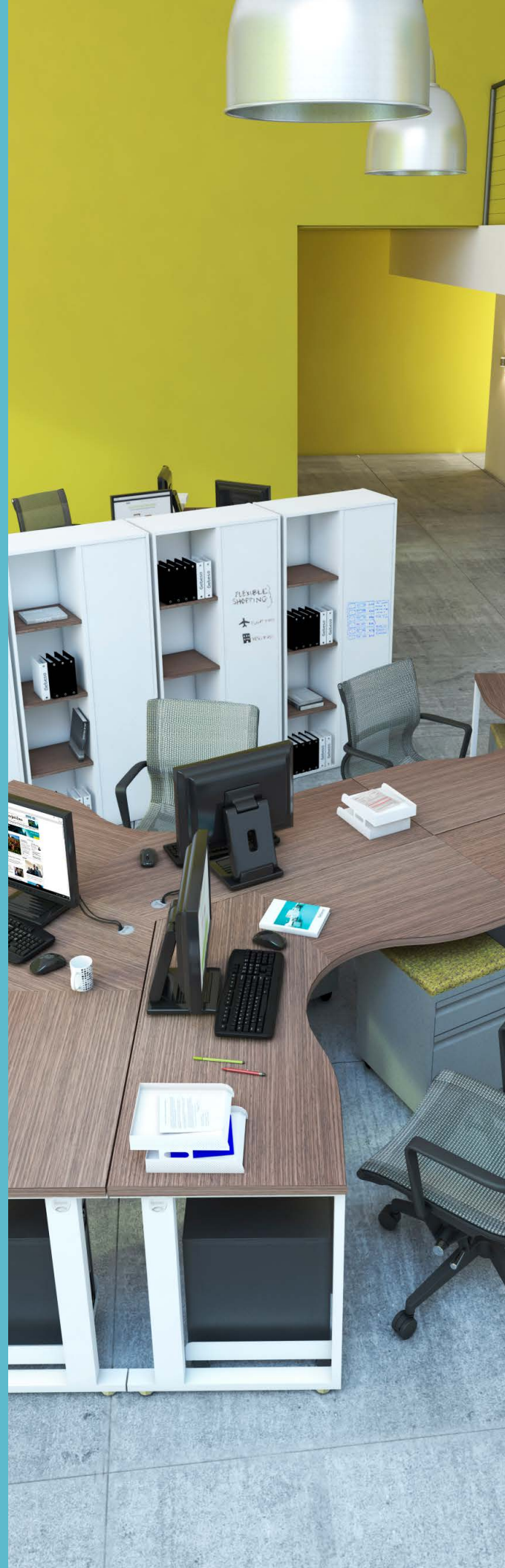


HOW TO OUTFIT YOUR OFFICE

Gebesa



Introduction

The task of outfit your office involves more than simply getting whatever fits into the space. It involves considering the needs of your employees and your goals for the space. The human resource of a company is its greatest asset. Happy and satisfied employees tend to be more productive.

If you want to outfit an office for enabling your people to do their best, keep reading for suggestions that will help you achieve that goal.

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Office Furniture To Suit Your Needs

The office furniture that you purchase significantly impacts the productivity, environment, vibes, and power hierarchy in the office. While high-quality office furniture can add five stars to the interiors, mismatched desks and chairs can give a shabby appearance to the place.

In a larger office setting, you might have to buy the same furniture for all the employees to ensure that the area looks organized. This furniture must be chosen carefully and with special attention to ergonomics. Whereas, in a small office, you can select personalized furniture for permanent employees. Designing a smaller office will take more consideration on your part when buying furniture.

How you use your office [space impacts the impression that it makes on your employees](#), as well as your customers. If the office space looks congested or empty than it may not appeal to the people. You need to make sure that there is room to breathe in the office, however, it shouldn't feel like a stroll in the park either. Find the right balance between too much and too little furniture, while making sure that the functional requirements of your employees are met at all times.

Capitalization has taken over the world and today, many people spend more time in their office than they do at home. On average, every person spends eight hours a day and five days a week, at work. As a result of sitting for too long, many of these people experience excruciating back pains, joint and leg pain, neck pain, and even blood pressure and heart problems. These health conditions can seriously dampen your employees' enthusiasm at work and distract them from the task at hand.

The human resource of a company is its greatest asset. Happy and satisfied employees tend to be more productive. Moreover, a business organization that cares about the welfare of its

employees is more likely to retain its existing employees and attract new employees to the company. Buying [ergonomics furniture](#) for your employees can save them from health problems and boost their work morale.

When deciding whether or not to work at a firm, most candidates pay special attention to the facilities offered to the employees, along with the condition and look of the interiors.

While utility and comfort are a priority, appearance also makes a huge difference. You need to optimally utilize the place and make sure that it looks inviting to the customers. For companies with small office space, desks and chairs for the employees are the primary concern, while the furniture that could be used to decorate is secondary importance. In a larger office space, you must pay extra attention to furniture like a couch, coffee table, etc. to keep the place upbeat.

Designing an entire office and buying furniture for space may seem like a daunting task. Hiring an individual to select the furniture and designing the office space, can help you avoid the stress of examining and choosing everything by yourself.

