

A better space. A well-planned project.

Office pod procurement & planning guide

Six indoor models. One Singapore planning reference.

DECISIONS THIS GUIDE HELPS YOU MAKE

- 02-03** Select a model and check dimensions
- 04-05** Specify the pod and plan its shipment
- 06-07** Estimate delivery and prepare the site
- 08-09** Build the purchase record and arrange support

Planning information only. Your approved quotation and model-specific documents define the supplied configuration, total price and scope.

Start with the people and the work.

Capacity depends on the furniture layout. Floor-plan rectangles below show exterior footprints at the same scale; they exclude door swing and required clearances.

Solo

1 person

1080 x 1000 x 2338 mm



1.08 m²

Solo Plus

1 person

1600 x 1375 x 2338 mm



2.2 m²

Duo

2 people

1600 x 1375 x 2338 mm

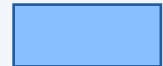


2.2 m²

Team

2 people

2300 x 966 x 2338 mm

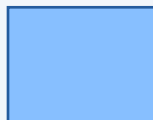


2.22 m²

Meet

4 people

2300 x 1785 x 2338 mm



4.11 m²

Max

6 people

2600 x 2605 x 2338 mm



6.77 m²

Compare the space you can use.

All dimensions are width x depth x height in millimetres. Door passage is width x height. These are source specifications, not a certified site drawing.

Model	Exterior (mm)	Interior (mm)	Door (mm)
Solo	1080 x 1000 x 2338	942 x 960 x 2146	918 x 2118
Solo Plus	1600 x 1375 x 2338	1462 x 1335 x 2146	741 x 2118
Duo	1600 x 1375 x 2338	1462 x 1335 x 2146	741 x 2118
Team	2300 x 966 x 2338	2162 x 926 x 2146	741 x 2118
Meet	2300 x 1785 x 2338	2162 x 1745 x 2146	741 x 2118
Max	2600 x 2605 x 2338	2462 x 2565 x 2146	741 x 2118

Height and services

Base height is 2,338 mm. Optional cooling adds 350 mm, giving a nominal height of 2,688 mm before any additional installation or service clearance. Standard ventilation is 70 m³/h for Solo; 110 for Solo Plus, Duo and Team; 218 for Meet; and 327 for Max.

Accessibility is a layout decision

Check the approach, thresholds, turning space, door operation, furniture and controls against the applicable requirements. A door width or occupancy number alone does not establish an accessible installation.

Make every inclusion explicit.

Standard pod systems

The acoustic enclosure includes standard ventilation, adjustable LED lighting, internal controls, presence sensing, an occupancy indicator, a concealed door closer and device connections. Standard-system power is 40 W (Solo), 52 W (Solo Plus / Duo), 60 W (Team), 100 W (Meet) or 120 W (Max). This is not the outlet rating or total connected load.

Furniture and finishes

Record the exterior and interior finish, the exact furniture layout and every selected accessory. A photograph can show optional items. Use physical finish samples to confirm colour and texture; rendered videos are indicative.

Optional cooling and privacy glass

Cooling works alongside standard ventilation on Meet and Max; it replaces the standard ventilation arrangement on Solo, Solo Plus, Duo and Team. PDLC glass changes visual privacy, not a separately verified acoustic rating. The configurator applies model and furniture compatibility.

Electrical configuration for Singapore

Before ordering, obtain the supplied model's voltage, frequency, current, plug and circuit requirements, certification evidence and installation instructions. Have the project team review the applicable electrical, building, fire and accessibility requirements. Foreign certification alone does not establish Singapore acceptance.

Measure the delivery route, too.

Base crate dimensions below exclude separately packed options. Net pod weight excludes packaging; it must not be used as the forklift or elevator shipping load.

