



5 Facts Everyone Should Know about Office Design

Handbook for beginners.





01

It's always seems
impossible until
it's done.

Key Issues



Addressing Key Issues

As you begin designing a contemporary office space, try to put these five main key issues in mind to help keep you on the right track.

Collaboration is the key factor in a company's success. Consider collaborative furniture such as acoustic pods, freestanding media units, and well-equipped meeting desks, which will encourage teamwork among all employees.

02



Contemporary offices should have a seamless workflow to avoid wasting time and to improve productivity. Hence, it's important to have the latest "smart" technologies around the office.

04



Occupant connectivity to the natural environment is essential to allow creative juices flowing. Biophilic designs could come in handy, as it focuses on bringing natural elements indoors. You can achieve this by including warm colours, wood and stone materials, large windows, and more.

03



Different people have different styles of working. It's important to provide employees with comfortable seating areas, which can allow them to switch around throughout the day to get their work done.

05



Flexible Spaces

Flexible spaces make all the difference in an office. They are less restrictive, allowing furniture to be moved around, adjusted, and used for different purposes. They are also known to promote a healthier and more productive work environment for both you and your team members.

Instead of being stuck in front of their desks all day, employees could benefit from flexible spaces by working around the office and switching spots from time to time. For instance, in case employees need some silence to focus on an important project, they could move to a quieter corner in the office, or even a soundproofed meeting room to get their work done.

You can also design one or two call rooms, where employees could take calls without disrupting the rest of the floor. This allows them to relax and be more focused during the conversation, instead of worrying about how loud or distracting they could get.

Call rooms or call booths work well for employees within sales departments, as they often conduct virtual meetings with people remotely.



Collaborative Furniture

As the saying goes, teamwork makes the dream work.

So let's be honest. Collaboration is a key factor in every company's success. Without having employees working together, major projects could not be easily taken care of within a large corporation.

Hence, teamwork is crucial for employees to brainstorm and come up with effective solutions to a given problem.

But in order to encourage collaboration in the workplace, a proper set up of furniture, office rooms, and workstations must be in tip-top condition-- that's where collaborative furniture comes into the picture. Collaborative office furniture creates the perfect environment for creative workspaces, informal meetings, and also impromptu brainstorming sessions among employees on the floor.

There are several types of these furniture items to choose from. One example would be **freestanding media units**, where employees could quickly get together among themselves and project their work from a laptop, or any other portable device, onto a screen.



This type of furniture can be placed pretty much anywhere in an office. It's ideal for small-sized meetings and presentations, and it allows everyone involved to easily hear and see what is being presented, or even just talked about. Another example would be **acoustic pods**, which is another great way to encourage collaboration among team members.

Acoustic pods provide privacy for quick meetings, don't take up much space in the office, and they could be built with high-level insulation to eliminate outside noise. They are normally located within an existing room and can be easily accessed for uninterrupted focus sessions, such as crash meetings and one-on-one discussions.



Everyone Should Know about Office Design

Finally, as mainstream as it would sound, **large meeting desks** are still one of the best ways to encourage employees to work together. But we're not talking about the normal plain ones; your office should be provided with **worktables** that are fully equipped with power outlets, individual task lighting, adjustable height, and multiple data sockets. There are even some worktables that are split into two sections, which would allow different heights customizable to accommodate employees of different sizes.





Biophilic Design

If you've never heard of this term before, now's your chance to get familiar with it!

Biophilic design is a design trend that focuses on the natural world. Yup, that's right-- plants, water, wood fixtures, and all the greenery elements that you don't usually see anywhere indoors. But, this trend has become more and more popular both in home interior designing and in office spaces.

Studies have shown that biophilic design can reduce stress and improve cognitive functions, improve our well-being and could also expedite healing. As the world population continues to urbanize, these qualities become more and more important, especially within the working life.

In order to achieve biophilic design, you must incorporate natural elements into your workspace, so that employees can be surrounded by nature even when they are inside the office for most of the day.



Here are five ways you can achieve biophilic design in an office space:



01

Plants

One of the easiest ways to introduce nature into an office space is by adding greenery wherever possible. Plants have many benefits and are a great source of oxygen, which in turn helps improve concentration and general mental state.



02

Windows

Natural light is essentially the life source of any space. For instance, large windows that would let in ample sunlight could give employees a view of the outdoors, which will impact overall well-being and energy levels.



03

Natural Materials

Designing a workspace with materials such as wood and stone is a great way to mimic the outdoors. Wood and stone are everywhere in nature and using them (and other different natural materials) will give employees the feeling of being closer to nature.



Warm Colours

Using natural and warm colors in your office design is a great way to incorporate biophilic design principles. Dull colors can have a negative impact on people's mood and performance. Whereas vibrant colors, even if they are used only for an accent wall or decor items, can make all the difference.

