniture arrangement to improve workspace efficiency based on the division of labor. We use **office layout symbols** to create an office layout by separating the various jobs in the office into different sections and giving each employee enough space to work comfortably by availing the maximum benefit of the available workspace.

There are many benefits of using **office layout symbols** to create an accurate diagram of the office arrangement. A perfect office layout can help you increase the productivity of your employees, as the workflow will move efficiently. It also helps you save money because you can avoid wasting space with an office layout. With office layout symbols, you can create a clean and spacious workspace that will make your employees happy.

The office is the place where most people spend their day working. The environment of their workspace can affect their productivity or make them tired. An office layout created with proper **office layout symbols** can help you create an efficient floor plan where all employees can work freely while communicating with their team members and supervisors. Office layout also helps when new employees come during expansion, and you have to make room for them.

Office Layout Symbols:

Office layout symbols helps to create the office layout and arrangement, so as to give each employee enough space to work comfortably by availing the maxium benefits.

2. The Types of Office Layout Symbols




There are various types of offices based on their size, location, and many other features. Software companies usually have small offices with less workspace and the best collaboration between employees. Big companies also own huge offices. Some people also like working in their home offices where they can work comfortably, rest from time to time, and don't have to commute. You can use the three types of **office layout symbols** listed here to create a floor plan for any office you want.









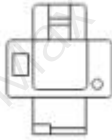


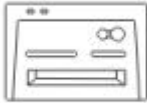
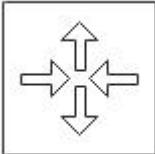
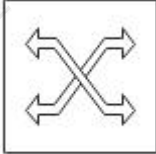


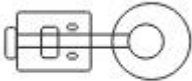

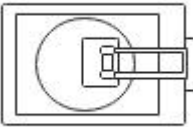

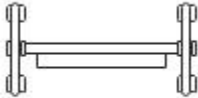
- Office Equipment Symbols
- Office Furniture Symbols
- Table and Chair Symbols
- Sofas Symbols
- Office Wall Shell Symbols
- Office Door & Window Symbols




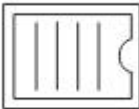
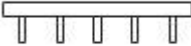
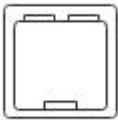
2.1 Office Equipment Symbols

The **office equipment symbols** includes electronic products that employees regularly use in the office for communication, work, recording, supplies storage, and data. The office equipment symbols include computers, monitors, laptops, fax machines, printers, scanners, telephones, air-conditioners, and all other devices used by employees in the office.

Good arrangement of office equipment can make a huge difference in the productivity and work volume of the office. With an office layout, you can position the office equipment in a shared space where every employee can easily reach and use the devices they want without wasting time by walking longer distances or waiting for others to finish. Here are some office equipment symbols.

Desktop PC	PC	Phone
		
Mobile Phone	Fax	PC Monitor

		
Keyboard	Tower PC	Mouse
		
Modem	Scanner	Printer
		
Xerox	Plotter	Document Shredder
		
Router	Switch	Wireless Hub
		
Hub	Office Lamp	Projector
		
Overhead Projector	Projector Screen	Marker Board
		
Plasma Panel	Cash Register	POS-Terminal


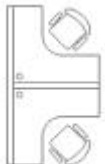
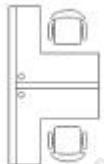
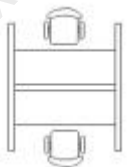
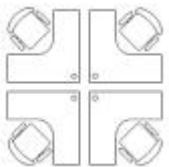
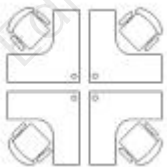
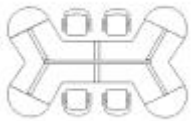


		
Paper Tray	Coat Rack	Waste Can
		

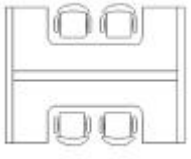
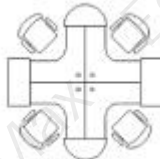

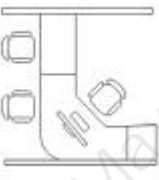






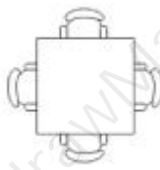
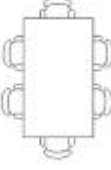
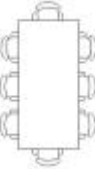


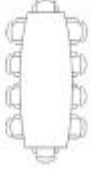


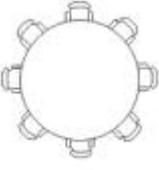

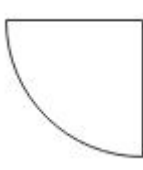

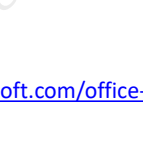

Source: EdrawMax

2.2 Office Furniture Symbols

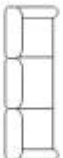


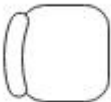

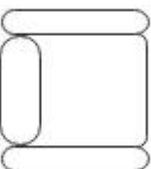
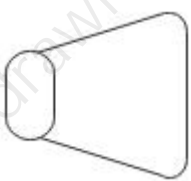







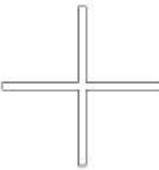
We use **office furniture symbols** to illustrate the position of each furniture item and the division of workspace for each employee based on the division of labor. A few years back, the cubicle was the standard office layout for every company and business. Today, companies try to avoid wasting space by eliminating cubicle panels and providing open office space with reserved seats for each employee.

