

# Tenant's Guide to Office Design

Practical guidance on how best to  
**design & deliver** your new office



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Office design goes far beyond just the choice of furniture and office layout. It's about intelligent planning which takes into account corporate objectives, company culture, brand & people. It's a fact that getting your office design right can ensure a positive impact on your company's performance, culture, its productivity and ultimately its profitability

With this in mind, the **Tenant's Guide to Office Design** has been created to provide companies with the very latest information on Office Space Planning, Office Design and Build Out, and offers practical ideas to help achieve the beneficial results that your business is looking for

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## Refurbish or Relocate?

If your existing office is no longer serving your business needs, there are two basic options available to you – to refurbish your existing office or relocate to a new one. The first step to finding the solution is to have a **Workplace Appraisal** in order to assess your office space requirements against the reality of your existing office space and the time & budget you have available. An office refurbishment can transform and re-energize your existing space without the upheaval and costs associated with moving office. On the other hand, an office move may well be just what your business needs to get you into a more cost-effective and practicable workplace.

Whatever decision you choose to take you will, at some stage, need to consult with an Architect. They are the “go-to” experts who can guide you through the key stages of the office. Design and Planning process.

### Top Tips:

- > Allow enough time for detailed planning & analysis to weigh up your options.
- > Consult with an Architect to ensure you make informed decisions.

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## Office Space Requirements

How much, and what type of office space you need depends on several factors; number of employees, working practices, kitchen and/or break out area requirements, rest rooms, reception area, meeting/board rooms, server rooms, storage requirements, and ultimately your budget. Having a clear understanding of your current and future office space requirements will help you choose the right office space to satisfy your business objectives (as well as provide flexibility for the future).

### Top Tip:

> Think short, medium & long term and what your office space requirements might be.

## Choosing the right Office Space

Do you want your office space to be somewhere which just keeps your staff safe, warm and dry - or does it need to do more than that?

Your choice of office space, and the way it is designed says a lot about you as a company. It is important - therefore that both the condition and style of your office space reflects the right image for your company and industry.

Media Companies, for example, tend to go for more quirky offices with unusual layouts, whilst a Professional Service Company is more likely to choose office space in a central location with a smart reception area that reflects the professionalism with which they want to be associated.

### Top Tips:

- > Consider the type of office space that best suits the culture of your organization
- > Take an **Office Design Company** with you when you view your short list of properties

## REMEMBER

Your office space has to look good as well as be practical and

your operational requirements.

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For others the type of office space may be less obvious and it is always sensible to get an **Office Design Company** to accompany you on property viewings and carry out a **Building Analysis** on your short-listed properties. This will help to evaluate the structural conditions, electrical systems, sources of natural light, cabling infrastructure and an outline build out budget. All these considerations will determine whether the space is easily configurable, adaptable and ultimately whether it complements the needs of your business.

Planning an efficient office space is all about arranging your workplace to provide the best opportunity for efficient workflow,

and communicating – both internally & externally with co-workers and customers.

the new workplace and whether they can be incorporated.

## Top Tips:

- > Look at team adjacencies.
- > Incorporate **IT & Telecoms** into your office space planning.
- > Involve your staff.

## Storage Considerations

Choosing to “go paperless” is not a necessarily a viable option for every organization. However, in the light of increasing levels of accountability and administration, many companies are turning to new storage techniques and solutions.

Moving office is an ideal time to archive, de-clutter and decide which files can be stored off-site to release valuable floor space for better use.

## Top Tips:

- > De-clutter and archive as much as possible prior to moving office.
- > Reduce the amount of space you need by moving outdated and less accessed files off-site.
- > Don't forget the basics like stationery cupboards!

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## Office Furniture

Office furniture is an important aspect in assuring a favorable working environment for your staff. It should give the right impression to clients and staff, be comfortable, practical and in keeping with the overall office design.

Office furniture can be an expensive part of a build out, so consider which furniture items to recycle (and get rid of what you don't use or need). Leasing office furniture is another option and can provide a cost-effective way to spread your costs over a longer period.

Other effective ways to utilize your office furniture is desk sharing and use of hot desks if you have staff who are out of the office a lot, whilst workstations grouped together help facilitate team interaction and maximize space.

### Top Tip:

> Try to incorporate different configurations of workstations and/or storage units as this provides flexibility for any future growth/contraction and offers many space saving solutions.

## Office Equipment

A **General Contractor** will draw up a detailed **Configuration Plan** of the new office to determine the best location for office equipment such as servers, computers, phones, printers, copiers etc.

Remember that you will need to ensure that your new office has suitable cabling infrastructure for your IT and phone networks, and whether requirements for the server room (if needed) are met.

### Top Tips:

> Get expert advice from an Architect during the design and layout process.

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## Think Flexibility

In today's business world things are always changing — so it's design and space planning to adapt to changes in working practices and/or accommodate future growth, contraction or

easily configurable will ensure it stands the test of time.

### Top Tips:

- > Consider open plan versus cellular.
- > Review future plans, expansion or contraction.

## Health & Safety Considerations

Complying with Health and Safety Regulations need to be on every company's agenda, and a good **General Contractor** will ensure that all health and safety requirements are met and what you need to consider in the future when the building is being maintained or repaired by external contractors.

They will also carry out a **Risk Assessment** to ensure your office meets the standards of the ADA (Americans with Disability Act) and ensure that wheelchair access is enabled to all commonly accessed areas, facilities and services.

### Top Tips:

- > Ensure your chosen **General Contractor** has up-to-date health and safety credentials.
- > Consider health & safety throughout all stages of your office design.

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## REMEMBER

With the right planning, budgeting & management, a good Office Design will allow you to raise your corporate profile, grow your client base, improve operational efficiency, retain and attract staff and give the right first impression to clients.

### Additional Reading:

- ⇒ Read more practical tips on the **best ways to achieve an inspiring & effective workplace** in which your staff and company can thrive.
- ⇒ Use the **Office Move Checklist** to plan every step of your office move and ensure nothing gets forgotten.
- ⇒ Email us at [www.becusamove.com](http://www.becusamove.com) and we will put you in touch with an Architect, Designer & General Contractor in your area to help design & deliver the most efficient and useable working space – to meet both your requirements and budget.

## FOR THE BEST OUTCOME

You should combine your understanding of your company priorities & objectives with the expert advice from General Contractors.

Making contact with an General Contractor is free. There's no obligation to use them and, if nothing else, a conversation with them will give you some invaluable thoughts to consider.