04



Outdoor Areas

If your office has available outdoor space, you can include a few outdoor seatings or work areas to encourage employees to spend a little more time outside. The fresh air and direct sunlight will help re-energize workers and greatly impact their mood.

Technology



Technology in the Office

The office is a sanctuary for all working personnel. It's where people can focus their energy on completing their tasks to perfection.

With all the new technology that plays an integral role in today's office spaces, we've come to an era where everything is done electronically, and offices need the proper equipment to keep up with technological advancements.

It's essential for an office to be properly set up, as it would help employees work faster, smarter and more efficiently. No time should be wasted trying to figure out how to work a projector, or how to connect to employees working remotely, or even how to cast presentations to a screen. Contemporary offices should have a seamless workflow to avoid wasting time and to improve productivity.

For instance, many offices are now opting for laptops instead of desktops, because it gives employees the freedom to work from anywhere at anytime. Since work has become portable, office spaces need to adjust accordingly.



We've prepared a list of the best high-tech office essentials that will help ensure you don't have any blind spots in your work life. Take a look:

- Abundance of power outlets: ...because not a lot of hi-tech items would work without electricity or power sources.
- Built-in video/tele-conferencing technology: Sometimes the biggest challenge in a business is communicating ideas, either from one discipline to another or across time and space. Hence, it's crucial for a corporation to implement a system allowing quick means to convey ideas and conversations -- whether with video conferencing or digitally sharing screens.
- Screens for presentations: Thorough discussions and brainstorming sessions among team members are still one of the main keys to success in a company. By having presentations on large screens, all members of a meeting will be able to connect to the content and keep themselves engaged at the same time, thus making the collaboration more effective.
- Wireless charging stations: ...because we never know when our devices would drain out of batteries.
- Office automation control system: If there is one thing that this hi-tech system could provide, it would be convenience. If anyone in the office has access over the temperature and humidity directly by their phone, they can make the office the most comfortable place to work in.
- Visitor management system: Creating a workplace environment where your employees feel safe is of the utmost importance, because feelings of safety and comfort are also key to overall productivity and success. With a visitor management system, all employees on the floor will feel more comfortable knowing that any strangers or guests on-site will have been processed and screened accordingly.





Comfortable Work Areas

Forcing employees to sit in uncomfortable chairs in front of desks all day long is not a recipe for success. Creating a space that fosters creativity and increases overall employee satisfaction is important, which is why designing a more comfortable and homey space is the way to go.

Different employees have different styles of working – some might prefer an open work environment, some in private pods, and others in cafe-style booths. You can incorporate comfortable seating areas where employees can lounge on a sofa and get work done on their laptops; just make sure to include plenty of power outlets, USB ports and convenient work surfaces.



If there is no space in the office for designated “comfort” areas, an easy way to incorporate comfort is to invest in ergonomic chairs and desks. Depending on your budget, consider opting for comfortable office chairs that give ample back support as well as adjustable desks that can be converted to standing desks.

A black and white photograph showing an overhead view of several people working at a long wooden desk. They are using various electronic devices like laptops, tablets, and smartphones, along with notebooks and pens. The scene is well-lit, creating a professional and focused atmosphere.

Efficiency is the
best business plan
for a **successful**
business

Conclusion



The Office of the Future

Workspaces nowadays have truly evolved, and it's exciting to think about the office of the future. What will it look like? How different will it be from today's workplace?

It's safe to say that versatility will be at the core of office space designs in the future. Corporations won't be built based on only one individual user in mind. They will be more modular, which could accommodate all types of employees, including individuals who work best in teams, who work best alone, or who work best in an environment that encourages a combination of both.

There will also be a merge of outdoor and indoor spaces within offices in the near future. As mentioned previously in this e-book, the industry is already moving towards bringing the outdoor concept, indoors. This change will include providing more opportunities for employees to work more healthily in a fresher and greener environment.

While balancing it out with hi-tech developments, technology around the office will continue to help in keeping the business fully organized. Employers and managers can also easily supervise workplace activities and also engage with employees on the floor more effectively.

All in all, office spaces will continue to evolve and still centre itself around the concept of well-being, overall morale, potency, thus boosting productivity for companies to achieve the success that they strive for.

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What we do

We build managed offices that are fully equipped and catered from sourcing the property to the workplace's design, fit-out, and daily operations, all tailored based on your corporate's brand, needs and interests.

H Space believes in creating comfortable and healthy workspaces to increase your wellbeing and productivity. With a seamless user experience, we offer services from personalized managed offices, flexible coworking spaces and also event and meeting spaces.

We provide the exceptional service we'd want to experience ourselves. So contact us now; we'll be on standby to answer your questions.



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