

Executive Office Hidden-Tech Checklist

Plan your built-in details for a pristine, cord-free workspace.

Design a classy female executive office with zero visible cords. Print this guide to shop for the exact flush chargers, pull-out printers, and cable trays needed.

● Key Built-In Measurements

80 mm

Grommet-hole diameter for charger

8 in

From edge on non-dominant side

Min. 20 in

Credenza depth for laser printer

18 in

Heavy-duty drawer slide length

24-36 in

Open-wire metal cable tray

2700K

LED strip color temperature

Width minus 1 in

LED strip length per shelf

Rug Sizing

Size your 8x10 or 9x12 low-pile wool rug to extend far enough past the desk so soft polyurethane casters never drop off or catch the binding.



● Drilling Flush Grommets

- 1 Tape the surface** Apply painter's tape over the exact drilling location to protect the expensive wood veneer.
- 2 Score in reverse** Lightly score the circular outline using your hole saw in reverse for a clean top edge.
- 3 Drill pilot hole** Drill forward at a steady, medium speed until the center bit breaks through the desktop.
- 4 Finish underneath** Complete the cut from the underside to prevent blowout, ensuring the charging disc drops flush.

● Hidden-Tech Shopping List

- ☐ Flush-mount wireless charging disc
- ☐ Reusable silicone ties and adhesive mounting clips
- ☐ Split braided sleeve for monitor cords
- ☐ Low-decibel USB cooling fan for printer cabinet
- ☐ Smart dimmer switch for shelf lighting
- ☐ Soft polyurethane casters for hard floors

● Pre-Installation Checks

- Measure internal cabinet volume to plan for proper printer airflow.
- Check monitor stand for integrated plastic cable routing channels.
- Hold physical metal hardware samples against your wood veneer.
- Verify weight ratings on drawer slides with the manufacturer.
- Angle LED channels at 45 degrees facing the back panel.
- Drill a 2-inch cable escape hole in the credenza.

● Office Flow Clearances

Find your row: **Office Zone**

Office Zone	Your pick	Why
Behind the desk	36 - 42 in	Protects rear cabinetry from chair
Walkway to door	36 - 48 in	Prevents a cramped layout
Guest chair legroom	24 - 30 in	Optimal comfort for visitors
Credenza door swing	20 - 24 in	Allows doors to open fully

● Project Notes

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Enjoy your beautifully polished, highly functional workspace where the tech simply disappears.