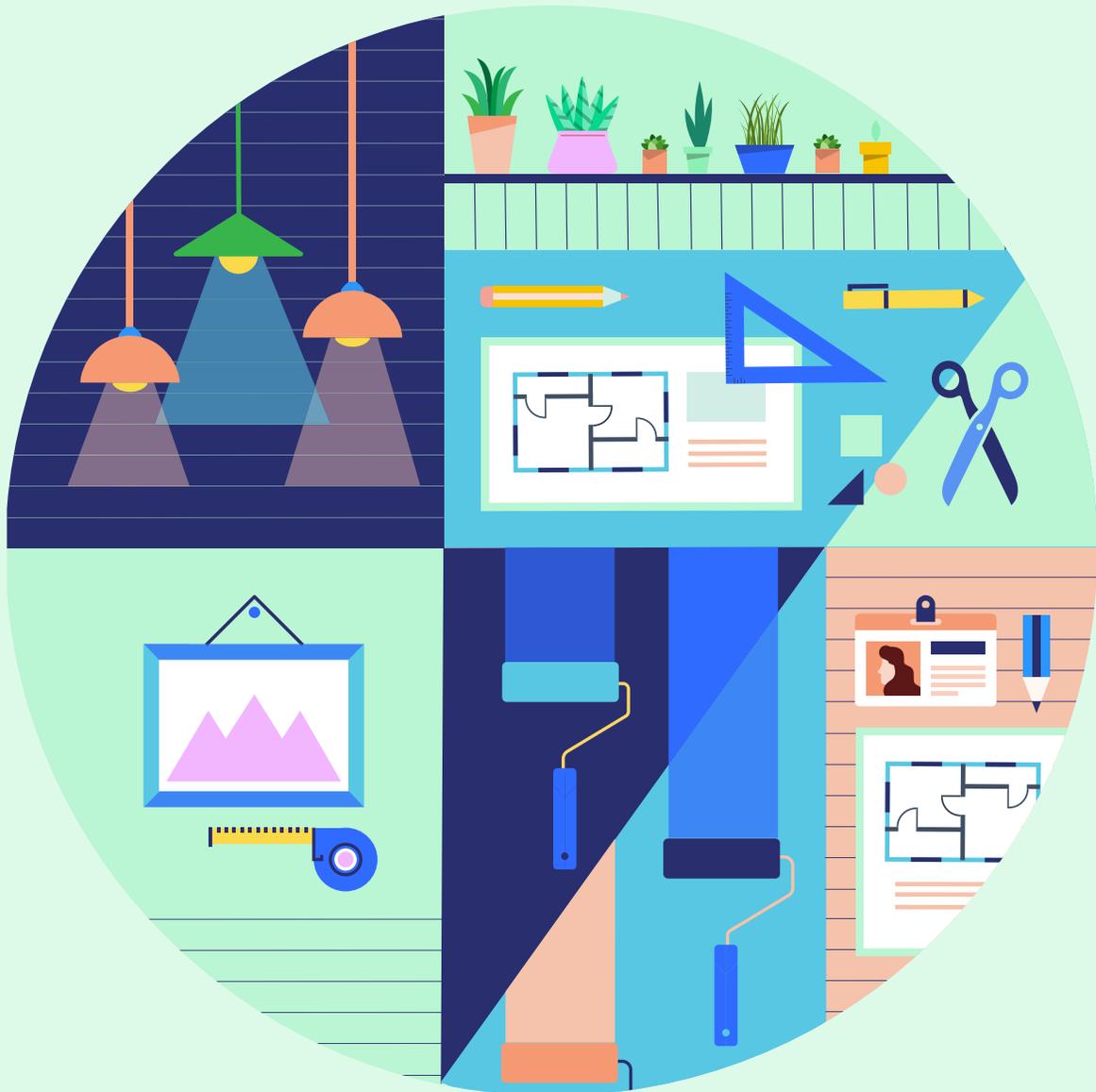




Designing an Office Space Your Team Will Love

Your guide to creating a productive and inviting workspace



OVERVIEW

The days of the office being a purely functional space are over. Employee expectations around workspaces have evolved and office design now plays a key role in supporting team productivity and collaboration, as well as attracting and retaining the best talent.

