

Jack Blachford

Inner Space is not Rocket Science

Does your office environment support the mission of your business?

It's a fact: A well-planned office makes good sense and improves the bottom line!

Current research tells us a successful office environment achieves many things. Here's what good design can do for your business.

- **Attract quality people.**
Good employees are attracted to organizations that put importance on their working environment.
- **Improve productivity.**
A "smart," planned office gives an organization a better return on its payroll dollar.
- **Reduce turnover.**
The characteristics of a successful office, including high-performance work stations, ergonomic furniture, and a stimulating colour scheme help an organization attract and retain long-term employees.

Here is a checklist you can use to evaluate your office space.

- 1 Is your staff organized into homogeneous work groups?
- 2 Do staff members have workstations that provide a satisfactory level of acoustical privacy to minimize distractions and stimulate productivity?
- 3 Are there sufficient common meeting rooms for critical—and often spontaneous—small-group sessions?
- 4 Do your executive offices reflect the responsibility and status of the occupants?
- 5 Are your computer workstations, task chairs, keyboard trays, monitor height, and lighting levels ergonomically friendly?
- 6 Is the technology area centrally located, to reduce travel time to printers, fax machines, and copiers?
- 7 Does your staff room provide an appealing, restful space for your staff to recharge their batteries?
- 8 When your staff members arrive each morning, does the office environment inspire them and elevate their spirits? Are they proud to show their office to clients?
- 9 Could you save the significant expense involved in moving to a larger space by rethinking, reorganizing, and redesigning your current space?

An office design or rejuvenation can often deliver a remarkable return on investment—not to mention a far happier staff.

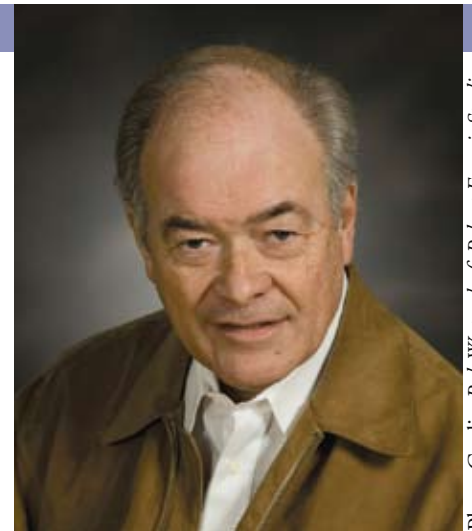


Photo Credit: Bob Westendorf, Robert Francis Smutko

An office design or rejuvenation can often deliver a remarkable return on investment—not to mention a far happier staff. And with the resulting increased staff productivity, you will be in a far better position to achieve your organization's mission. ▲

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