

INTERIOR
WORKSPACE &
ENVIRONMENT

planning offices spaces (2010)
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what is
workspace
?

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Workspace

work-space |wawrk-speys|
noun
space used or required for one's **work**, as in
an office or home.
Source: <http://dictionary.reference.com>

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what is
office design
?

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Office Space is not just about costs or 'cool design'; it is also about productivity, culture, flexibility and last but not least, the well-being and happiness of employees.

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To create the right office environment, it is necessary to look closely at an organization's work processes, identity and ambitions.



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The objective of office design ?

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The main purpose of an office building is:

1. To support its occupants in performing their tasks and activities, preferably at minimum cost and to maximum satisfaction.
2. To have an important social and symbolic function.

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The design and layout of spaces can, for example, encourage interaction or stimulate creativity. Furthermore, the physical office can convey a strong cultural message to employees and visitors about the organization's identity or brand

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The nine objective of office design ?

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1. Enhance Productivity

the most important is also the most difficult

- to create an environment where employees can be optimally productive, the office should meet basic standards concerning ergonomics and indoor climate (thermal comfort, visual comfort, air quality and acoustic comfort)

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1. Enhance Productivity

the most important is also the most difficult

- Hygiene factors do not actually enhance productivity
- the work environment should match the activities that need to be carried out



2. Reduce Costs

Accommodation is expensive and not always utilized as efficiently as it could be. On average, workstations in office buildings are physically occupied only 50 to 60 % of the time, while they represent major cost for leasing, cooling, maintaining and cleaning the space needed

- Increasing workplace utilization and office densities (desk sharing and open planning)
- Standardizing the size and fitting out the spaces

2. Reduce Costs

efficient use of space is important; but even more important is creating an environment where people can work effectively

desk sharing can lower the running costs but requires higher investments in IT and furniture



3. Increase Flexibility

determine the type organizational dynamics a building should be able to accommodate. (staffing level subjects or composition of teams change often)



3. Increase Flexibility

a distinction can be made between building flexibility (i.e. Buildings that can easily be extended, split up and/or subtle), spatial flexibility (i.e. Floor plans that can easily be converted from cellular offices into open-plan spaces and vice versa), and workplace flexibility (i.e. Workplaces that can be flexibly used by any employee)

important consideration:

standardization of workstations and room sizes if the majority of work spaces and meeting spaces have the same size or at least modular sizes, changes in the physical work environment become cheaper and less disruptive



4. Encourage Interaction

The exchange of information and knowledge not only helps to improve organizational learning and teamwork, but also enhances social cohesion and cross-fertilization



4. Encourage Interaction

The physical layout of the work environment play a crucial role in this. Floor plans localize people and can thereby stimulate or hinder interaction. The office layouts can be breaking away the interaction and communication using the physical and symbolic barriers, yet can improve the adjacencies between groups



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5. Support Cultural Change

office design may be a more effective tool for cultral change than the usual management speeches and newsletters. For example, locating the manager and junior employees in the same space will be more powerful that simply stating that the organization should be less hierarchical

As an organization and designer, you need to consider carefully what sort of culture you wish to create and what the real identity of the organization



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6. Stimulate Creativity

layout and design of the work environment can play a crucial role, creating spaces that stimulate the spontaneous exchange of ideas, or secluded areas for individual thinking



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6. Stimulate Creativity

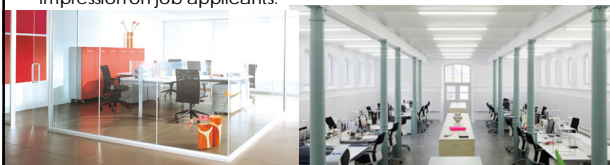


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7. Attract and Retain Staff

the physical work environment can also play an important role to provide meaningful work, promising career prospects and attractive financial compensation.

Providing employees with comfortable (healthy and comfortable workplaces, properly ventilated, sufficiently cooled and ergonomically designed), attractive surroundings tells them that they are valued by management and helps to make a good impression on job applicants.



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8. Express the BRAND

Branding is about creating a particular image or perception of the organization and its products or services among customers or other strategic stakeholders.

The physical work environment can also be used to convey a particular message or identity, working as a showcase or three-dimensional business card to the outside world.