You can use the office furniture symbols based on the layout of your office. If your office has curved panels, use simple chairs with computers on the curved desk to represent the layout. If your office has I-shape or u-shaped panels, use the proper symbols. Here are some office furniture symbols.

Single Cubicle	2 Seats Cubicle	2 Seats Cubicle 2
		
2 Seats Cubicle 3	Cubicle 1	Cubicle 2
		
Cubicle 3	Cubicle 4	Cubicle 5
		

Cubicle 6	Cubicle 7	Straight Workstation
		
Council Workstation	L Workstation	Table
		
Round Table	Desk	Racetrack Table
		
Boat Table	4 Seats Table	6 Seats Table
		
8 Seats Table	10 Seats Table	10 Seats Table 2
		
10 Seats Table 3	12 Seats Table	16 Seats Table
		
Multi-chair Round Table	Corner Table	Round Corner
		
Work Surface	Conner Surface	Conner Surface 2
		




Conner Surface 3	Conner Surface 4	Work Peninsula
Book Shelf	Credenza	Pedestal
Cabinet	Cabinet 2	Cabinet 3
Storage Unit	Susp Coat Bar	Susp Open Shelf
Suspended Lateral File	File	Lateral File
Flat File	Swivel Tilt Chair	2 Seat Sofa
3 Seat Sofa	4 Seat Sofa	90 Deg Table













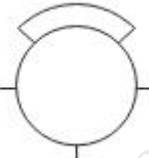

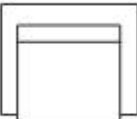
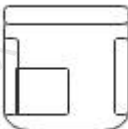


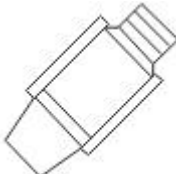
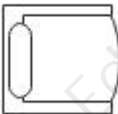
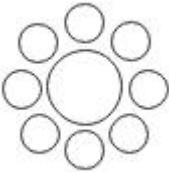
		
Chair 1	Chair 2	Chair 3
		
30 Deg Seat	Desk Chair	High Stool
		
Stool	Panel	2 Panel
		
3 Panel	4 Panel	Cross Panel
		


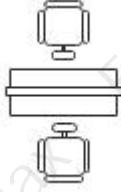
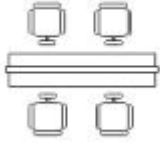

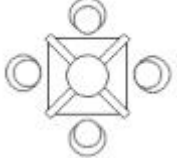
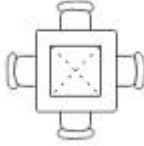


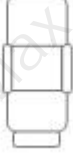



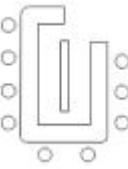

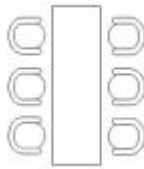





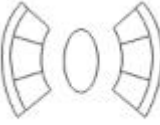
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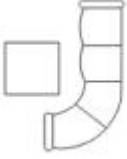

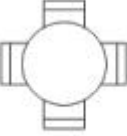
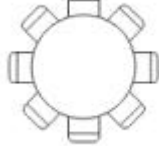
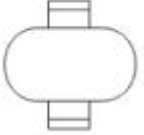
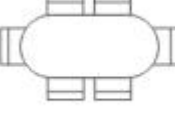

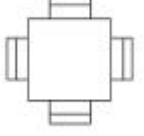
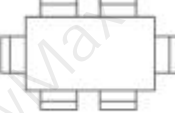
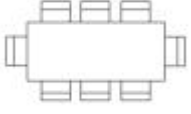
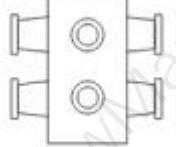










2.3 Table & Chair Symbols




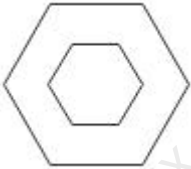





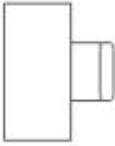
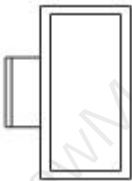
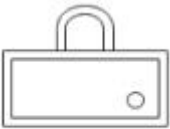
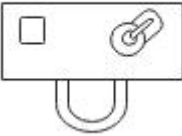
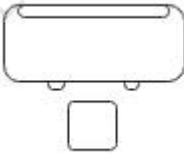
The table and chair are essential for any office. You can use these **office layout symbols** to illustrate the arrangement of chairs, tables, and desks for the employees in your office. With each type of panel and equipment, you need a table to place the electrical products and chairs where your employees will sit and work for the day.

