

Interior Fit-Out and Office Setup Guide

Sangguniang Panlungsod building - furniture arrangement, computer-table options, camera views and render prompts



Session Hall, third floor - native Revit camera (CAM 10). Photoreal renders are made from these cameras with the prompts in the Cameras folder.

Item	Detail
Model	SP_Building_Interior.rvt (Revit 2027) - copy of SP_Building_Camera_Improved.rvt; the source file is untouched
Furniture source	Revit families from C:\RvtReferences\Blocks (33 family types placed)
Layouts	LAYOUT A - wall bench (recommended): 89 computer tables. LAYOUT B - alternative: 92 computer tables
Cameras	16 interior cameras, 1920 x 1080 PNG, each with its own render prompt (.txt)
Date	October 2026

1. What this guide is for (Para unsa kini)

Use this guide on move-in day and when ordering furniture. It shows where every desk, chair, cabinet and sofa goes in each room, and gives two ways to arrange the computer tables. The network (data) outlets are already built into the walls, so every computer table is placed against a wall where a cable can plug in directly - no cables across the floor.

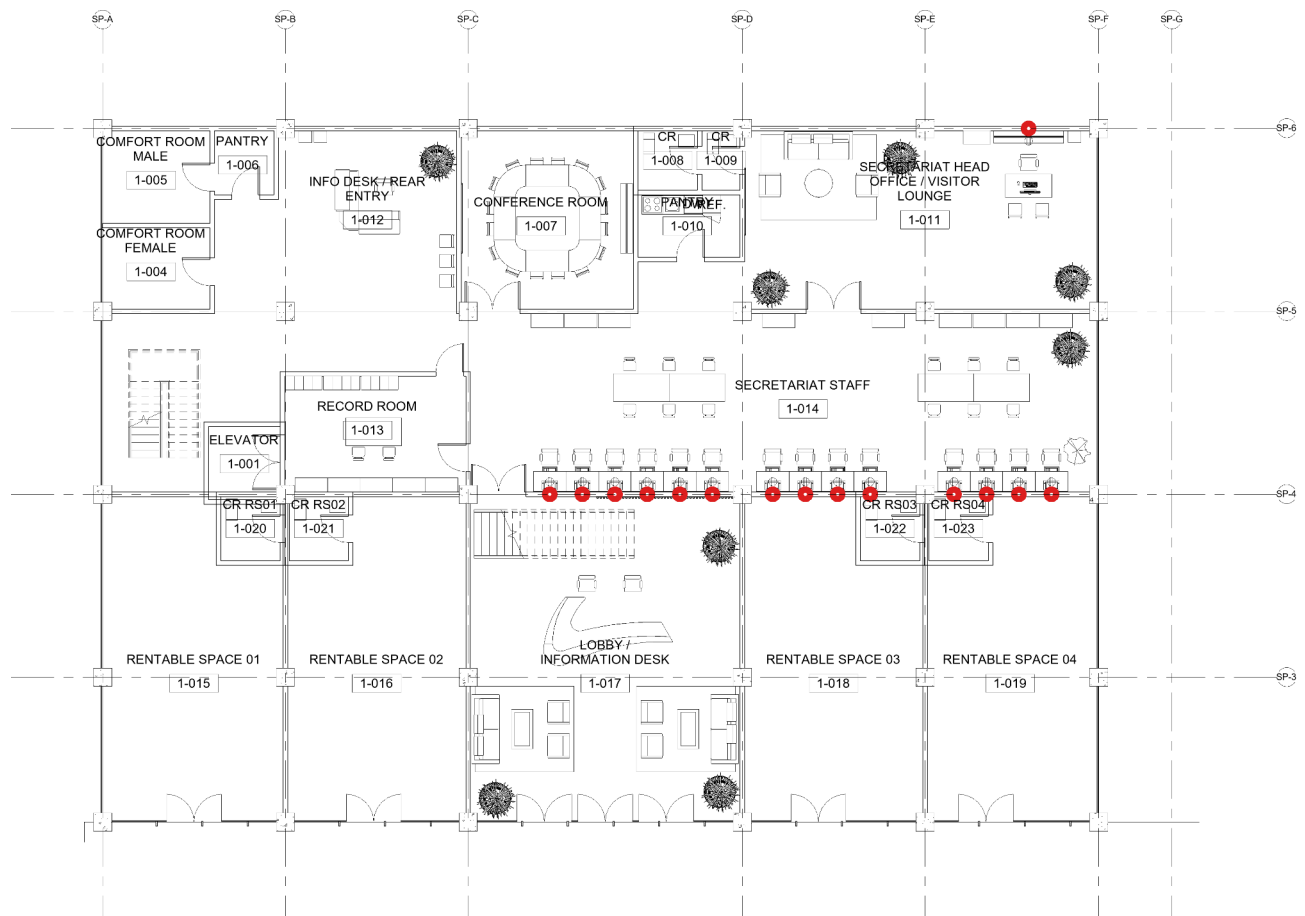
How to read the plans: LAYOUT A is the recommended arrangement. LAYOUT B is the alternative. Items that are the same in both are marked COMMON in the model. A **red circle** on a plan is a wall data + power outlet (saksakan) at the position the desk needs it.

Ten setup rules (Mga lagda sa pag-ayo)

- 1. Computer tables go against the outlet wall** (ibutang tupad sa bungbong nga naay saksakan). The back of the table touches the wall; the patch cord drops straight down behind it.
- 2. Never run a cable across a walkway** (ayaw ipaagi ang kable sa agianan). Use the cable tray under the desk and a short raceway on the wall.
- 3. Keep walkways clear** (agianan): at least 900 mm between furniture, 1,200 mm on the main aisles, and keep every door swing and fire exit free.
- 4. Leave 750 mm behind every chair** so a person can stand up and pass without moving the chair.
- 5. Screens sideways to the windows** (bintana). Wall benches already do this; it stops glare on the monitor.
- 6. Heavy cabinets stand against walls** and tall ones (bookcases, lockers) are anchored to the wall against earthquakes.
- 7. Files near the door end, the councilor near the window** - visitors reach the staff first, and the councilor's desk keeps privacy.
- 8. Plants and sofas never block an outlet, an aircon unit or a fire extinguisher.**
- 9. Label every outlet and patch cord with the desk number** (e.g. 2F-F05-D3) the day the desk is set up.
- 10. Check the real outlet positions first** (susiha una). The red circles are the planned positions; slide the desk along the wall to match the actual outlet, never the other way around.

