

OFFICE PLANNING TIPS

- Consider the size of your space based on your current needs and your projections for growth
- Analyze the traffic flow of your office, placing individuals who meet with clients frequently in an easily accessible location.
- Place workers in near proximity who frequently collaborate on projects
- Review office machinery (copier, fax, printers, etc.) and place equipment near the employees who use it most.
- When using systems furniture, lay out your plan carefully making sure to include any columns, bump-outs or irregularities in the space.
- Always measure carefully and include the sizes of office furniture and system panels in your calculations to avoid narrow and cramped walkways and work spaces.
- Plan the cabling and wiring for your telecommunications and electronic equipment. Make sure each work space is adequately equipped and no cables will be running down or across the aisles.
- Be sure to plan for adequate storage and equipment areas to avoid clutter and safety hazards.
- Discuss ergonomic needs with your employees -- computer keyboards, monitor placement, adjustable chairs and equipment, telephone headsets, lighting, etc.
- Investigate code requirements and city or county permits when moving or reconfiguring your office space

"High quality work environments improve morale, increase productivity, improve the health and safety of the work place, decrease employee turnover and increase profits."