Chair 1	Chair 2	Chair 3
		

Chair 4	Chair 5	Chair 6
		
Chair 7	Chair 8	Chair 9
		
Chair 10	Chair 11	Chair 12
		
Chair 13	Chair 14	Chair 15
		
Chair 16	Chair 17	Chair 18
		
Chair 19	Chair 20	Recliner
		
Sling Chair	Lounge Chair	Table with Chairs
		
Style Station 1	Style Station 2	Style Station 3

		
Style Station 4	Style Station 5	Style Station 6
		
Style Station 7	Longue Chair 1	Longue Chair 2
		
Longue Chair 3	Longue Chair 4	Longue Chair 5
		
Bar Counter 1	Bar Counter 2	Bar Counter 3
		
Bar Counter 4	Bar Counter 5	Bar Counter 6
		
The Chair & Table 1	The Chair & Table 2	Sofa & Sofa Table 1
		
Sofa & Sofa Table 2	Dining Table 1	Dining Table 2

		
Dining Table 3	Dining Table 4	Dining Table 5
		
Dining Table 6	Dining Table 7	Dining Table 8
		
Dining Table 9	Dining Table 10	Cicle Table & Chair 1
		
Cicle Table & Chair 2	Cicle Table & Chair 3	Cicle Table & Chair 4
		
Cicle Table & Chair 5	Cicle Table & Chair 6	Cicle Table & Chair 7
		
Cicle Table	Oval Table	Conference Table 1
		
Conference Table 2	Conference Table 3	Rectangle Table

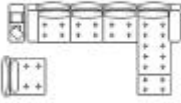

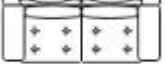


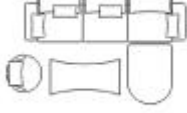
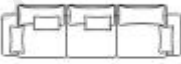

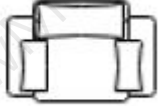
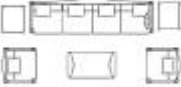
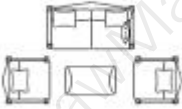
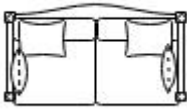

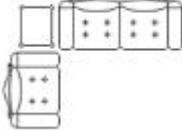
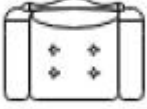
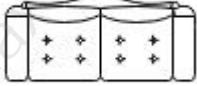
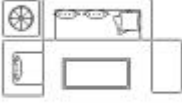

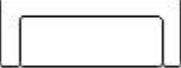

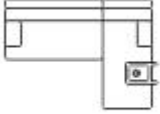
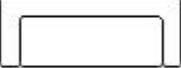

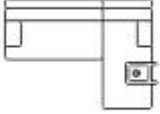
		
Diamond Table 1	Diamond Table 2	Corner Table
		
Semicircle Table	Fan Table	Ping Pong Table
		
Desk Table 1	Desk Table 2	Desk Table 3
		
Desk Table 4	Dressing Table	
		

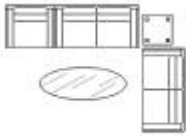








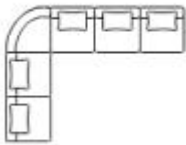
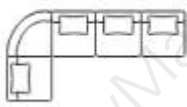

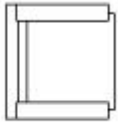


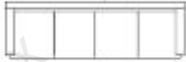
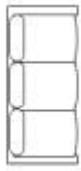
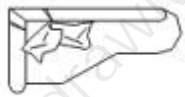


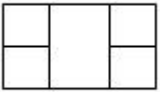
Source: EdrawMax





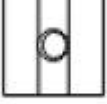









2.4 Sofa Symbols

We use sofas in the personal offices, conference rooms, presentation rooms, and break rooms where clients sit and talk with the staff or the employees take a few minutes to rest. Avoid arranging seating sofa near windows and make sure you are using the correct symbol based on the shape of your office. Here are some **sofa symbols** for the office layout.

Avoid arranging seating sofa near windows and make sure you are using the correct symbol based on the shape of your living room. There are various types of seating sofas in seating chart icons, including round sofas, couches, L-shape couches, and couches with a single seat. You can position sofas next to the corners and walls, or you can position round sofas in the middle, depending on the size of your room. Here are some seating sofa icons.

Sofa 1	Sofa 2	Sofa 3
		
Sofa 4	Sofa 5	Sofa 6
		
Sofa 7	Sofa 8	Sofa 9
		
Sofa 10	Sofa 11	Sofa 12
		
Sofa 13	Sofa 14	Sofa 15
		
Sofa 16	Sofa 17	Sofa 18
		
Sofa 19	Sofa 20	Sofa 21
		
Sofa 22	Sofa 23	Sofa 24
		




		
Sofa 25	Sofa 26	Sofa 27
		
Sofa 28	Sofa 29	Sofa 30
		
Sofa 31	Sofa 32	Sofa 33
		
Sofa 34	Sofa 35	Sofa 36
		
Sofa 37	Sofa 38	Sofa 39
		
Tea Table 1	Tea Table 2	Tea Table 3
		
Tea Table 4	Tea Table 5	Tea Table 6














		
Tea Table 7	Tea Table 8	Tea Table 9
		
Tea Table 10	Tea Table 11	Tea Table 12
		
Sofa Table 1	Sofa Table 2	Sofa Table 3
		
Sofa Table 4	Sofa Table 5	
		

Source: EdrawMax

2.5 Office Wall Shell Symbols

The most typical parts of an office layout are walls. Exterior walls are represented by thicker lines, whereas internal walls are represented by thinner lines. There is sometimes no discernible difference between them. Instead of a single, solid line, outside walls can be represented by a black outline or double lines.