2. Ground floor (Unang andana)

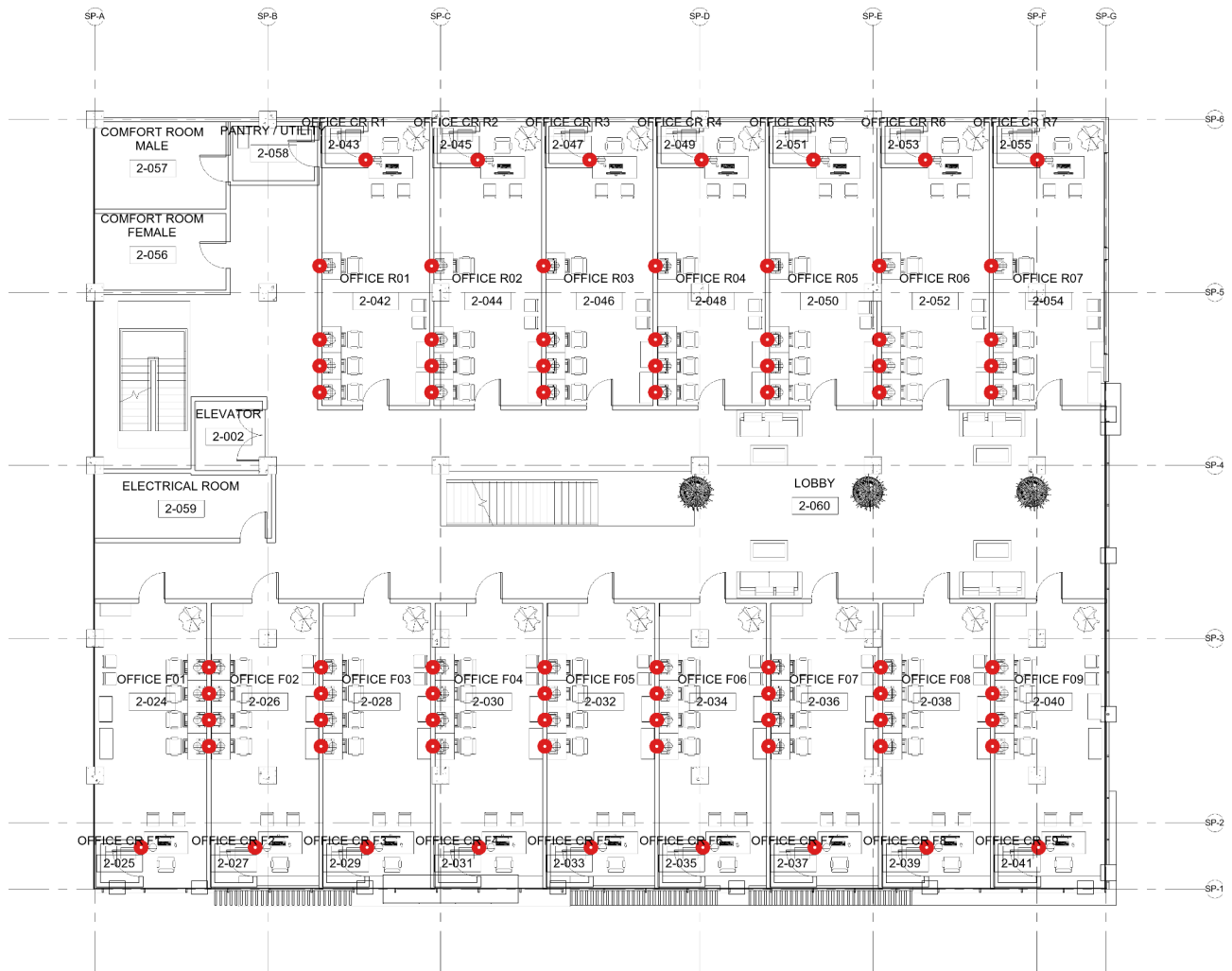
- **Lobby / information desk:** curved reception counter with two receptionists, City seal feature wall of walnut slats, two waiting lounges (cobalt sofa, maroon armchairs, coffee table, rug), information screen and palms.
- **Secretariat staff:** LAYOUT A - 14 computer tables in one bench along the south wall + two collation tables; LAYOUT B - four 4-desk peninsula clusters (16 seats). Lateral files on the north wall in both.
- **Secretariat head office / visitor lounge:** executive desk backed onto the solid rear wall with credenza, bookcase and display cabinet; visitor lounge with sofa, armchairs and round table.
- **Conference room:** 16-seat ring table, wall display over a credenza.
- **Info desk / rear entry:** L-shaped reception desk, three waiting chairs, two glass display cabinets for legislative memorabilia.
- **Record room:** five lateral files, three records lockers, one work table. Pantry: kitchenette module. Rentable spaces 01-04 are left empty for the tenants.