Redesigning your office is an opportunity to create the best space for your team. Whether you're moving into a new space or are planning to refresh your current office, moving a design project from vision to execution takes diligent planning. It relies on a clear understanding of what you want your space to achieve and working with designers, architects, and your employees to bring that vision to life.

At Managed by Q, we have worked with hundreds of companies to help them plan, manage, and complete office redesigns. We developed this guide to enable you to effectively manage office design projects and work successfully with design teams to create spaces where your team can do their best work.

In this guide you will find:

- How office design impacts your business
- Step-by-step guidance for managing an office redesign
- Budget-friendly ideas to enliven your space and enhance your brand

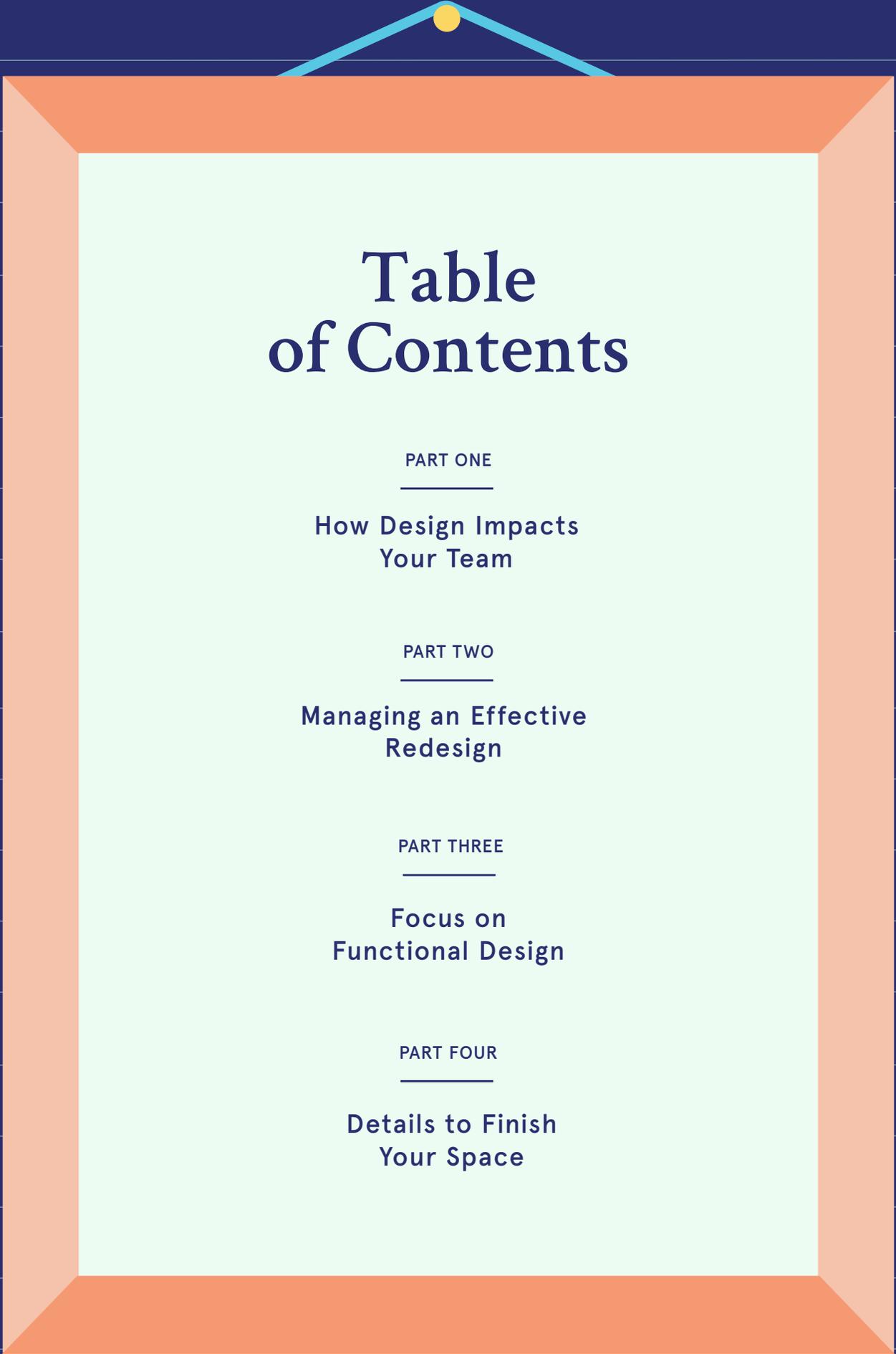


Table of Contents

PART ONE

How Design Impacts
Your Team

PART TWO

Managing an Effective
Redesign

PART THREE

Focus on
Functional Design

PART FOUR

Details to Finish
Your Space

PART ONE

How Design Impacts Your Team

HOW DESIGN IMPACTS YOUR TEAM



WHY YOUR OFFICE DESIGN MATTERS

Today's office is about not just about the work that happens within a space—it's about the people who inhabit it.

The physical office and its design features are a statement about both your company's vision and values, and the type of employee you want to attract. As employees spend more time at work—an average of 47 hours a week according to a recent Gallup poll—they have come to expect the comforts of home in the office. To accommodate this shift,

commercial properties are taking cues from the hospitality industry and building in amenities like fully stocked kitchens, lounge areas, and in some cases, even gyms.

Investing in design is not just about creating a showy office space, but about serving key functions that contribute to the bottom line of your business. Employees are your most expensive asset, so your space should support them in doing their best work to help make the most out of their valuable time.

