



BUYER'S GUIDE

5 ASPECTS TO CONSIDER
BEFORE REDESIGNING
YOUR WORKPLACE



1. Know your Space- Activity Based Planning

The first question that should be asked is "What tasks and activities occur within our workplace?" This will direct you to answer the next question- "What are our needs?" An activity-based floor plan offers many types of spaces that support a wide variety of work activities, including both individual and teamwork. It provides versatility in the workplace and planning your space around the activities that will occur provides a focused and task-driven workplace.



2. Technology & Mobility

It is crucial to provide flexible power options to support multiple users and technologies. This makes spaces more inviting and functional for both long-term and short-term users, especially when a range of seating is provided, along with relevant technology and easy power access. In conference rooms, teams remain collaborative and productive with surface-integrated power access and media mounts that are located within the conference table.



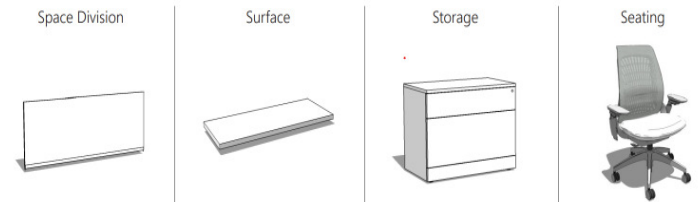
3. Wellness & User Choice

Ensure ergonomic options to support individual work styles. Add plants to reduce stress, increase creativity and improve the office's air quality. Numerous factors influence worker performance such as ownership, personalization, identity of space, access, control and autonomy. By designing your space to promote user choice and wellness, employees will feel healthier and have a sense of belonging, which can boost employee productivity.



4. Flexible Environment

Providing a flexible environment allows employees to reconfigure their space to meet their needs. Both employees and teams benefit from clear territories they control. A height-adjustable desk is one of the simplest solutions to creating a flexible environment. Not only does it allow the employee to choose how they want to work throughout the day, but it also promotes movement and wellness.



5. The 4S's of Workplace Application

1. Space Division- Panels, Surfaces, screens, doors and walls.
2. Surface: Worksurfaces, tables/desks, counters, ancillary tables.
3. Storage: Lateral files, credenzas, towers/lockers.
4. Seating: Task, guest/multi-purpose, lounge and cushioned storage.

Categorizing these 4 applications makes it easier to sort through all the possible options and discuss preferences and trade-offs for each component, which improves decision-making by reducing complexity and guess work. Users are able to make more informed decisions- they know what they are choosing, and more importantly, why their decision is the best to fit their business.

Solutions

Collaboration with Technology



Wellness-Inspired Furniture



The 4S's Applied in the Workplace

