



It's easy to focus on the exciting phases of an office redesign, such as picking out the furniture. But part of the creative process involves finding solutions to why an office needs new furniture, new workspace configurations or architectural updates in the first place. First, evaluate your current office by taking the following questions into consideration. Then, move on to Part 2 to think about the determining factors of your redesign.

Here are some of the key considerations that will help make sure every job's done right, on time and on budget.

## PART 1: EVALUATING YOUR CURRENT OFFICE SPACE

### 1. Is your space cramped? Or is it too big?

Whether your staff is growing and your open space is shrinking, or you have more space than the workforce needs, space planning is essential when considering an office redesign or an office move. If workstation sizes need to shrink, make sure you accommodate for storage and meeting space. If your current space has room to spare, take steps to create a space that serves the company instead of sitting empty.

### 2. Are you looking for more daylight?

Private offices and conference rooms often occupy prime real estate in front of expansive windows. These walled-in spaces not only block other employees from great views but also they prevent natural light from filtering throughout the work environment. Freeing up windowed areas makes a workplace seem larger and saves on energy costs, and natural lighting boosts morale.

### 3. Do you wish your employees collaborated more?

Creating space for employees to get together for an informal working session is about more than putting a table and chairs in a hallway. And it's about more than getting a few people together during part of the workday. When considering a collaborative office

environment, think about how a space can be a natural meeting place for a variety of collaborative tasks — quick status meetings over coffee, impromptu brainstorming with a whiteboard, group research on a shared computer or a café-type setting where employees can socialize while working on individual projects.

### 4. Were your workstations designed for a specific job function?

If an office has not been updated in more than a decade, most likely the workstations were designed for a worker with a desktop computer and a need for ample file storage. Today's wireless workers and remote data storage systems require less space. Professional services companies can benefit from removing tall cubicle walls and incorporating customized personal storage features.

### 5. Do you want to freshen up or overhaul?

Not every project requires a company to start new from the wall studs. Sometimes a splash of color and an ergonomic seating investment are all an office needs. To consider the scope of your project, have a budget in mind and short-term and long-term goals — for the space and for your company — as well as a list of what is working for you and what isn't. Depending on your project scope, you may need to enlist a design firm.