2. Ground floor - LAYOUT A (recommended). Red circles = wall data + power outlets.

3. Second floor - councilor offices (Ikaduhang andana)

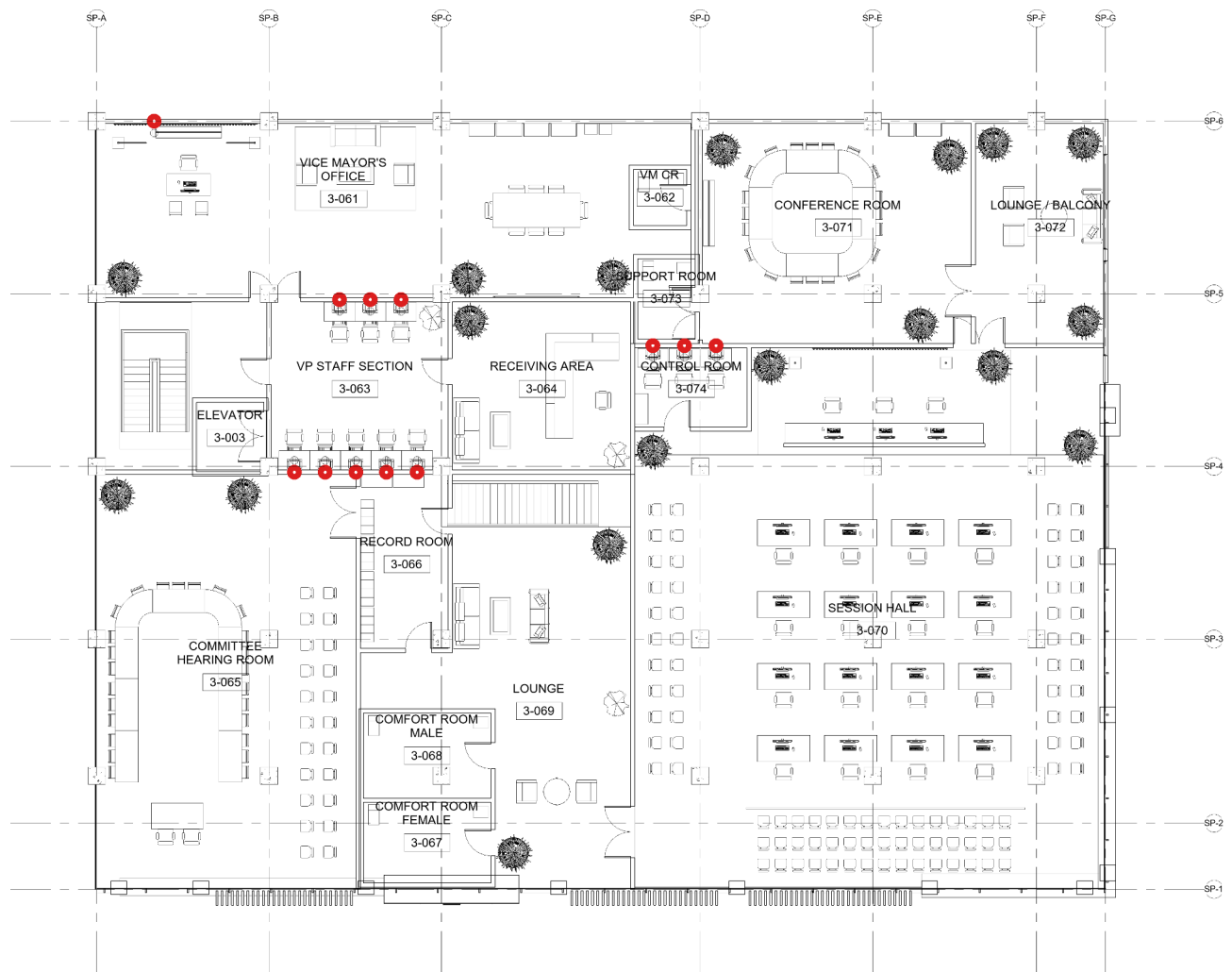
- **16 councilor offices (F01-F09 front, R01-R07 rear):** the councilor's executive desk touches the private CR wall (its outlet is on that wall), back to the window, facing the door, with two visitor chairs.
- **Staff, LAYOUT A:** four computer tables in one row on the solid side wall - one cable run; the other wall holds a lateral file, a glass bookcase and two visitor chairs for constituents.
- **Staff, LAYOUT B:** two tables on each side wall, staggered so chairs never face each other. Offices F01 and F09 have a glass side wall, so their second pair sits on the door wall.
- **Constituent waiting lobby:** four cobalt sofas facing each other over coffee tables, palms beside the columns, framed art.



3. Second floor - councilor offices - LAYOUT A (recommended). Red circles = wall data + power outlets.

4. Third floor - legislative floor (Ikatulong andana)

- **Session hall:** rostrum on the raised dais (Presiding Officer + Secretary + assistant), walnut slat backdrop with the City seal, Philippine flag at the Presiding Officer's right, city flag at the left; 16 member desks with computer sets on a cobalt carpet; public gallery behind a rail; side seats for resource persons and media; three wall displays.
- **Office of the Vice Mayor:** executive desk and credenza in front of a walnut slat wall with the seal and both flags; lounge set (leather sofa, armchairs, coffee table, rug); 8-seat conference table; glass bookcases and display cabinets.
- **VP staff section:** LAYOUT A - five tables on the south wall + three on the north wall; LAYOUT B - one six-seat peninsula + the same north bench.
- **Receiving area, committee hearing room, conference room, control room, lounges:** L-shaped receiving counter with waiting sofa; 25-seat U committee table with resource-person table and 24 public seats; 20-seat ring conference table; three AV desks in the control room; sofa groups in both lounges.



4. Third floor - legislative floor - LAYOUT A (recommended). Red circles = wall data + power outlets.

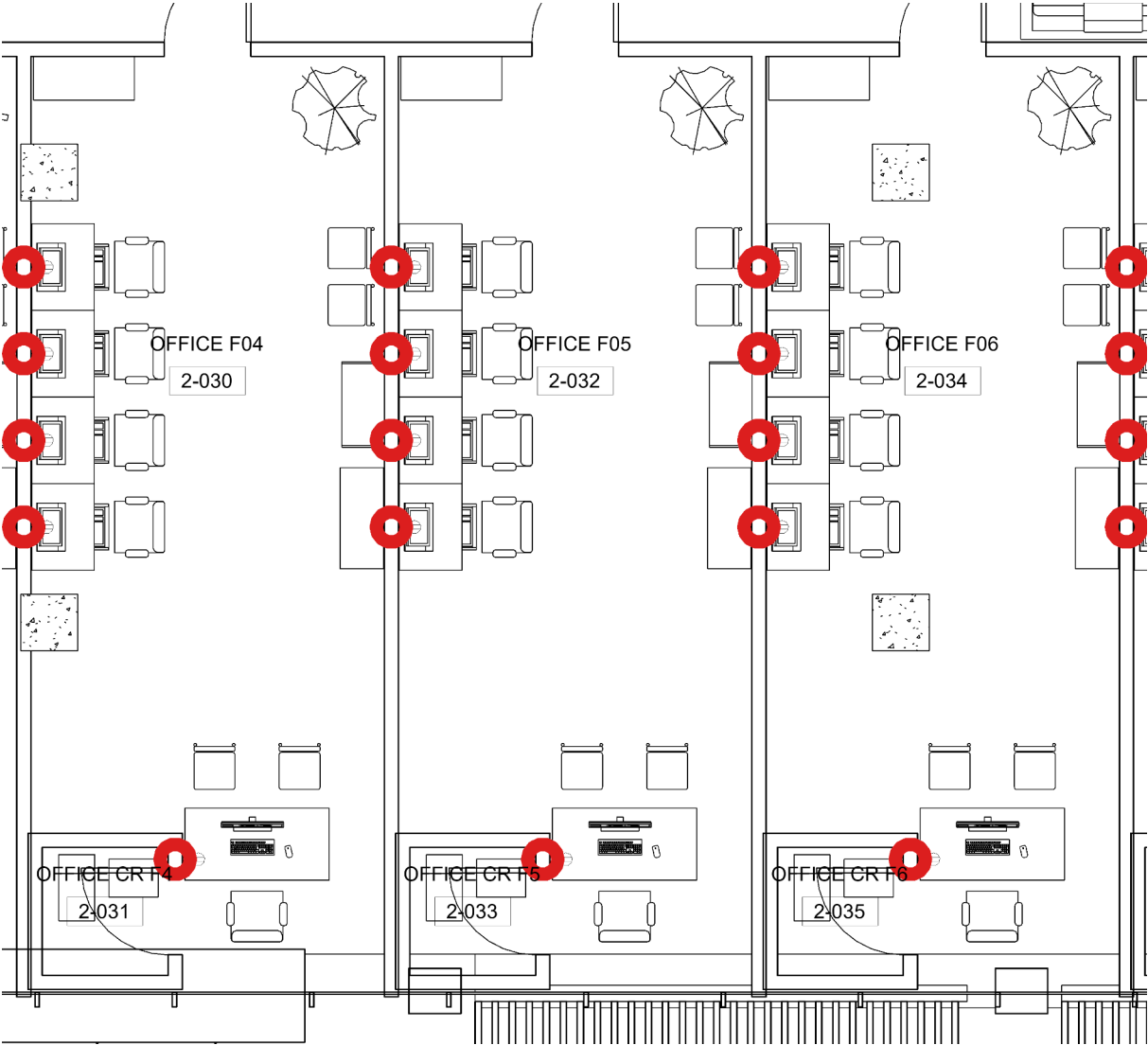
5. Computer-table options compared (LAYOUT A vs LAYOUT B)

Both layouts keep every computer table on a wall that carries a network outlet. Choose one per room; the model holds both and each has its own plan view.