HOW DESIGN IMPACTS YOUR TEAM

A well-designed office space should:

Attract and retain talent: In a competitive market, potential employees and clients look to your office as a key indicator of your workplace culture and expertise.

Create an inclusive environment for diverse working styles: Open-plan layouts favor extroverts and can have a negative influence on introverts. Creating designated quiet areas and private work spaces enable employees who need distraction-free environments to focus.

Accommodate the modern workforce: As businesses increasingly rely on remote and contract workers, as well as embrace schedule flexibility for full time employees, office design needs to take into account the needs of these team members.

CLARIFY YOUR DESIGN GOALS

The design of your space is an extension of your company's culture and provides your team with the workspaces they need to do their jobs. Before changing your floor plan, take time with your design committee to assess your needs and goals for your space.

Gather feedback from your team

- Poll your employees about their most and least favorite parts of your office
- Use their responses to define what about your current office isn't working

Define what you need your space to achieve at a high-level

- Win client deals
- Host internal or external events
- Attract and retain employees
- Inspire collaboration and creativity

HOW DESIGN IMPACTS YOUR TEAM

Based on your team's workstyles and your goals, decide what kind of spaces you need

- Conference rooms
- Phone booths
- Space for one-on-one meetings
- Large worktables
- Open space for company meetings and events
- Quiet workspace
- Private offices

When you consider your company culture and goals, make a list of the amenities you need

- Kitchens
- Storage
- Wellness room
- Bike storage
- Lounge areas



ASSEMBLE A DESIGN COMMITTEE

Design committees ensure that you can get buy-in from key stakeholders and gather feedback on employees needs.