Model	Base crates (mm)	Base volume	Net pod weight
Solo	2310 x 570 x 1270	1.672 m ³	290 kg
Solo Plus	2310 x 890 x 1270	2.611 m ³	442 kg
Duo	2310 x 890 x 1270	2.611 m ³	442 kg
Team	2310 x 890 x 1270	2.611 m ³	504 kg
Meet	2310 x 1100 x 1270	3.227 m ³	635 kg
Max	2650 x 760 x 1270 2310 x 890 x 1270	5.169 m ³	852 kg

- Max ships in two base crates. Both must be included in the route and freight plan.
- Measure doors, loading areas, corridors, turns and lifts. Confirm gross packaged weights, permitted loads and equipment before booking.
- Furniture, cooling and other accessories can require extra packages. Confirm the final packing list against the ordered configuration.

Plan the whole route to your office.

FocusPod prepares delivery estimates from the pod packages, selected furniture and options, quantity and destination. The final quote identifies the receiving and installation scope for your building.

The shipment and the building

Include your six-digit postal code, building name, floor and unit. Confirm the loading-bay booking, vehicle-height limits, goods-lift dimensions and permitted loads, delivery hours and the internal route to the installation area. Both Max crates and separately packed accessories belong in the plan.

Made to order: the international timetable

Four-week estimated arrival

The website uses the same four-week calculation as our other made-to-order international markets, moving weekend arrival to Monday. Confirm the project dates and site booking in your order.

Your confirmed project total

Your project record itemises the pod, furniture, options, delivery and any selected installation. FocusPod handles customs and import charges. You pay the confirmed project total, with no extra bills on arrival. Agree unloading, inside placement and building-access requirements before the total is confirmed and you pay.

Access that needs a project review

Flag stairs, restricted lifts, island or controlled-access destinations, cranes or special equipment, storage, after-hours work and narrow internal routes before confirming the delivery. Agree assembly, final placement and packaging removal in writing.

Give the receiving team a clear plan.

Assign an owner to each item before confirming delivery and installation. Confirm the scope in writing with FocusPod.

- Delivery address, postal code, named receiving contact, booking hours and vehicle restrictions.
- Dock or unloading equipment, gross package weights and the party responsible for unloading.
- Measured path from truck to final room: doors, turns, slopes, stairs, corridors and elevator limits.
- Level floor and suitable loading capacity; final position, door swing, ventilation and service clearances.
- Power supply, circuit and plug details reviewed for the actual supplied configuration.
- Assembly, positioning, travel, equipment and packaging removal included or separately agreed.
- Building manager approvals and applicable fire, electrical, building and accessibility requirements.
- Receipt inspection, packaging photographs, damage reporting and retention of the packing list.

[Singapore installation and site-planning guide ↗](#)

Keep the evidence with the order.

The commercial record

Keep model, quantities, finishes, furniture, extras, destination, services, total SGD price, taxes, duties, payment milestones, validity and delivery milestones in one approved record. Distinguish estimates and allowances from fixed charges. Confirm the seller and the importer arrangements.

Acoustic evidence

The source FocusPod specification states speech level reduction greater than 29 dB under ISO 23351-1. Obtain the report, tested model and configuration before relying on the claim for a project. Do not compare an acoustic panel rating, NIC figure or other test with a whole-pod speech result as though they were the same measure. Room acoustics and installation affect the outcome.

Safety, materials and emissions

Request model-specific electrical and product-safety documents, glazing information, materials and emissions reports, installation instructions and the final packing schedule. Check the document issuer, date, scope and model identification. This guide is not a certification or a substitute for those records.

[Read the Singapore acoustic comparison guide ↗](#)

A clear handover. A named contact.

At handover

Record the supplied model, configuration, serial identifiers, installation date and receiving contact. Test the door, seals, lights, ventilation, controls and selected accessories with the installer. Retain the operating and care instructions and the final order documents.

Warranty and service

FocusPod's Singapore terms provide five-year structural and electrical coverage, subject to the listed components, exclusions and claim process. Applicable statutory rights remain. Keep your approved project record and email sales@focuspod.sg for support. Report issues with the order reference, model, description and photographs where useful; do not undertake unapproved electrical repairs.

Plan your Singapore project

Request a virtual walkthrough, finish samples or the model-specific documentation. Include your model shortlist, six-digit postal code, building and floor, quantity and project timing.

[Contact and document requests ↗](#)

[Configure and estimate your project ↗](#)

[Singapore warranty and service terms ↗](#)

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