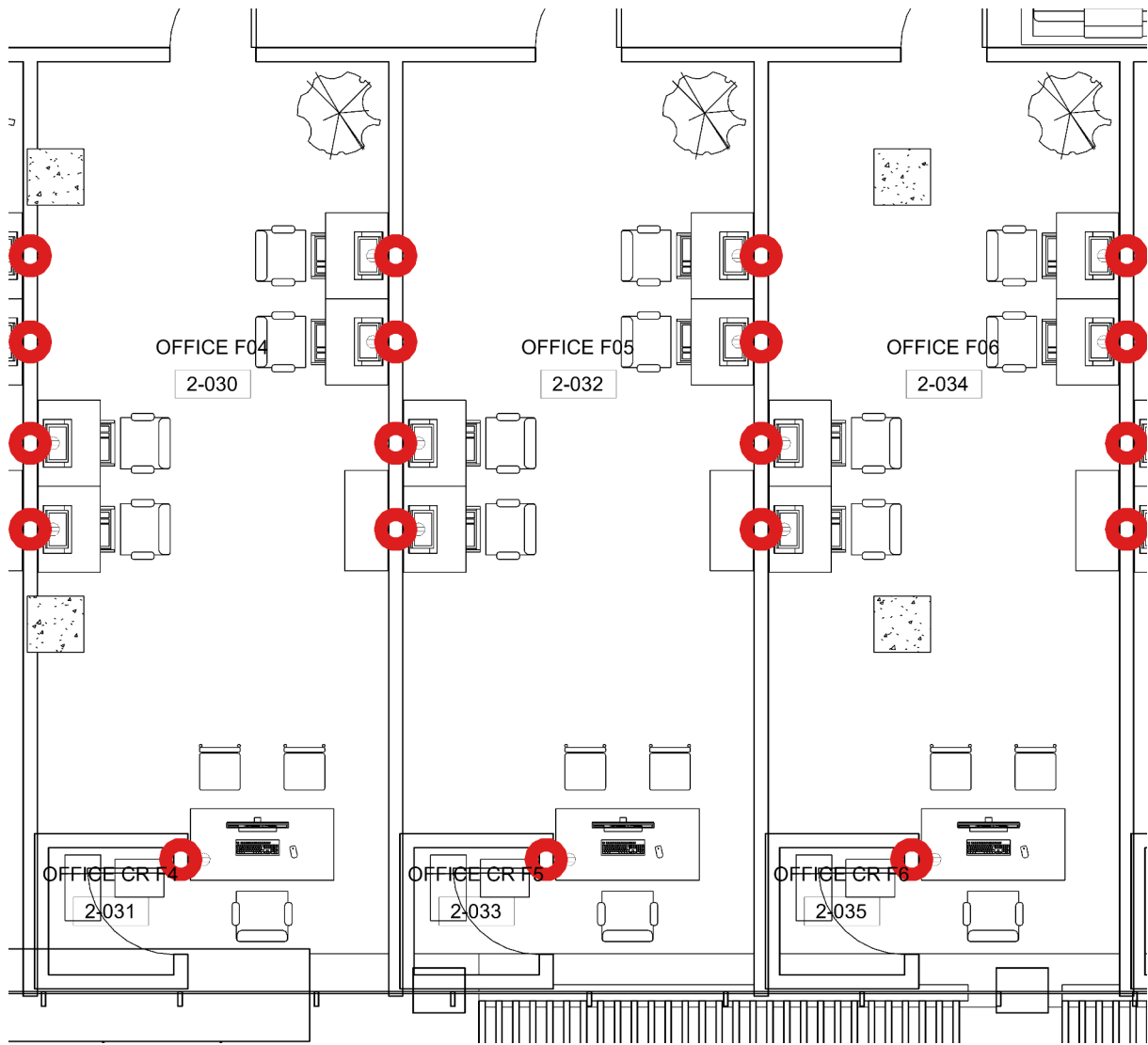
Room	LAYOUT A - wall bench (recommended)	LAYOUT B - alternative	Choose B when...
Councilor office (x16)	4 tables in one row on one solid wall. One cable run, widest open floor for receiving constituents.	2 + 2 tables on both side walls, staggered. More personal space per staff.	the outlets are already on both side walls, or the staff need more separation.
Secretariat staff (GF)	14 tables in one bench on the south wall + 2 collation tables in the middle.	4 peninsula clusters of 4 (16 seats) running out from the south wall.	two more seats are needed or teams work in groups of four.
VP staff section (3F)	5 tables on the south wall + 3 on the north wall (8 seats).	One 6-seat peninsula from the south wall + the 3-table north bench (9 seats).	one more seat is needed and the south wall has a single outlet cluster.

Check	LAYOUT A	LAYOUT B
Computer tables (whole building)	89	92
Cable from wall to desk	under 1 m, straight down behind the desk	up to 2.2 m along the peninsula spine (cable tray in the spine)
Glare from windows	screens sideways to the windows	same in offices; peninsulas face across, also sideways
Walkways	one wide central aisle	aisles between clusters, 1.0 m minimum kept
Moving later	easy - slide along the wall	re-cable the spine when moving a cluster

Councilor offices F04-F06 (front)