Your design committee should include:

- Leaders with decision making authority on the budget and company vision
- Team members from each department who represent the voice of your employees

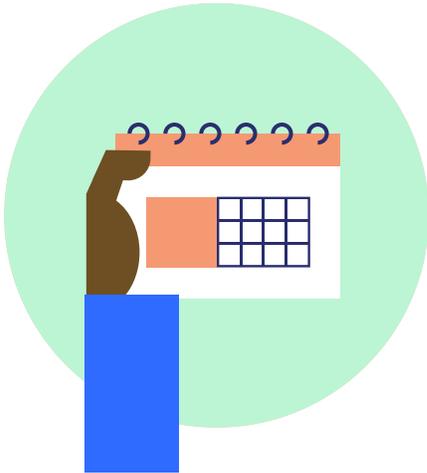
While your committee's insight is invaluable, make sure to include clear decision makers, such as your CFO for the budget, so that everyone is clear on who has the authority to move the project forward.

PART TWO

Managing an Effective Redesign

MANAGING AN EFFECTIVE REDESIGN

Much of the design process is just that—a process. A successful redesign requires careful planning, budgeting, and input from key stakeholders to create a space that meets your team’s needs. Before you jump into selecting a color palette or order furniture, ensure you are clear on your budget, goals, and vision for the space.



OUTLINE A PROJECT TIMELINE

Every redesign project is different, and the timeline for your project will vary depending on whether it will require permits, demolition, or construction. If you are ordering custom appliances and furniture, they can take up to six to eight weeks to arrive.

One approach to creating a timeline is to work backwards from your ideal completion date. If you are working with an interior designer, create a timeline that includes specific project milestones and chances to check in to discuss the project’s progress and next steps.

A timeline for a design project that does not include major construction may look like:

MANAGING AN EFFECTIVE REDESIGN

DESIGN PROJECT TIMELINE

Without major construction

PROJECT RESEARCH AND PLANNING 1 - 2 months

| | |
|---|--------------|
| Develop vision and outline needs | 1 - 2 months |
| Finalize design and specs | 1 - 4 weeks |
| Collect and evaluate bids from contractors (if necessary) | 2 weeks |

RECONFIGURE LAYOUT AND SOURCE FURNISHING 2 - 3 months

| | |
|---|-------------|
| Reframe space (demolition and construction) | 4 - 6 weeks |
| Order custom furniture | 4 - 8 weeks |
| Order fixtures and decor | 2 - 4 weeks |

DECORATE YOUR SPACE 1 - 2 months

| | |
|--|-------------|
| Paint and install light fixtures, carpets, and furniture | 2 - 3 weeks |
| Set up decor and place furniture | 1 week |
| Finalize details and touch up paint | 1 week |

“

“When thinking about how to save money, it’s not: ‘What big thing can we cut to save us money?’ Every little thing you’re doing needs to be brought down a level to save a larger amount of money.”

”



Kaitlyn Payne, Interior Designer
Basicspace

MANAGING AN EFFECTIVE REDESIGN

SET A BUDGET

When you are clear on your goals for your refreshed space, you'll have a better idea how much money you'll need for the redesign. Setting a budget will allow you to methodically tackle each step of the design process, prioritize your most important elements of the project, and understand where you can make cuts to save on costs. You should establish your budget before you begin the project or hire a designer.

Larger, less flexible costs

- Demolition
- Construction
- Permits

Smaller, more flexible costs

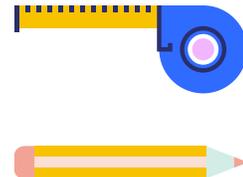
- Designer fees
- Furniture
- Fixtures

Defining your spending priorities

- What elements are critical based on your goals
 - Ex. If your goal is to meet and impress clients, you may spend more on lobby and meeting room decor
- What elements are a 'nice-to-have' and could be cut to help you save
 - Ex. If your employees primarily buy lunch, you may be able to save on a smaller kitchen area

The length of your lease

- Determines the quality and durability of materials you will need
 - Ex. If your lease is 10 years, you will want to choose materials that will last at least that long



MANAGING AN EFFECTIVE REDESIGN

HIRE A DESIGNER

Working with an interior designer can help you develop your vision and a plan that will enable you to use your space most effectively. In addition to having knowledge of contemporary design styles and furnishings best suited for communal use, professional designers often have access to wholesale rates on furniture and fixtures, which can help you save money. To find the right designer for your project:

