Boardroom and meeting *table sizing*: length, width, clearances and cables

Boardroom and meeting table length by seats, width, shapes, clearances behind chairs and power and data layout in millimetres. None is a standard: they are practice and plan arithmetic.

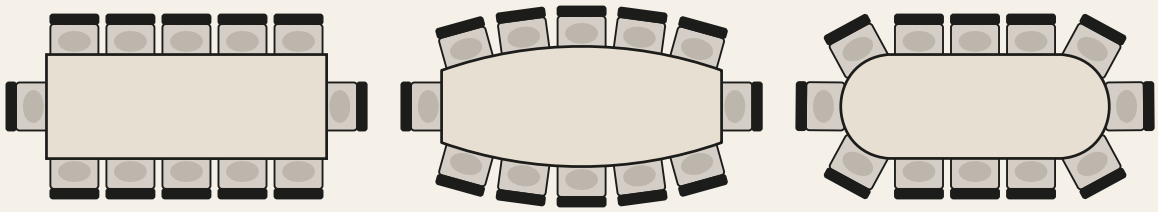
Compliance guidance. Regulated figures are from Approved Document M volume 2 (2015 edition incorporating the 2020 and 2024 amendments; England): paragraphs 3.14(b) and (c), 4.9 and 4.36(b), read on 5 November 2026. Every table size, pitch and clearance on this page is practice or arithmetic from the example values stated, not regulation, and no standard we read gives a size for a meeting table. Escape routes, accessible routes and hearing enhancement are decided for the project by the fire engineer, the access consultant and building control; electrical work by a competent electrician. Guidance, not legal, fire, electrical or accessibility advice.

AT A GLANCE

What	Range (mm unless stated)	Basis	Notes
Table edge per seat (pitch)	600 tight; 700 standard; 750 generous	Practice	Our boardroom guide says 60 to 75 cm; our product page 70 to 75.
Work zone per person	450 deep x 600 to 750 wide	Practice, drawn	Laptop, notepad and a glass.
Table width	1,100 to 1,200 compact; 1,300 to 1,500 usual	Arithmetic: 2 x 450 + the middle	From 1,600 a head seat no longer overlaps the corner seats.
Length for 8, 12 and 20 seats	2,100; 3,500; 6,300 at 700	Arithmetic, head seat each end	At 600: 1,800; 3,000; 5,400. At 750: 2,250; 3,750; 6,750.
Sitting zone, then pull-out	500; then 300 to 450	Example chair; practice	Chair back from the table edge, then the room to stand.
Table edge to wall, nobody passing	800 to 950	Practice	Sitting zone plus pull-out.
Passing behind a seated person	1,100; 1,400; 1,700	Practice; 1,200 passage from ADM 3.14(b)	Squeeze, comfortable, wheelchair route. Access consultant decides.
Shapes at 12 seats	rectangular 3,500; boat 3,500; racetrack about 3,460	Arithmetic	Boat and racetrack keep the length and add sightlines.
Power and data	one module per pair of opposite seats	Practice	Seat pitch sets the module pitch: 700 here.
Standards for size	none for meeting tables	BS EN 527-1 excludes other office tables	BS EN 15372 covers strength, not size.

Millimetres. No standard or regulation we read gives a size for a meeting table: every figure is practice, or arithmetic from the example values stated; the Approved Document M rows are from the England edition named in the notice. Confirm with the partner workshop, the AV designer and a mock-up.

Plan, to scale. 12 seats at 700 mm of table edge per seat.



Rectangular
3,500 x 1,300

Boat
3,500 x 1,500 widest

Racetrack
3,460 x 1,300

12 seats on a rectangular, a boat and a racetrack table in plan, to scale, at 700 mm of table edge per seat. Example values. Original drawing by Make Bespoke Studio.

LENGTH BY SEATS (MM)

Seats	Layout	Length at 600	700	750	No heads, 700
8	3 a side + 2 head	1,800	2,100	2,250	2,800
10	4 a side + 2 head	2,400	2,800	3,000	3,500
12	5 a side + 2 head	3,000	3,500	3,750	4,200
14	6 a side + 2 head	3,600	4,200	4,500	4,900
16	7 a side + 2 head	4,200	4,900	5,250	5,600
20	9 a side + 2 head	5,400	6,300	6,750	7,000
24	11 a side + 2 head	6,600	7,700	8,250	8,400

Pitch is table edge per seat. Head seats share the corner (no added length); lengthen up to 450 each end to give a head seat a full zone. Width 1,300 to 1,500 usual.

CLEARANCES

From the table edge to the wall or next piece	mm
Nobody passes (sitting zone 500 + pull-out 300 to 450)	800 to 950
Passing behind a seated person: squeeze / comfortable	1,100 / 1,400
A wheelchair route behind the chairs (A + 1,200, if it counts)	1,700
A credenza 550 deep with a 900 passage	1,950

1,200 for corridors and passageways: Approved Document M vol 2, 3.14(b) (England); the access consultant decides whether a passage behind chairs counts.

SPECIFICATION WORDING

TABLE SIZE AND SHAPE

Boardroom table [boat-shaped]: [3,500] mm long, [900] mm wide at the ends and [1,500] mm at the widest, for [12] seats at [700] mm of table edge per seat, with a head seat at each end [sharing the corner / with a full work zone]. Overall height [740] mm to the top surface from finished floor level. Finished sizes to the shop drawing [ref], tolerance [ ] mm. Knee clearance [450] mm each side kept free of beams and trough. Size and chair confirmed on a mock-up [yes / no].

POWER, DATA AND CABLE MANAGEMENT

Power and data modules [type, flush] at [700] mm centres on the table centre line, [5] in total, one for each pair of opposite seats; head seats [fed from the ends / floor box]. Cable zone [400] mm wide with a trough [300] mm wide x [160] mm deep below, access panel [size, position] as the coordinated drawing [ref]. Cable entry [hollow leg / floor box]. Wiring and certification by [electrician]; AV equipment and screen lift by [AV integrator], to the schedule [ref].

SECTIONS, JOINTS AND DELIVERY

Top made in [3] sections [1,400 / 700 / 1,400] mm, joined with [method] so that the joint step does not exceed [ ] mm, joints not passing through any module or cut-out. Sections to pass the route and corners in the delivery survey [ref]. Assembled and levelled on site by [ ], with the veneer match across joints as the shop drawing [ref]. Room clearances: [900] mm passage behind the chairs, [1,400] mm from table edge to wall, datum the table edge.

TERMS USED

Seat pitch

The length of table edge given to each seat, measured along the edge. It sets the table length and the spacing of power and data modules.

Sitting zone

The distance from the table edge to the back of an occupied chair. It is counted with the table, not with the passage behind.

Cable zone

The strip down the middle of the table kept for power and data modules, cables and a trough, outside the diners' knee and work zones.

STANDARDS AND SOURCES

- Approved Document M, Volume 2 (2015 edition incorporating 2020 and 2024 amendments; England): 3.14(b), (c), 4.9 and 4.36(b) read; no meeting table size or clearance is given.
- BS EN 527-1:2011, BS EN 15372, BS EN 1335, BS 8300-2:2018: BSI listing: EN 527-1 excludes other tables in the office area; EN 15372 is strength, durability and safety of non-domestic tables. Texts not read; confirm the current editions.

Full guide: https://makebespoke.com/trade/technical/boardroom-and-meeting-table-sizing. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.