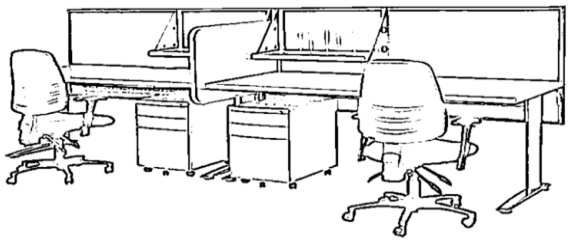
OFFICE LAYOUT TIPS

Effective office space-planning is vital for efficient, ergonomic and flexible work places. A well planned office will lead to increased productivity and should create a pleasing and functional environment.

The key to achieving this is through professional space planning at the inception of a project. You can assist your space-planner and achieve superior results if you consider the below:



1. Divide your organisation into zones and departments reflecting differing tasks.
2. Consider how the departments of your organisation function and what the requirements are for communication between different zones and departments.
3. Consider the departments and zones that require meeting spaces and services hubs (Printers, Copiers etc.) to be nearby.
4. Consider departments and tasks that require enclosed office space. Enclosed offices are generally reserved for executive and management situations and should be kept to a minimum as they reduce flexibility and the adaptability of the layout to accommodate future changes.
5. Consider the tasks that are performed by staff in each department and select a worktop shape and size that would best suit your requirements. A combination of computer and paper-based tasks will generally require more area and the depth of the worktop to be greater.
6. Once you have determined the appropriate worktop shape and size, consider the layout pattern for the desks. Remember to take into account any requirements for communication between the staff members.
7. Consider the amount of privacy required for the tasks performed. Lower screens facilitate communication and interaction. As the screen height is increased, privacy increases but communication and outlook is constrained. Screens should generally be as low as is practical, but of sufficient height to accommodate screen-based storage if required.
8. Storage should be carefully considered to decide its type, position and also the quantity required. Estimate (a) Active storage requirements at the work-point that need to be immediately accessible to the user, (b) Intermediate storage for items that need to be generally available but not part of the workflow and (c) Archive storage requirements.
9. Consider your IT requirements and estimate the number of both power and data outlets that will be required at each desk to accommodate the tasks performed by the user.
10. Determine how power and data is to be installed as this will affect what cable management requirements the desks need to have installed. Outlets can be mounted either above or below the worktop and run in either the screen ducting or under-desk cable baskets.
11. Consider the meeting room requirements for each department. Determine the privacy requirements and the number of people that need to be accommodated. Estimate the power and data requirements needed to support each meeting style.
12. Document the above information and forward it to your Interia Systems space-planning consultant along with any floor plans you may have. Remember, you know your organisation, your staff and the tasks they perform better than anyone else.