Research and evaluate interior designers

- Ask companies whose spaces you admire who they worked with
- If floors in your building have been recently renovated, ask your landlord for recommendations
- Work with Managed by Q's workplace experts, who can recommend a designer that is a good match for your project
- Ensure the designer has worked on projects similar in size and scope to yours
- Review their portfolio to see if their approach and aesthetic are a good match for your brand
- Request references from past jobs

Be clear about the scope of work

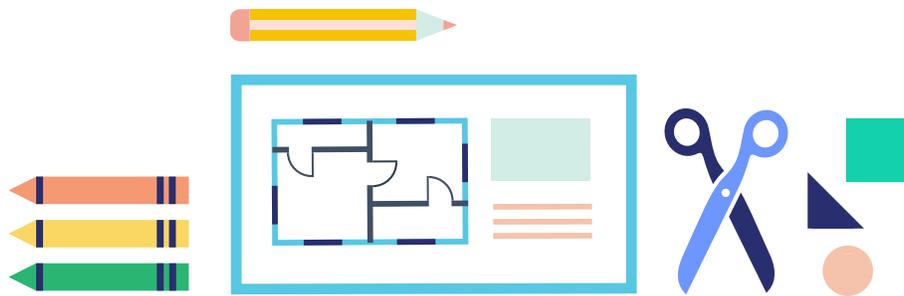
- Review your floor plan and discuss what you expect the designer to contribute
- Get an itemized quote so you understand what the designer is responsible for and how much they will charge you for it
- If your budget is limited, work with a designer to identify the parts of the project where they can make the greatest impact



MANAGING AN EFFECTIVE REDESIGN

CREATE AND DEVELOP YOUR VISION

Your vision will help define and hone both the practical and decorative details of your space. Work in tandem with your designer and your design committee to determine your floor plan and then collect inspiration for the aesthetic design of your space.



Create a layout for your office space

- Update your landlord-provided floorplan to include accurate measurements for all walls, doors, and door swings, ceiling heights, and outlet locations
- Use a birds eye view to help determine the most effective use of your space, including what activities will occur near one another (consider noise and foot traffic)

Decide on an office aesthetic that matches your goals

- Create a mood or Pinterest board of spaces that inspire you
- Bring together aspirational and practical visions for your office
- Think about how office decor can reflect your company colors and values
- Start to define your color palette, furniture style, and decor

PART THREE

Focus on Functional Design

FOCUS ON FUNCTIONAL DESIGN

PLANNING YOUR SEATING CHART

An important aspect of interior design is your seating chart. To determine the best seating arrangement, work with your HR or People and Culture team to determine how many desks you'll need, future hiring plans, and the best layout to meet department needs.

Here are factors to consider when creating your seating chart:

- Seat teams that collaborate frequently close to each other
- Place teams or individuals who are public-facing close to the entrance or reception area
- Plan for company growth—find out how many additional workstations each team will need
- Make room for remote or temporary team members when they are in the office
- Consider the type of work each team does
- Group teams with similar working styles together to minimize disruption and create a more seamless work environment for all
- Teams such as design and engineering may need access to quiet work areas, places to spread out, or natural light to do their jobs
- Teams such as sales or growth may need space for phone calls or in-person meetings



FOCUS ON FUNCTIONAL DESIGN

PLANNING FOR VALUE, AESTHETICS, AND FUNCTION

Redesigning your office can be an expensive undertaking. However, it is also an opportunity to build value into your space. While renovating a space may incur certain inflexible costs, such as permits, you can get creative with materials, furniture, and fixtures to save money both in the short and long term. An interior designer can be a great resource for sourcing pieces that match for your office aesthetic at a good value.