Office furniture can be costly, which is why it is essential to buy the right items, the first time. An [office furniture supply agency can help you make the best use of available space](#), keeping your budget, welfare of employees, and office environment in mind. They have the knowledge of the impact that various elements like furniture, colors, ergonomics have on the vibes in an office and can help you create a perfect work environment for your employees.

Some office furniture suppliers also sell second-hand office furniture to companies. Many companies discard furniture which is in good condition, either because they're shifting the office to a new region or renovating. If you've got

a small budget, then buying used furniture can actually be a great way to get high-quality products at cheaper prices.

Office furniture supply agencies offer a wide range of furniture items, ranging from durable to temporary items. They can help you select the best products for your office interiors and needs, depending upon your budget and the quality of the product that you need. Moreover, they can find furniture items that complement the industry that you serve and the theme that you want your office to incorporate.

If you're [planning to design the office](#) so that it looks modern, you might want to give sleek glass table tops a try. If you wish to go for something more classic, wooden furniture can be your go-to, and if you want to set up a comfortable and chic looking office then you can experiment with colorful pieces of furniture. Empty office space can be filled up however you may want and be used to reflect your brand statement to customers and employees alike.

The bottom line is, you need to choose furniture that matches the overall look, industry, and the brand statement of your business.



What Office Equipment Should You Acquire

When working in the office, your employees will need equipment to work upon. Every employee will have their own desks and might need separate working equipment. To list out the office equipment that you might want to stock up on, you need to thoroughly look at the job of various employees and the things they need to complete a job.

Some of the most commonly needed office equipment are computers/laptops, mobile phones, printer, scanner, hard drive, postage meter, and so on. Before shopping for office equipment, you need to make a list of everything that you need.

In the old times, everyone used to have a traditional computer sitting on the top of their desks from dawn to dusk. However, times have changed. Today, your employees might want to pick up their work station and take it to the boss's office or the conference room for a meeting, they might want to work from home every once in a while. It would be quite an inconvenience if your employees are still using a traditional computer in such a case. The demand for a [modern office](#) is that traditional computers must be replaced by laptops or an electronic notebook.

While everything has become digital today, offices still need a printer for day to day tasks. You can always end up needing a hard copy of certain documents, which is why keeping a printer at the workplace can come in handy. Considering that you do not necessarily need a printer, you can buy a cheaper printer with a smaller laser or inkjet, for your office. Having a printer in the office can save you some time. Moreover, it can save you from the trouble of hiring a printing agency and from running in the market looking for a printing shop for the smallest of tasks.

Many small companies prefer to communicate with their clients via mail instead of emails.

Having a printer at the office could be a god bless for companies that try to stick to hardcopies for contracts and communication.

A scanner is often needed by companies to avoid wasting time over having to meet different parties to sign agreements. With the help of the scanner, all you have to do is scan the document and send it over. Moreover, if you're tired of all the paper clutter that you have in the office and are worried about how to store it safely, a scanner could save the day. By scanning hard copies and saving them in a drive, you can declutter the office and ensure that your documents are secure. Scanners are inexpensive electronic devices and can be used by both small and large businesses. Moreover, a scanner connected with an online fax machine can help you save money by eliminating the need for a dedicated fax line and fax machine.

For companies that are [big and a large number of employees](#) working under them, printing charges are always higher. If you need to circulate information about a meeting to the employees of some departments, or if you need to conduct a survey, then you will have to copy the same information and distribute it to all those concerned. Having a private copier machine makes the task of distributing similar documents to multiple employees easier and cost-effective.

If your work involves shipping packages from one place to another, then you might want to consider a postage meter. Every time a post does not meet the standard weight it can be returned to the sender, as you need to pay extra postage. A postage meter would help you ensure that the package is the right size and weight for shipping. This will lead to a lot of saved time and hassle-free shipping.

When buying equipment it is essential to make the [smart choice and only go for reputed and reliable brands](#). Along with product features, you must also pay attention to whether the brand offers product warranty and after-sales services. When it comes to electronics, you certainly do

must also pay attention to whether the brand offers product warranty and after-sales services. When it comes to electronics, you certainly do not want to end up with a faulty product. Moreover, while certain types of equipment might seem like unnecessary expenses at the time of purchase, in the long run, you will see the cost-effectiveness of this equipment. The right office equipment can help you save money on miscellaneous and printing expenses.

Ergonomic Office Equipment Explained

Ergonomics is the study of how people adapt to the tools available in their work environment. The focus of the ergonomic study is to increase the comfort of employees, which directly impacts their productivity. Moreover, comfortable employees are happy, motivated, and more likely to achieve personal and organizational goals. Hence, ergonomics can also be defined as the study of people's efficiency in a workspace and how it can be increased. It is the process by which furniture and pieces of equipment are designed in such a manner that they contribute to the [increasing productivity of your employees](#).

How does it work? The focus of ergonomics is to eliminate physical discomfort that is experienced by employees when they are at work. Basically, ergonomic furniture was designed to ensure the comfort of the employees and help them avoid body pain and health conditions. [Keeping ergonomics](#) in mind, office furniture is made to comfort the user, instead of merely fulfilling functional requirements.

