

The Perfect Office Space

Creating an office space that is appealing to clients, employees and the environment can feel like an overwhelming task. Knowing your company goals and office purpose will be key to successfully creating a well laid-out work space.

- The reception area is your first impression to clients. Make the space warm and inviting, but keep the seating limited so you are not taking up precious production space.
- Conference rooms need to be equipped with the latest technology to allow for meetings to be held while interacting with those unable to be in the room itself. The room should have adjustable lighting to accommodate both presentations and task oriented meetings. Consider cabinets and shelves to store meeting items such as LCD projectors, flipcharts, etc.
- Set up temporary work stations for traveling employees and associates and equip them with all the technology of a permanent work station.
- Purchase furniture that is comfortable and colorful so the office is a clean and warm environment for your employees.
- The kitchen space should be a bright and open space that can serve as a haven for employees and not just a place to have lunch.
- Set up a space to use as a Resource Center and keep it functional with lots of counter space and cabinets to store office and mail supplies as well as house the copiers, fax machines, etc.

Your new office space should serve its purpose while providing a work environment that is functional, enjoyable and productive not only for visitors but also for the employees that work there.