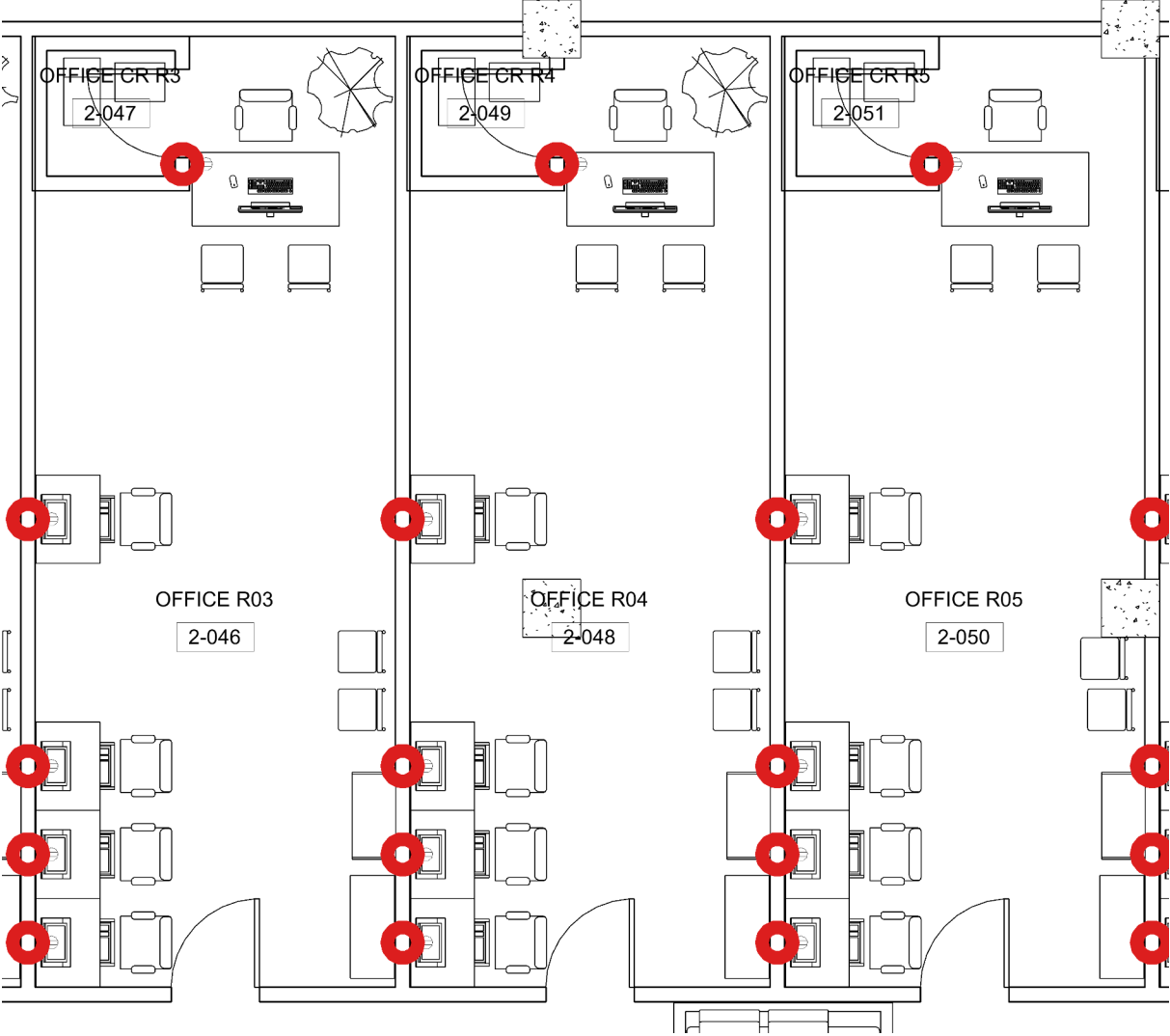


Councilor offices F04-F06 (front) - LAYOUT A (recommended)

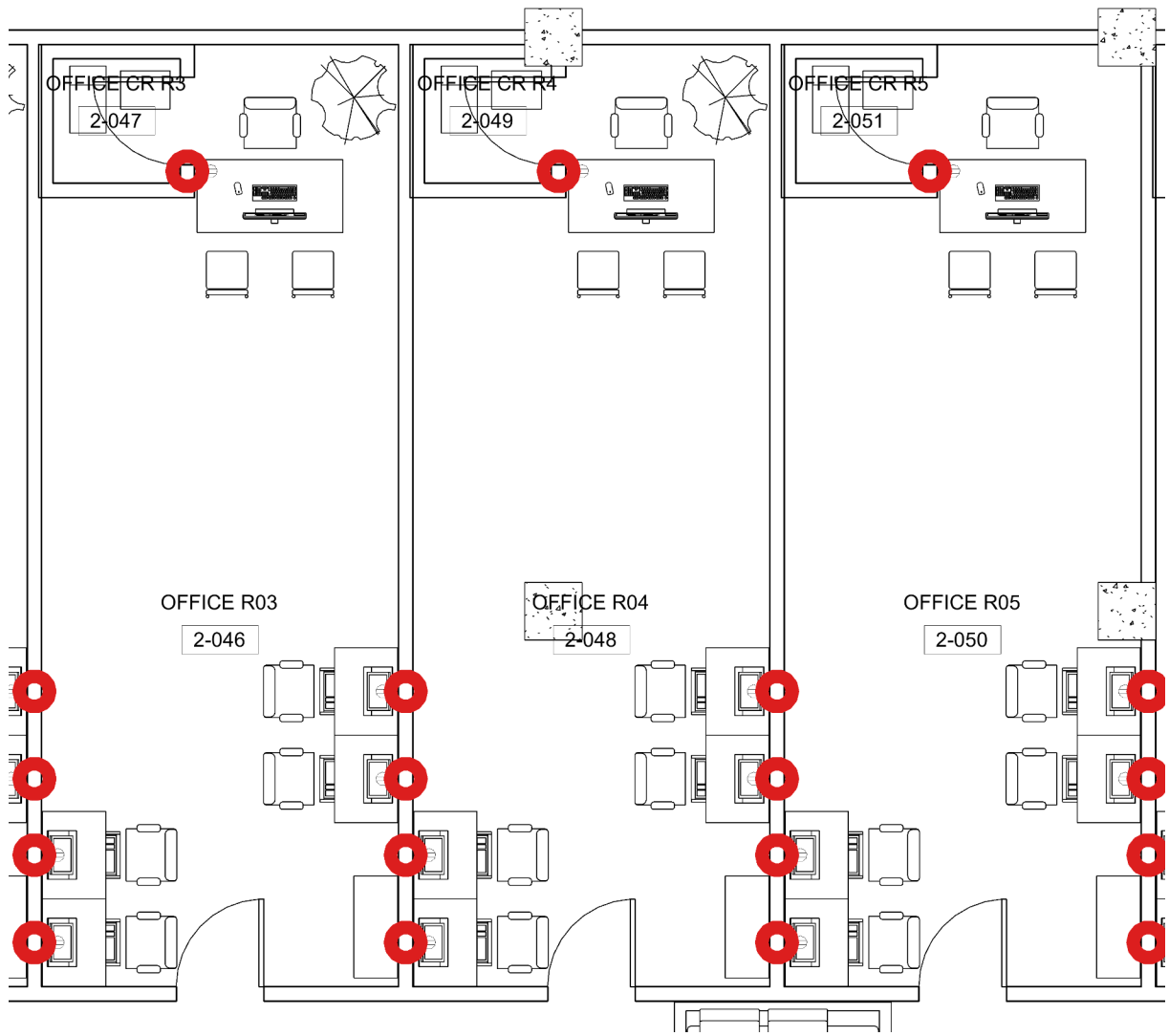


Councilor offices F04-F06 (front) - LAYOUT B (alternative)

