



Space Planning During Office Design



Why Space Planning?

Planning and designing an office space in the initial process makes the process efficient. When designing an office, there are certain things that should be considered for the office space. This handbook will list and explain these things in detail to help with the office space planning process.

Remember that a space that has been optimised to the maximum is a good space plan. A cluttered space is not ideal for productivity.



Agenda of the Handbook

The handbook is a guide to the essentials for planning a space while designing an office. The handbook covers the topics of engaging employees, using variety in the decor, planning technology, using the right lighting, designing breakrooms, and how to not overdo the office decor. The handbook includes advice about planning an efficient space.

All of the topics covered in the handbook are of utmost importance in planning an office space. Following these guidelines can result in a productive space plan.

Things That Hinder Office Space Planning

There are factors that will disrupt one's plans. These factors may be out of one's control. Things like the structure of the building or the office can be a hindrance in the space planning process.

Budget

Budget is one of such factors that will affect one's ideal space plan. The budget of the office design needs to be decided and then strictly followed. The office design cannot go beyond budget or the organisation will suffer. Especially if it's a startup, the budget should be carefully calculated. This is why space planning is important.



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How to tackle this problem?

One way to avoid having the budget get in the way is by prioritising the plans for the office space. Setting a budget according to the decided priorities will help in the planning of the office space.



Pre Existing Structures

If an office space is being rented, the space will have pre-existing structures or features that cannot be removed for either financial reasons or contract reasons.

How to tackle this problem?

When these are the reasons why the office space cannot be changed or planned according to what's desired then a way to work around this should be found. Integrating and considering these features into space planning can help.



Type of Organisation

At times, the type of organisation will not match the space plans. The office space should be planned according to the organisation's designation.

How to tackle this problem?

If it is an organisation that needs team collaboration and coordination, the office space should be planned in a way that will motivate the teams to work together and make it easier for them to stay creative. But if the organisation's aim is for the employees to work and be productive on their own, the space should be planned in a calmer way.



The Essentials of Space Planning

While designing an office, it is necessary to create a plan that will be a reference throughout the rest of the process.

Engage Employees



When there is confusion about how to optimise the office space, engaging the employees is one of the easiest ways to speed up the process. Since it is the employees that will use the office space the most, it is important to include them in the process and get insight on how they want to work.

Asking employees what kind of an environment they want to work in will help in narrowing down the space plan. Being open for suggestions via an anonymous suggestion box can increase employee engagement.

Keeping variety in the workplace can exponentially increase productivity. A breakroom with snacks and coffee will help the employees relax. But simultaneously having a meeting room that is made for serious conferences is a must. Having different spaces where employees can be productive and also feel relaxed works as a combined zone.

Variety



Technology



Every building comes with electric outlets and wired installed. One should be aware of the electric plan of the floor before setting up a plan for the office spaces. Moreover, the setup of the desks should be planned according to the outlets. Speaking to the technician of the building or the IT department of the office should help understand the plan.

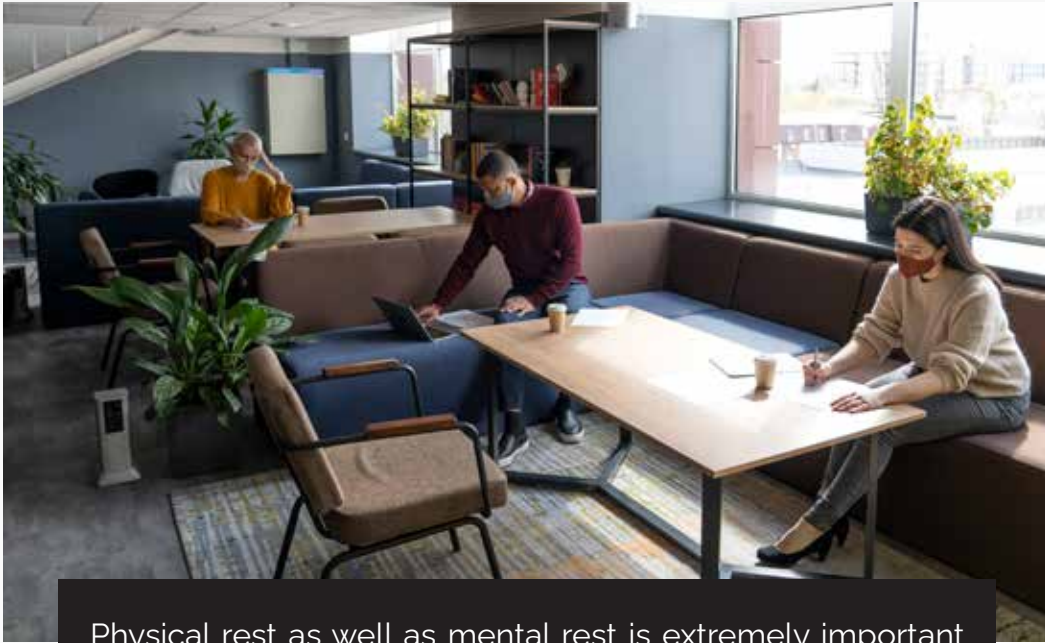
Lighting

When planning lights, always opt for natural light over artificial. Artificial lights are not good for the eyes which in turn can affect the workflow of employees. So planning the lights in a workspace is a very important task.

A skylight or big windows are recommended for workplace lighting. Natural light also promotes productivity. Inclusion of nature is always a good idea for any space, especially an office space. So natural lighting wherever possible should be implemented. Where it is not possible, bright white lights over fluorescent or yellow lights are recommended.



Breakrooms



Physical rest as well as mental rest is extremely important while working. Rest zones or recreation zones are a must in any coworking space. These spaces should be devoid of any reminders of work. They are purely made for the employees to free their minds from their work. Employees should be allowed to access these zones whenever they want.



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Avoid Overwhelming Decor

Decorating can often lead to a sense of exuberance, especially when one is enthused about a new workspace. It is important to manifest both personal expression and the company's ideals through the decor. Nonetheless, one must exercise caution not to overwhelmingly decorate the surroundings so as to avoid a monotonous atmosphere. An excessive display of decor has the potential to significantly alter the ambiance of the office, thereby affecting the comfort of both employees and clients.