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8. Express the BRAND





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9. Reduce Environmental Impact

Office buildings have a large impact on the environment as they require a lot of raw materials to build and even more natural resources to run. The operations of office buildings requires large amounts of water and leads to a lot of waste.

As a designer, you need to consider about how to reduce the consumption of raw materials, energy and water, increase the recycling of energy, water and waste.



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The crucial choices ?

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- Location**
the office versus elsewhere
- Use**
alloacted workstations versus hot desks
- Layout**
with walls versus without walls
- Appearance**
neutral space versus expressive space
- Filing**
less paper versus paperless
- Standardization**
tailor-made solutions versus one concept for all

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The work spaces ?

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The most important distiction between the various work space types is their size and the degree to which they are enclosed (range from small open offices to large enclosed offices)

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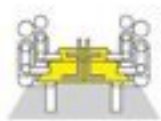
The various types provides different degrees of visual privacy (the extent to which users can see others or can be seen by others) and acoustic privacy (the extend to which users can hear others or can be heard by others)

Recommended minimum space per workstation

- Basic space for writing and typing (desktop or laptop) - 4sqm
- Additional space to put paper on one side (tray space) - 1sqm
- Space for filing (for each filing cabinet) - 1sqm
- Space for meeting (for each additional chair) - 1.5sqm

Open Office

An open work space for more than ten people, suitable for activities which demand frequent communication or routine activities which need relatively little concentration.



Team Space

A semi-enclosed work space for two to eight people; suitable for teamwork which demands frequent internal communication and a medium level concentration

Cubicle

A semi-enclosed work space for one person; suitable for activities which demands medium concentration and a medium concentration



Private Office

An enclosed work space for one person; suitable for activities which are confidential and demand a lot concentration or include many small meetings

Shared Office

An enclosed work space for two or three person; suitable for activities which demands semi-concentrated work and a collaborative work in small groups



Team Room

A enclosed work space for four to ten person; suitable for teamwork which are may be confidential and demand frequent internal communication



Study booth

An enclosed work space for one person; suitable for short-term activities which demands concentration or confidentiality



Work Lounge

A lounge-like work space for two to six person; suitable for short term activities which demand collaboration and / or allow impromptu interaction



Touch down

An open work space; suitable for short-term activities which require little concentration and low interaction



The meeting spaces ?

The most important distinction between the various meeting space is the number of users and the degree to which the space is open or enclosed

Recommended minimum space per workstation

- Open meeting space- 1,5sqm / person
- Enclosed meeting space -2sqm / person
- Meeting space with special equipment/furniture - 3sqm / person
- Meeting point where people stand - 1sqm / person

Small meeting room



An enclosed meeting space for two to four persons; suitable for both formal and informal interaction

Large meeting room



An enclosed meeting space for five to twelve persons; suitable for formal interaction

Small meeting space



An open or semi-open meeting space for two to four persons; suitable for short, informal interaction

Large meeting space



An open or semi-open meeting space for five or twelve persons; suitable for short, informal interaction

Brainstorm room



An enclosed meeting space for five to twelve persons; suitable for brainstorming sessions and workshops

Meeting point




An open or semi-open meeting space for two to four persons; suitable for short, informal interaction

The support spaces ?

Spaces that take place in an ordinary office building. The need for this type of space will depend on the work processes, organization, and social potential.


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Filing Space 

An open or enclosed space for the storage of frequently used files and documents


Storage Space

An open or enclosed support space for the storage of commonly used office supplies


Print and Copy area 

An open or enclosed support space with facilities for printing, scanning and copying


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Mail Area 

An open or semi-open support space where employees can pick up or deliver their personal mail


Pantry Area 

An open or enclosed support space where people can get coffee and tea as well as soft drinks and snacks


Break Area 

An semi-open or enclosed support space where employees can take a break from their work


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Locker Area 

An open or semi-open support space where employees can store their personal belongings


Smoking room 

An enclosed support space where employees can smoke a cigarette

Library 

An semi-open or enclosed support space for reading of books, journals, and magazines


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Games room 

An enclosed support space where employees can play games (eg. computer games, pool, darts)

Waiting area

An open or semi-open support space where visitors can be received and can wait for their appointment

Circulation Space 

Support space which is required for circulation on office floors, linking all major functions

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thank you

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