Wall	Vertical Wall	Curved Wall
		

Curtain Wall	Space	L-Space
		
T-Space	Room 1	Room 2
		
Room 3	Pilaster	Rectangular Column
		
Circular Column	Beam	Grid Origin
		
Grid Line		
		















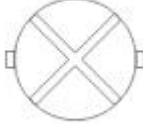






Source: EdrawMax

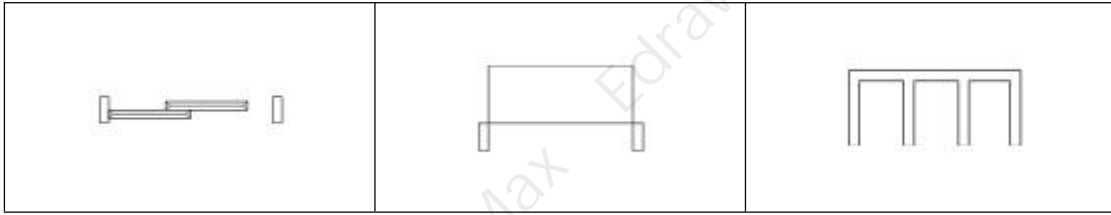
2.6 Office Door & Window Symbols

Doors resemble larger spaces between walls, with a curving line indicating which way the door will swing and providing clearance. Depending on their design and function, they may appear differently on floor plans.

The windows are portrayed as if they were part of the walls.

- Three parallel lines separate regular sliding-glass windows from solid walls.
- Casement windows have arcs that look like doors and demonstrate how they open outward.
- The bay windows are tilted like the edge of a stop sign, interrupting the wall's straight line trajectory.

Window	Open Window	Open Window 2
		
Open Window 3	Glider Window	Casement Window
		
Bay Window	Double Casement Window	Opening
		
Door	Double Hung Door	Double Door
		
Uneven Door	Opposing Door	Revolving Door
		
Folding Door	Sliding Door	Double Sliding Door
		
By Pass Door	Bi Fold Door	Double Bi Fold Door
		
Sliding Glass Door	Overhead Door	Garden Window



Source: EdrawMax

3. Where to Find Office Layout Symbols

Creating an office layout without pre-drawn symbols is a hard and time-consuming task. You can use office layout symbols to create an accurate layout of your office, with seating arrangements, furniture, and equipment.

You can easily find office layout symbols in the symbol library of [EdrawMax²](https://www.edrawsoft.com/edraw-max/). EdrawMax gives you more than 26000 symbols that you can use to create a seating chart or any other diagram. You can go and search for the symbols you want in EdrawMax and click on the building plan. Go to the office layout category and use a simple drag and drop to add any symbol you want.

EdrawMax Office Layout Symbols:

EdrawMax is the best resources for office layout symbols, you can find hundreds of office layout symbols here. Just drag and drop, you can create office layout easily.

4. How to Use Office Layout Symbols

Follow these instructions to learn how to use office layout symbols and easily create more office layout symbols with EdrawMax.

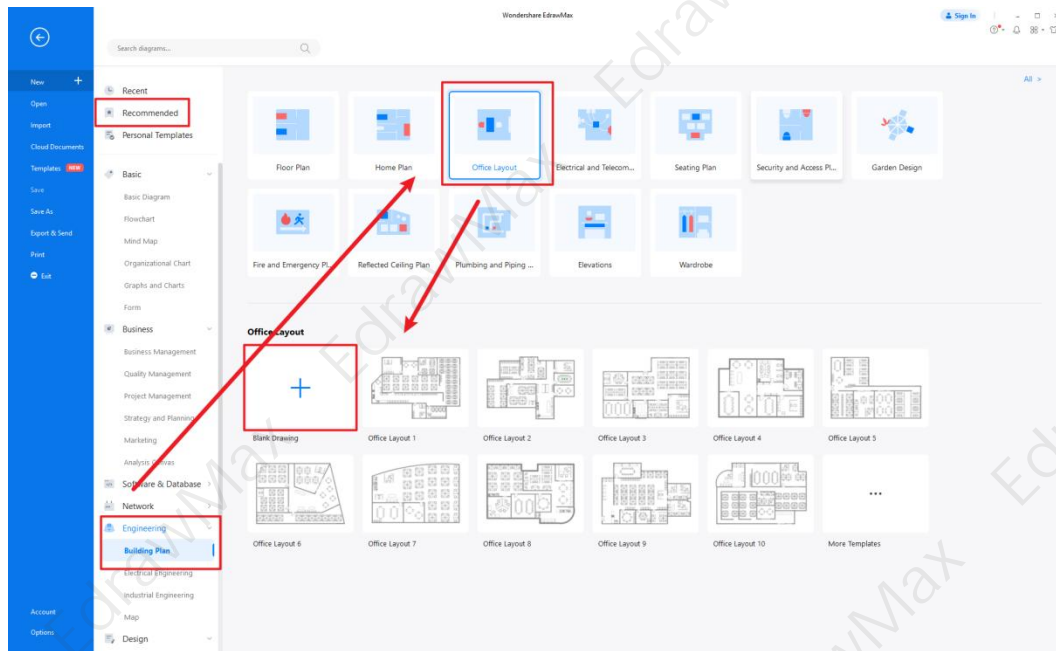
4.1 How to Use Office Layout Symbols in EdrawMax

Instead of wasting time drawing the office layout symbols or icons on paper, you should look for a way to design an office layout easily. [EdrawMax](https://www.edrawsoft.com/edraw-max/) is well equipped to design an office layout.