Councilor offices R03-R05 (rear)

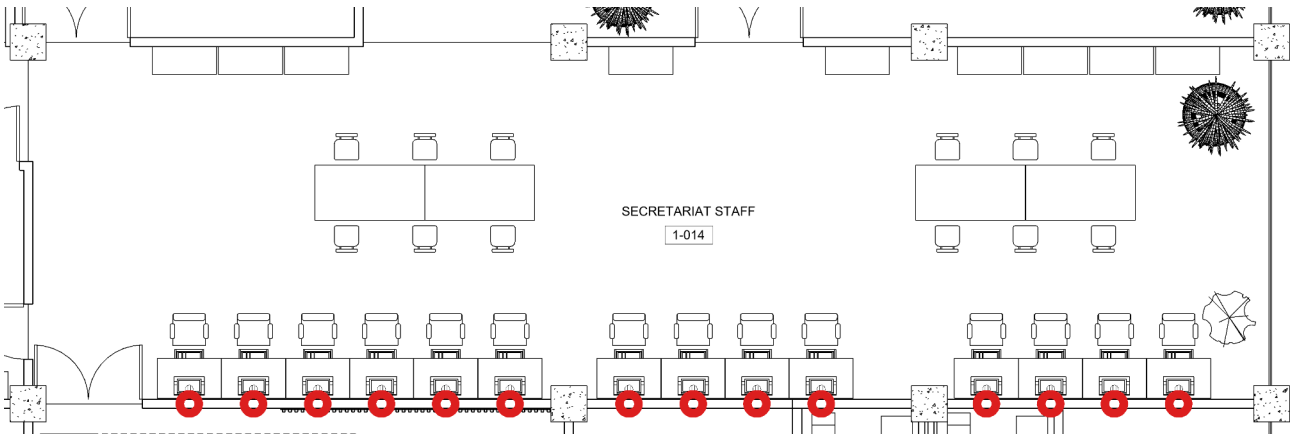


Councilor offices R03-R05 (rear) - LAYOUT A (recommended)

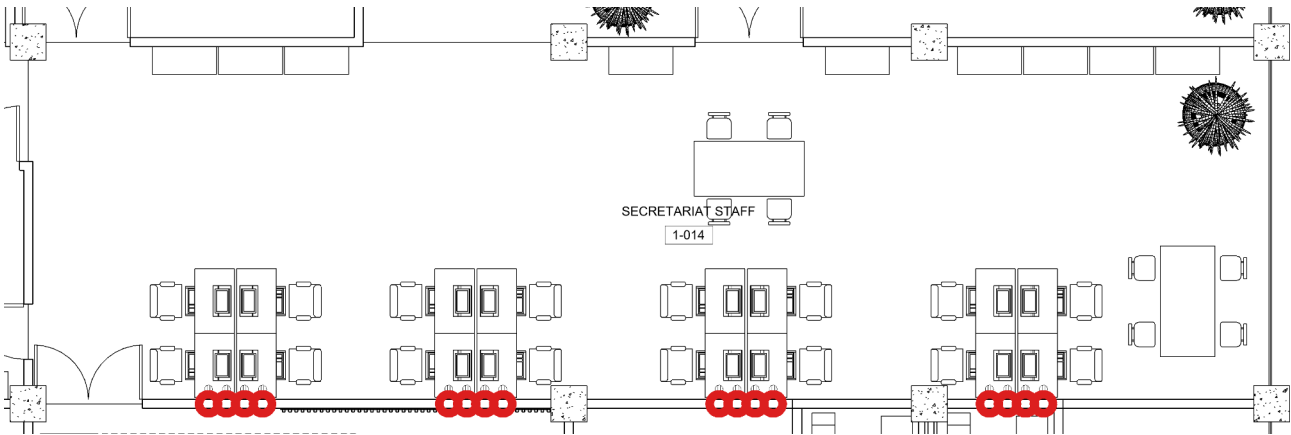


Councilor offices R03-R05 (rear) - LAYOUT B (alternative)

Secretariat staff (ground floor)

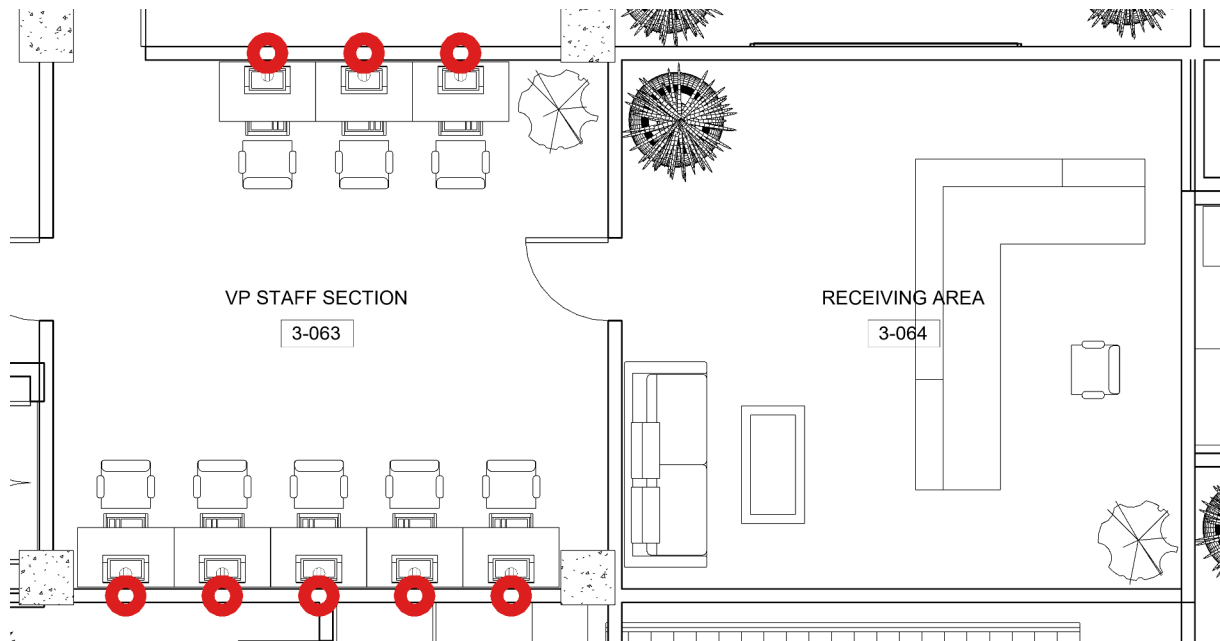


Secretariat staff (ground floor) - LAYOUT A (recommended)