Furniture

Reuse or repurpose current furniture and fixtures

- Repaint, refinish, or reupholster items to give them a new look
- If there are specific pieces you love that are out of your price range, use a site like AptDeco or Craigslist to find them used

Purchase furniture that can multitask

- Modular pieces can be moved easily to provide seating for events and all hands meetings
- Add wheels with locking casters to furniture to more easily move and rearrange it
- Find furniture with built-in storage that can also serve as seating, such as storage cubes or bench seating

Invest in what is used the most

- Spend more on pieces that are used heavily and in prominent places, such as couches
- Cut back on essentials like storage and filing cabinets that are out of sight

Purchase indoor/outdoor furniture if you have outdoor space

- Can be used inside during the off-season
- Made to bear the elements and will last longer

Donate unwanted furniture

- Many cities have non profit organizations that accept in-kind donations
- Your company can sometimes get a tax write off for your donation and help the environment

FOCUS ON FUNCTIONAL DESIGN

Finishes and fixtures

Paint

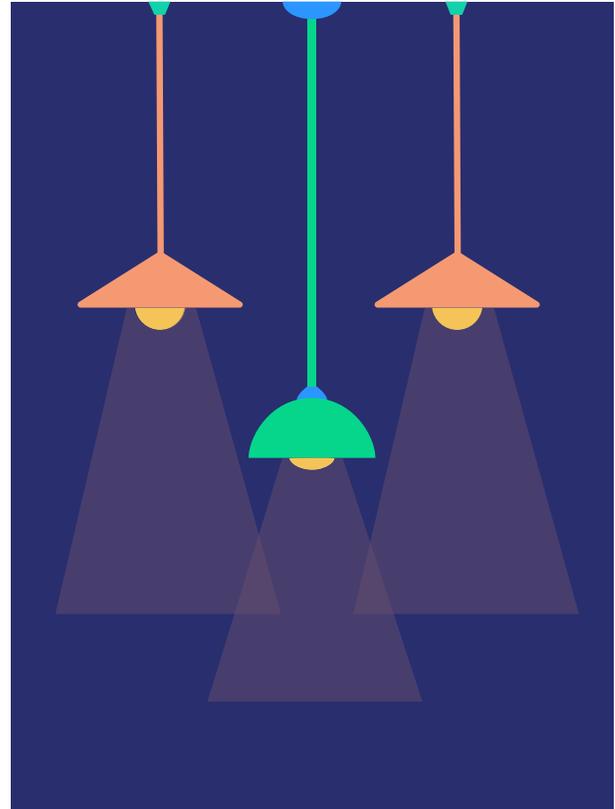
- Choose paint that can be cleaned and touched up easily
- Buy extra gallons for additional touch ups
- Color block your conference room walls—paint lower half of the wall a darker color to cover scuff marks (measure based on chair back height)

Flooring

- Select hard wearing, easy to clean flooring to save your office time and money when cleaning
- Place area rugs under furniture to prevent floor damage
- For easy to move carpeting, use durable FLOR carpet tiles
- Buy extra to easily replace stained sections

Lighting

- Choose LED lights to save on energy as well as lessen the need to change lightbulbs



- Buy extra light bulbs so you have some on hand when one burns out
- Supplement ceiling lights with lamps in your reception area and smaller conference rooms to make the space feel more home-like and welcoming

Kitchen tiles

- Add backsplash tiles to more easily control and clean up after spills

PART FOUR

Details to Finish Your Space

DETAILS TO FINISH YOUR SPACE

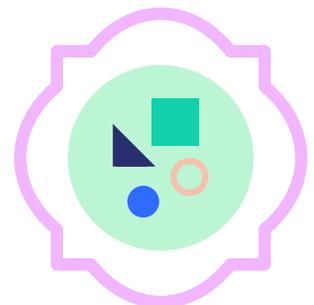
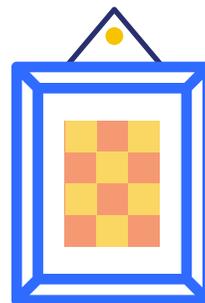
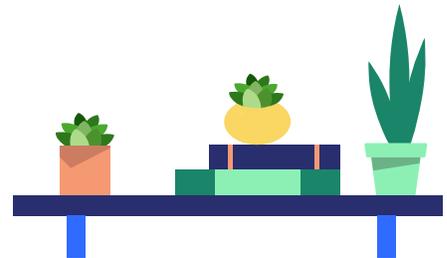
According to Kaitlyn Payne, Principal Designer at Basicspace, adding small, creative touches can reflect your brand's personality and company's culture without creating additional expense. Kaitlyn shared her ideas for adding pops of color and memorable details to your space.