Step 1: Login EdrawMax

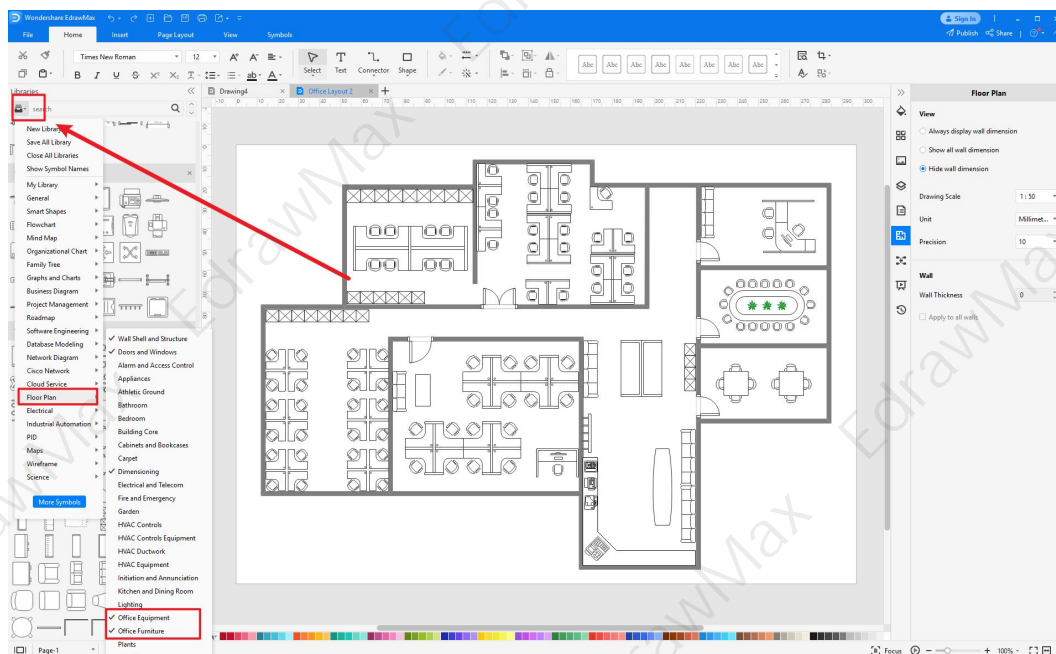
If you are new here, you should use your Email to register EdrawMax, but if you're already the EdrawMax's user, you just need to login EdrawMax for free. Open EdrawMax select "Engineering", and find "Building Plan", and click "Office Layout", then open a new canvas or just open a built-in template.

² EdrawMax: <https://www.edrawsoft.com/edraw-max/>



Step 2: Select Office Layout Symbols

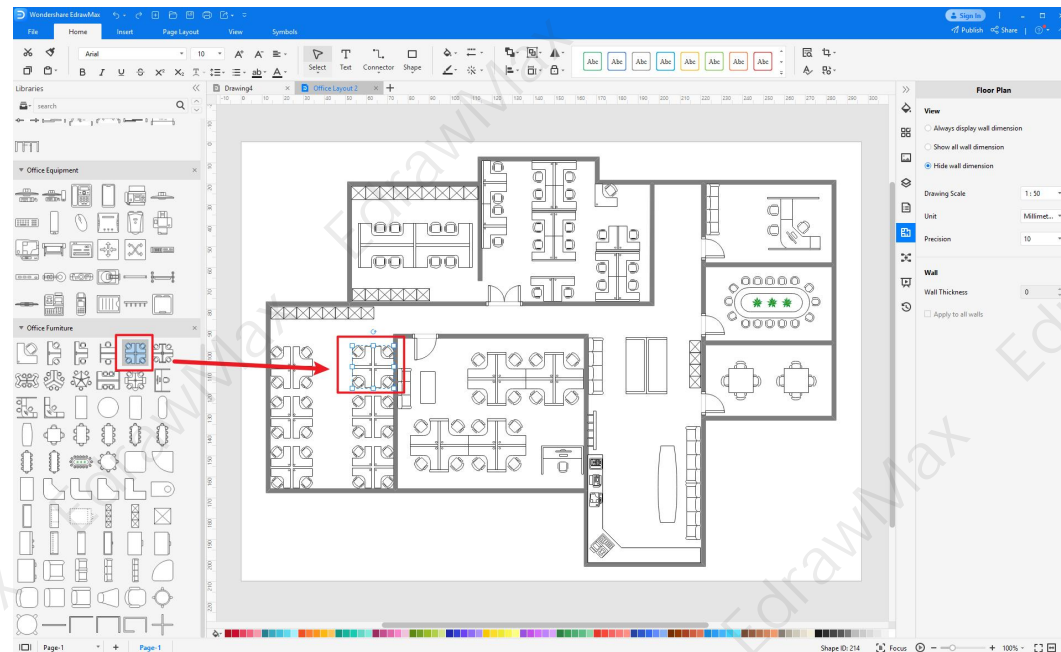
Unlike physical drawing, EdrawMax helps to create an office layout easily. In the symbol section of EdrawMax, you will find over 260,000 vector-based symbols that you can use in your designs. In EdrawMax, you can office layout symbols in **Symbol Libraries** on the left toolbar. You can click on the "+" option to open a new canvas to make your office layout. On the left side of the canvas, you will see a symbol library with many office layout symbols. You can search for specific symbols in the search bar.