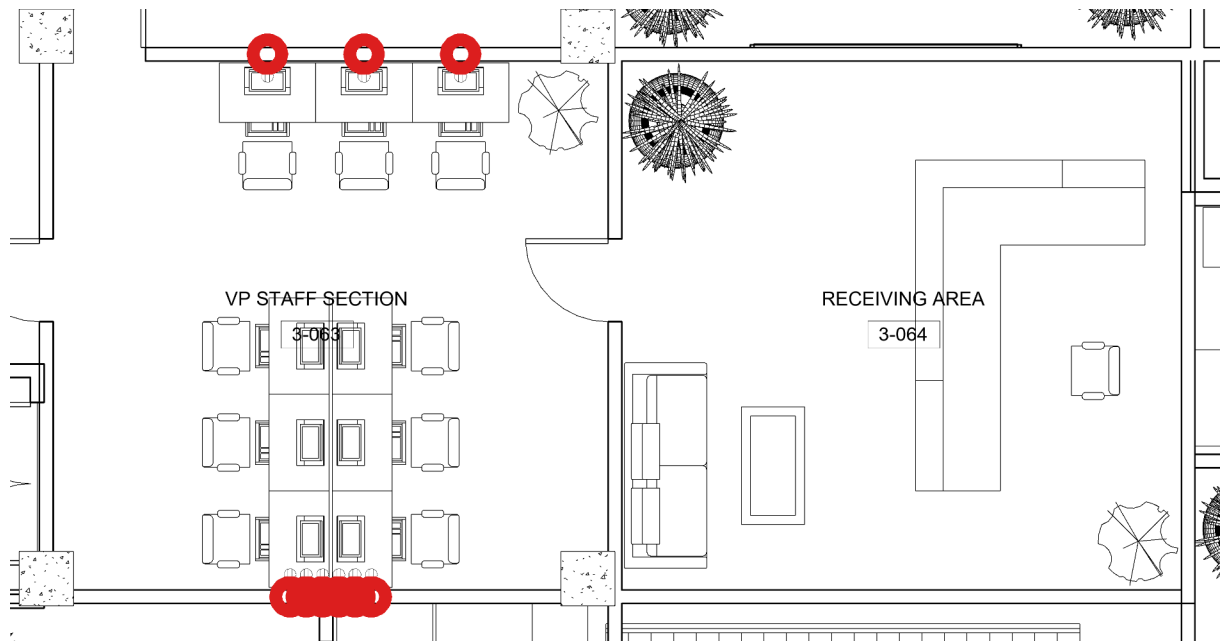


Secretariat staff (ground floor) - LAYOUT B (alternative)

VP staff section + receiving (third floor)



VP staff section + receiving (third floor) - LAYOUT A (recommended)



VP staff section + receiving (third floor) - LAYOUT B (alternative)

6. Move-in day: setting up one councilor office (Lakang sa pag-ayo)

- 1. Find the outlets.** Mark each wall outlet with masking tape and its number (e.g. F05-1 to F05-4 on the staff wall, F05-C on the CR wall).
- 2. Place the councilor's desk first.** Its left end touches the CR wall, back to the window, about 1.2 m from the glass so the chair can roll back.
- 3. Place the four staff tables.** Push each table's back against the outlet wall, centred on its outlet. LAYOUT A: all four on one wall. LAYOUT B: two per wall, staggered.
- 4. Connect, then tidy.** Patch cord and power go straight down into the under-desk tray; no cable on the floor.
- 5. Add storage.** Lateral file and glass bookcase on the opposite wall (A) or the remaining wall space (B); anchor the bookcase to the wall.
- 6. Chairs and visitors.** Task chairs at the tables, two visitor chairs in front of the councilor's desk, constituent chairs near the door end.
- 7. Final walk-through.** Check the 900 mm walkway, door swing and that nothing blocks the aircon or the CR door. Label each cord with the desk number.

Same steps for the open offices

- Secretariat and VP staff: set out the bench or the peninsula spine line on the floor with tape first, then place the tables from the wall outward.
- Session hall: place the rostrum on the dais first, then the members' desks row by row from the front, keeping the centre aisle open.

7. Camera views and render prompts

Each camera is saved as Cameras\CAMxx_<room>.png with a matching Cameras\CAMxx_<room>_PROMPT.txt. The prompt locks the geometry (same furniture, same positions, same camera) and only changes materials and lighting to photoreal. The ceiling looks dark grey only because Revit shading darkens surfaces that face down; the prompt renders it as a white ceiling. How to run the renders is explained in Cameras\00_HOW_TO_RENDER.txt.