ART AND WALL DECORATION

Your walls can showcase your company culture and values in unexpected ways. Adding art to walls not only adds character to your space, but also helps keep walls scuff-free.

To find affordable art for your office

- Visit local open studios or gallery walks to meet local artists
- Visit [Saatchiart.com](https://www.saatchiart.com) to find local artists in your price range
- Use sites like [Framebridge](https://www.framebridge.com) to frame photographs and art prints
- Work with a local artist to create a mural based on your company mission and values



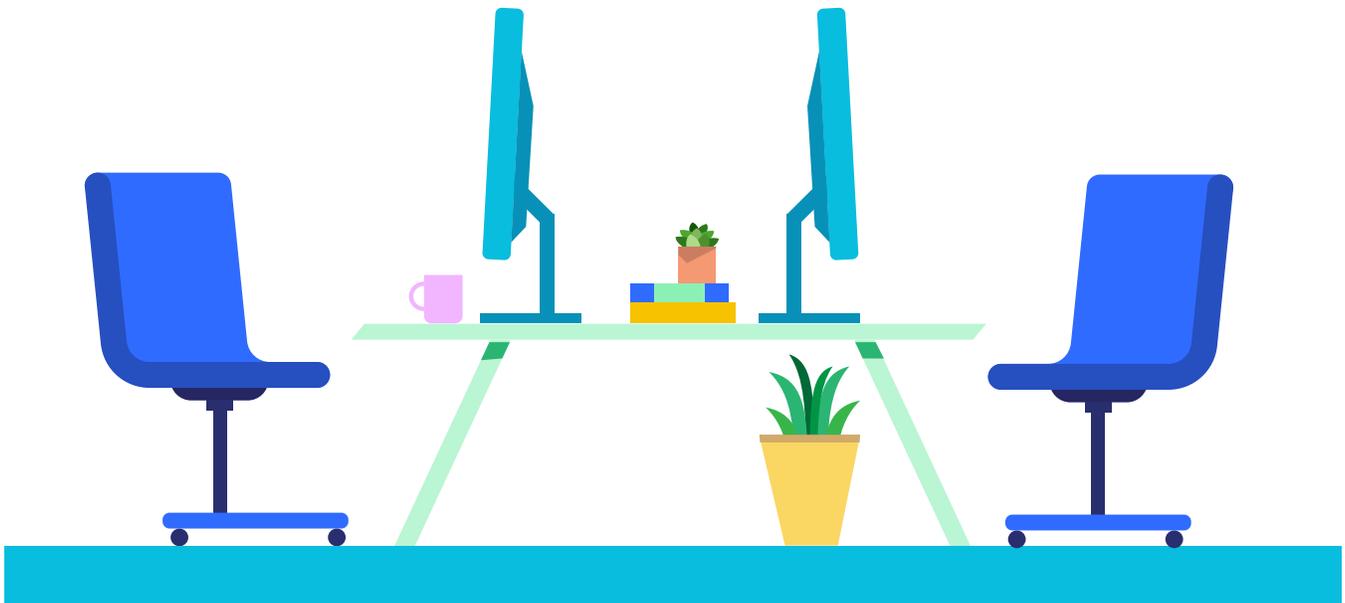
DETAILS TO FINISH YOUR SPACE

DESK DECORATION AND ORGANIZATION

Clean, neat desks don't need to be stale and boring. On-brand desk accessories can provide a sense of personality, aesthetic consistency, and encourage organization.