Step 3: Drag and Drop

Once you find the proper office layout symbols you want, just drag and drop the symbols to the canvas easily. Keep customizing by choosing the right symbols, proper scale or

dimensions, and adding more details, like color, font, and etc. When completed your office layout, you can export your file or share your design effortlessly. Learn more [office layout guide³](#) here if necessary.



4.2 How to Create More Office Layout Symbols in EdrawMax

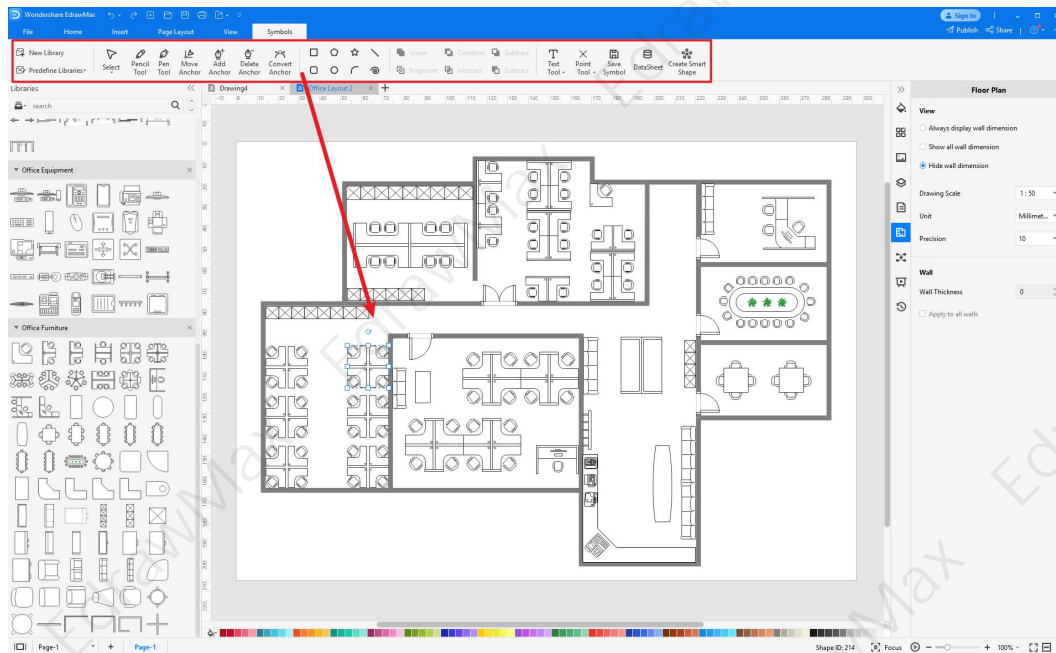
EdrawMax provides you with thousands of symbols to create your diagram. Sometimes you want to use unique or personalized symbols in your diagram that are not in the library. EdrawMax gives you a simple solution to this problem. Follow these steps when you don't find the office layout symbols you want or you wish to create your symbols to make your diagram.

Step 1: Find Symbol Tool

If you can't find any symbol similar to the one you want, you can use the pencil tool, pen tool, and anchor tool to draw your personalized office layout symbols. It is much easier to draw the symbol you want on EdrawMax instead of searching for the one that suits your requirements. You can also save your symbol in the library for later use.

- Select "**Symbols**" on the upper Toolbar;
- Use "**Pencil Tool**", "**Pen Tool**", "**Anchor Tool**" to create garden symbol from very beginning;
- Choose "**Union**", "**Combine**", "**Subtract**", "**Fragment**", "**Intersect**", "**Smart Shape**" to make your symbols

