

## **ABSTRACT**

Office layout is one of the important aspects that must be considered in the office. Irregular office layout will make workers office feel uncomfortable in doing work. Inconveniences this will affect the optimization of work. Mega Insurance Office on 18 and 19 floor Menara Bank Mega, South Jakarta, which is engaged in this general insurance service offering has problems in the field of comfort and convenience building aesthetics that make office workers feel uncomfortable and it's easy to feel bored at work. Mega Insurance Office still using the cubical form in his office, where in every room limited by body barriers that cause several effects namely, cause communication between workers cannot be carried out directly, the existence of an inflexible usage space, giving the impression of tightness and saturate workers. Therefore, the design of the Mega Insurance office using the concept of spatial planning in open space became the author's idea in do the planning. With the concept of open space used in the office Mega Insurance, it is hoped that workers can share the use of equipment, ideas and knowledge that will increase productivity in work, build the community, can build the mood of every worker because it will provide a comfortable impression, provide a creative working atmosphere, and can make efficient use of space.

**Key words: office, interior, open space**