To keep desks organized

- Order desk accessories and trays in a range of on-brand colors, such as those offered by Poppin
- Invite your team to choose a color for their desk
- Ask that all personal items kept on employees' desks fit in the tray
- Ensure every desk has a file cabinet and access to a closet or coat hook to keep personal items organized



DETAILS TO FINISH YOUR SPACE

CONFERENCE ROOMS

Your employees spend a lot of time moving between their desks, break out spaces, and conference rooms. Whether you are hosting external guests or holding a small team meeting, making your conference rooms more comfortable and private can support productive conversations.

To enhance your room design:

- Hang curtains inside of glass conference rooms. They can frame the room, provide privacy, and absorb sound that bounces off the glass
- If you are designing conference rooms or private offices with solid walls, add clear glass to the top of the wall to let light in but ensure privacy
- Glass doors for conference rooms let light in, but can get dirty. Use glass doors with wooden frames to help minimize smudging
- For conference rooms without windows, choose lighter paint colors to maximize brightness

PLANTS

Plants in the office provide multiple benefits—they filter the air and have been shown to reduce stress. As a design element, they can break up open space or add a pop of lively color without having to do extensive renovation or buy new furniture.

To ensure your plants thrive in your office:

- Work with a plant design specialist to choose plants that are well suited for your office
- Select hardy varieties such as ZZ, Snake, or Pothos plants
- Set up a plant care schedule to avoid over- or under-watering
- For plants needing complex care, work with a plant care specialist



DETAILS TO FINISH YOUR SPACE

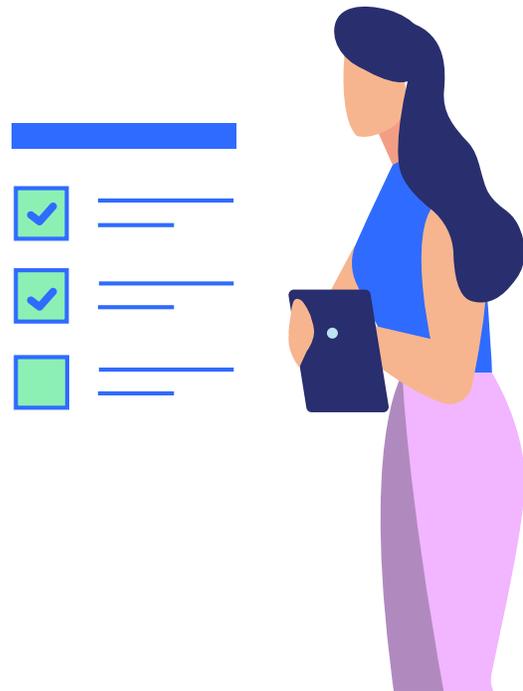
SETTLING IN

Once your redesign has been completed, take a step back and congratulate yourself! A redesign is a significant step in the evolution of your company.

After your project is completed, collect feedback from your team about what could work better and stay on top of opportunities to improve your space. Making small updates on an ongoing basis will be more cost effective than waiting to do a major redesign every few years. Remember that as your company grows and evolves, so will your design needs.

Once your redesign is completed:

- Walk through the space with the designer and make a “punch list” of any last additions or touch ups you need
- Observe how your colleagues use the space and make small adjustments to ensure the space is being utilized most efficiently
- Send out a quarterly operations survey asking your team what is working in the office and what else they need to do their best work



Ultimately, your office design should be practical, inspiring, and support the work of your team. Ensuring your office environment is aligned to your company culture and goals is an ongoing conversation.

An office redesign doesn't need to be stressful or overly expensive. At Managed by Q, we understand the difficulties of balancing an office design project with your full-time responsibilities. Our workplace experts can offer you design advice tailored to your needs and manage your redesign project from start to finish. We can connect you with vetted vendors, including interior designers, architects, contractors, painters, and other professionals. Save your company time and money by working with our workplace experts on your next office design project.