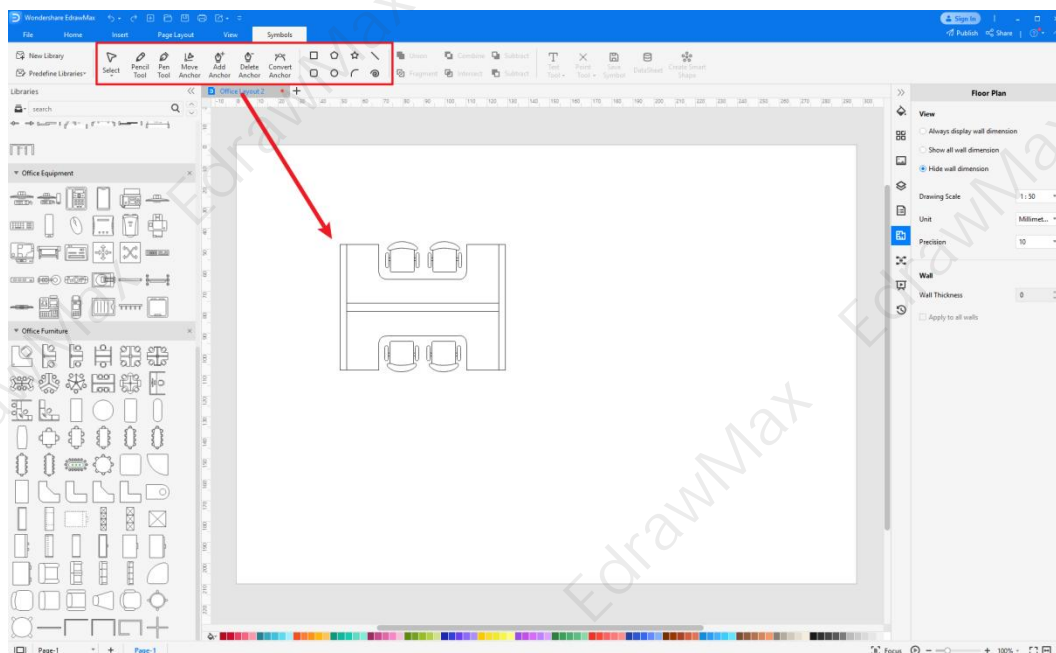
³ Office layout guide: <https://www.edrawsoft.com/how-to-design-office-layout.html>



Step2: Create Office Layout Symbols

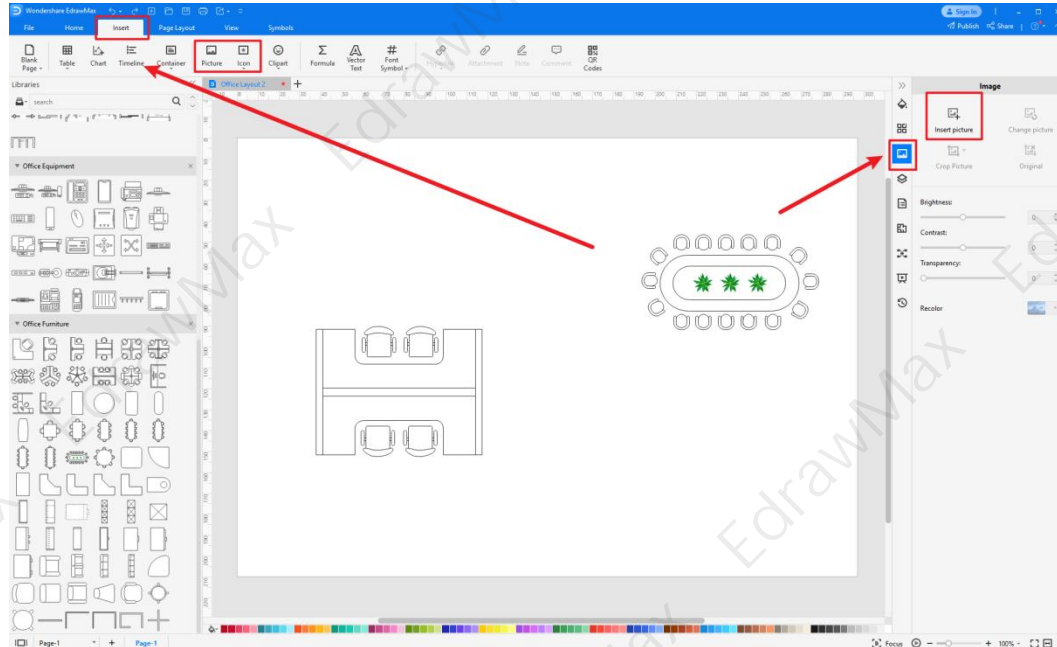
When you create a seating chart icon, make sure that the size, design, and other attributes of your icon go along with other seating chart icons. Follow these steps to draw perfect icons.

- Draw a parallelogram.
- Draw three lines below the parallelogram.
- Draw curves below the lines drawn earlier.
- Based on the outline, draw the dining table.