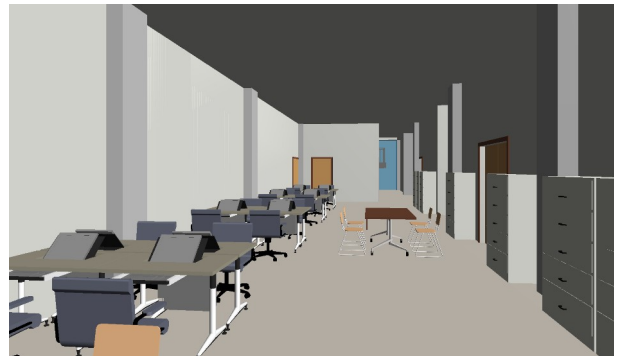
CAM01 GF Lobby Reception



CAM02 GF Lobby Waiting Lounge



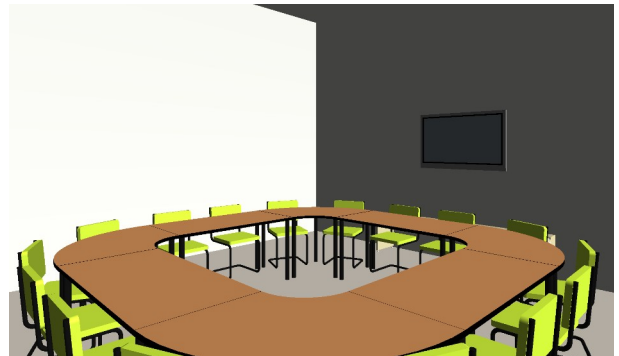
CAM03 GF Secretariat Staff OptionA



CAM04 GF Secretariat Staff OptionB



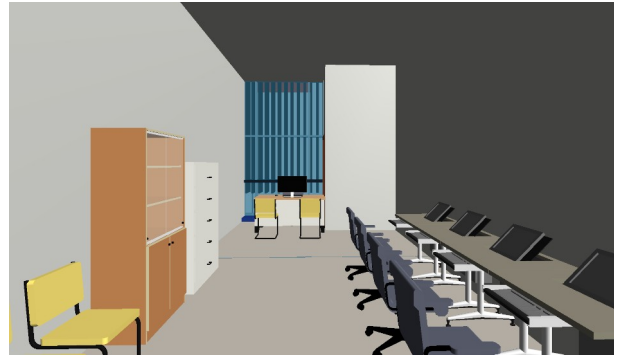
CAM05 GF Secretariat Head Office



CAM06 GF Conference Room



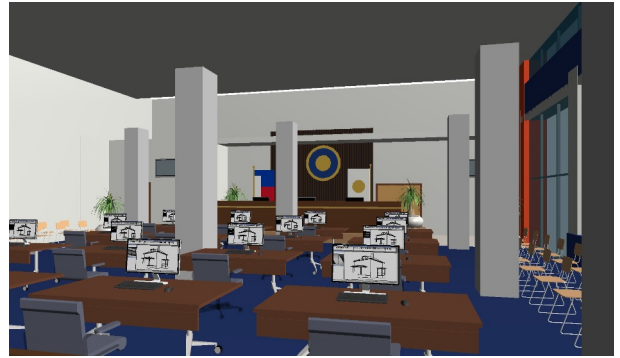
CAM07 2F Waiting Lobby



CAM08 2F Councilor Office OptionA



CAM09 2F Councilor Office OptionB



CAM10 3F Session Hall From Gallery



CAM11 3F Session Hall From Rostrum



CAM12 3F Vice Mayor Office



CAM13 3F VP Staff OptionA



CAM14 3F VP Staff OptionB



CAM15 3F Committee Hearing Room



CAM16 3F Conference Room

8. Furniture and equipment list (from the model)

Counts are read directly from the placed Revit families. 'Total A' and 'Total B' include the common items. Families come from C:\RvtReferences\Blocks; use them as the size and type reference when preparing the purchase request - brand and exact model are for the procurement specification.

Item	Common	A only	B only	Total A	Total B
Computer table with privacy divider, 914 x 660 mm (councilor staff)	0	64	64	64	64
Computer table with privacy divider, 1067 x 660 mm (Secretariat, VP staff, control room)	6	19	22	25	28
Task chair with armrests	6	83	86	89	92
Executive desk 1525 x 762 mm	18	0	0	18	18
Executive / presiding chair	43	0	0	43	43
Desktop computer set (monitor + keyboard)	37	0	0	37	37
Visitor chair	39	32	0	71	39
Stacking chair (gallery, collation, public seats)	113	12	8	125	121
Multipurpose table 1830 x 915 mm (member desks, collation)	17	4	2	21	19
5-drawer lateral filing cabinet, 1067 mm	17	25	16	42	33
Glass-door bookcase 900 x 450 x 1800 mm	7	16	0	23	7
12-compartment records locker	7	0	0	7	7
Glass display cabinet	5	0	0	5	5
Low credenza 2286 x 406 mm	4	0	0	4	4
Ring conference table, 16 seats (chairs included)	1	0	0	1	1
Ring conference table, 20 seats (chairs included)	1	0	0	1	1
U-shaped committee table, 25 seats (chairs included)	1	0	0	1	1
Conference table 3050 x 1200 mm with 8 chairs	1	0	0	1	1
Resource-person table 1800 x 900 mm	1	0	0	1	1
3-seat sofa, cobalt blue	9	0	0	9	9
3-seat lounge sofa	2	0	0	2	2
2-seat leather sofa (Vice Mayor)	1	0	0	1	1
Lounge armchair, maroon	12	0	0	12	12
Coffee table 1300 x 700 mm	9	0	0	9	9
Round coffee table	3	0	0	3	3
Curved reception counter (GF lobby)	1	0	0	1	1
L-shaped reception desk (GF rear entry)	1	0	0	1	1
L-shaped reception counter (3F receiving)	1	0	0	1	1
50-inch wall display	9	0	0	9	9
Kitchenette module, 2.0 m	1	0	0	1	1
Potted ponytail palm (large)	29	0	0	29	29
Potted tropical plant (small)	18	1	0	19	18
Wall data + power outlet - planned position (verify on site)	24	83	86	107	110
TOTAL ITEMS	444	339	284	783	728

9. Check before buying or moving in (Susiha una)

- **Wall outlet positions.** The red circles show where each desk needs an outlet. Survey the actual outlets and adjust desk positions along the same wall before the furniture is delivered.
- **Columns inside the session hall.** The model's column grid places square columns at grids 21, 27 and 32.7 m inside the session hall; the one at grid 27 / 14.7 m stands about 0.7 m in front of the rostrum. The column grid was inferred from the reference images - confirm with the structural drawings. If the columns are real, consider shifting the rostrum axis to $x = 24.0$ m or long-span framing.
- **Exterior canopy in the second-floor offices.** The exterior 'Blue ground canopy' rose up to 0.6 m above the 2F floor and 2.7 m into the front offices. It was trimmed behind the glass to a 0.45 m interior sill; the facade face is unchanged. Confirm against the architectural drawings.
- **Head office and Vice Mayor desks.** These desks stand clear of the wall for a proper executive layout; their outlet is on the wall behind the credenza, and the cable runs through the credenza and a floor cord cover.
- **Placeholder colours.** Lime and yellow chairs in the camera images are family colours only; the render prompts re-colour them to cobalt blue / oak. Final upholstery is a procurement choice.
- **Not furnished on purpose.** Rentable spaces 01-04 (tenant fit-out), comfort rooms, the electrical room, the 2F pantry/utility, the GF west pantry and the 3F support room.
- **Plants.** Three plant positions were skipped because no free corner remained (GF conference room x2, office R05).

10. Files delivered

File / folder	What it is
SP_Building_Interior.rvt	Revit 2027 model with the full fit-out, both layouts, option filters, 14 layout plans, 16 cameras and the furniture schedule
Plans\P1A ... P3B	Whole-floor furniture plans, LAYOUT A and B, 1:100
Plans\E1A ... E4B	Enlarged plans of the staff rooms, LAYOUT A and B, 1:50, red outlet circles
Cameras\CAM01 ... CAM16 (.png + _PROMPT.txt)	Interior cameras with their render prompts; 00_ALL_RENDER_PROMPTS.txt and 00_HOW_TO_RENDER.txt
Guide folder (this document + PDF)	Office setup guide
scripts folder	Revit jobs that built the layout (layout.cs, views.cs, cameras.cs), placement log placed_items.csv