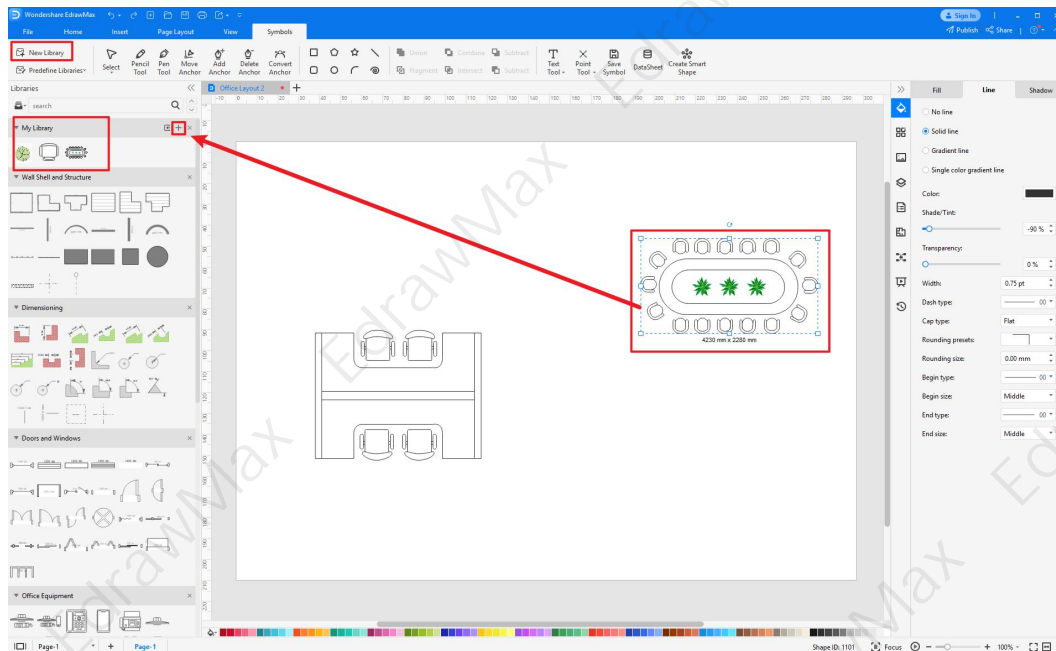
Step3: Import Office Layout Symbols

Except for creating new office layout symbols in EdrawMax, you can import office layout symbols from your end. Find "Insert" on the top navigate toolbar, and import images to turn into symbols. Or click the third option of the right toolbar to insert images faster.



Step4: Save to Your Symbol Libraries

Once you completed your office layout symbols design or import your symbol images, you should still click "Symbols" on top, and choose "Save Symbol" to your symbol Libraries. Or you can click "+" in My Library on the left toolbar. Learn more about how to draw an office layout or design an office from this [office layout guide](https://www.edrawsoft.com/office-layout-symbols.html) here.



5. Free Office Layout Planner



Creating an office layout plan is much easier with a [free office layout planner](https://www.edrawsoft.com/office-floorplan-software.html)⁴ EdrawMax instead of drawing it from scratch. With EdrawMax, you get a comprehensive symbol library with thousands of office layout symbols that you can use to make your diagram. It also gives you free editable templates that you can customize in a few minutes and complete your diagram. EdrawMax is an excellent tool for team collaboration, and its easy-to-use interface makes it the first choice for everyone. These features make EdrawMax the best free office layout software.

Key Features of EdrawMax:

- EdrawMax comes with free [office layout examples & templates](https://www.edrawsoft.com/office-plan-template.html)⁵ that are 100 percent customizable;
- The built-in vector symbols let you easily add garden components to your design;
- You can easily share the office layout design with your team and see the live revisions made by your team;
- EdrawMax lets you export the file in multiple formats, including MS Docs, PPTX, JPEG, PNG, PDF, and more;
- EdrawMax has a strong community of 25 million users who update the template community with their creative projects;
- EdrawMax is considered the best tool for beginners and professionals because of the user-friendly dashboard and easy drag-and-drop feature.

⁴ Free office layout planner: <https://www.edrawsoft.com/office-floorplan-software.html>

⁵ Office layout examples & templates: <https://www.edrawsoft.com/office-plan-template.html>

EdrawMax Desktop	EdrawMax Online
	
<ul style="list-style-type: none"> ✓ Create over 280 types of diagrams ✓ Windows, Mac, Linux (runs in all environments) ✓ Professional inbuilt resources and templates ✓ On-premises software for business ✓ Enterprise-level data security 	<ul style="list-style-type: none"> ✓ Create over 280 types of diagrams online ✓ Access diagrams anywhere, anytime ✓ Templates Community ✓ Team management and collaboration ✓ Personal Cloud and Dropbox Integration
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6. Final Thoughts

An office layout visually represents the structure, division of workspace, and arrangement of equipment, furniture, and machines in the office. It is a schematic floor plan that helps increase your office's productivity and workplace efficiency. You can easily create an office layout using proper **Office layout symbols** from EdrawMax.

When you make the office layout, optimize the available space and add meetings and restrooms for employees. **EdrawMax** is the best free office layout software that gives you free editable templates and thousands of symbols to make your diagram. It comes with an easy-to-use interface and supports various document formats.

You May Also Like:

- ⁶Electrical and Telecom Plan Symbols
- ⁷Table & Chair Symbols
- ⁸Office Layout Symbols
- ⁹Wall Door & Window Symbols
- ¹⁰HVAC Plan Symbols

⁶ Electrical and Telecom Plan Symbols: <https://www.edrawsoft.com/electrical-telecom-symbols.html>

⁷ Table & Chair Symbols: <https://www.edrawsoft.com/walldoor.html>

⁸ Office Layout Symbols: <https://www.edrawsoft.com/office-layout-symbols.html>

⁹ Wall Door & Window Symbols: <https://www.edrawsoft.com/walldoor.html>

¹⁰ HVAC Plan: <https://www.edrawsoft.com/hvac-plan-symbols.html>



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