Back pain is a common problem amongst employees that spend eight hours a day for five days a week, on an office chair. They might also face issues with their necks, legs, and joints. This happens when the body is positioned in an uncomfortable posture for too long. While in the start your employees might not feel excessive pain at work, once the body relaxes at

night, they will feel the impact. Moreover, people who sit for too long are prone to heart diseases. With so many problems associated merely with the discomfort caused by furniture, the right furniture must be bought for your employees.

Ergonomic furniture is designed in a way that [supports the body of the user and prevents health issues](#). It reduces the strain that your muscles bear when sitting on a basic chair, to ensure that you do not experience pain later. Moreover, using ergonomic furniture can help improve body posture and make you more comfortable when at work.

To feel comfortable at your desk, it needs to be big enough to hold your office equipment, there must be space available for you to stretch your legs, and your back must be at a suitable angle. Adjustable height and padded seats can also increase comfort. There are many ergonomic furniture items available in the market, including sit-stand desks, ergonomic computer mice, desks with slide drawers, footrest attached to tables and desks, chairs with adjustable height and even wheels.

Using these furniture items in the right manner is just as important as buying the right products. The arrangement of these items impacts the comfort of your body. Many office furniture suppliers often conduct sessions for the employees of their clients, where they teach them how to use the furniture in the right manner. You can choose an office design agency that offers complimentary ergonomic training to save money.

Ergonomic furniture is naturally [priced higher than traditional furniture](#). However, in the long run, it can help in carrying out work more smoothly due to increased work morale. Moreover, it can save your employees a lot of money on medical bills and prevent absenteeism due to body pain and other problems.

Many businesses take ergonomics offhandedly. However, the comfort of your employees makes a significant impact on their productivity

and satisfaction and must not be taken lightly. Ergonomic furniture combined with short walking breaks between work can relieve the stress on your muscles and lighten up your mood. Your employees are likely to be grateful to your company for ensuring their comfort and well-being. Ergonomic furniture is an investment with returns in the form of increased productivity and healthier management and employee relationships.

A comfortable employee is less likely to get distracted from their work. They won't feel fatigued all the time and will be able to devote all of their energy to work. A satisfied employee is likely to [stick it out with the company in good times and in bad times](#), instead of looking for another job as soon as they find a reason to resign. It has become increasingly difficult to keep existing employees interested in the work that they do and providing them with comfortable furniture is a great way to retain employees. Buying ergonomic furniture for your employees shows that you care.



Popular Office Decor Styles And Their Impact

The first thing that a person notices when they enter a room, is the decor. Companies often underestimate the impact that office decor has to offer their potential customers and employees. The decor of office space should be such that it reflects the companies values, work culture, and attitude to its visitors. The interiors of your office must give a company overview before it has been delivered by a person. But how will you do that?

To ensure that the company decor is exactly how you envision your office to look like, you must first decide upon the style of decor that you prefer. Two common decor styles chosen by both big and small companies are retro and modern.

When selecting the **decor style** for your office, you must keep three things in your mind: the industry that you serve, your employees, and the kind of customers that you cater to.

Traditional Style

* A retro-style may reflect credibility and experience. A traditional office is divided into many departments including marketing, finance, HR, operations, IT, etc. Each department has its own sitting area, which is either shared between the people from the department or divided amongst them. The furniture for a traditional style office will be adjusted according to the division of workspace. You will need larger furniture to seat groups if the members of the department work together. Moreover, the office equipment bought for each department may vary according to their needs. There could also be a common printing room for the convenience of the employees.

* Offices with a traditional style follow the power hierarchy or separate the regular employees from their seniors. If you're planning on a traditional*

style interior for your office, then you will have separate cabins for various departments and executive employees. Furniture for such an office design is selected according to the position it will be placed at. For eg: You might need different pieces of furniture for the boss's office and the office for the employees. You might want to place a couch in the boss's office.

* There is a reception area in traditional style offices. The reception table should be selected with great consideration, as it will be the first thing that the customers approach. You might even need a couch in the reception area.

* The color theme and the lighting in the cabins may vary from one another.

Modern Style

* A modern office style reflects efficiency and competence. When going for modern decor, you need to pay special attention to the purchase of furniture. You must keep in mind which furniture is needed where and what are the functions that it will serve. Moreover, you need to establish which areas in your office space are used for which tasks. You need enough desks and chairs for all of your employees, so you must chart out how to fit the furniture in the area without letting the space look messy. Moreover, most modern office spaces have furniture for both large and small groups. Hence, you might need to purchase furniture like a conference table for groups of people, along with individual desks and chairs.

* An important point to note is that you must not prioritize the style and the decor over the comfort of your employees. Do not buy edgy and flat chairs that are uncomfortable, only because they match with the modern decor. The functional needs of your employees must be met and they must be provided comfortable chairs to keep them productive. The furniture items are available in both contemporary and classic styles and you can choose a collection that fits the overall look of the interiors.

* Most modern offices either have cubicle office design or the open space design. Depending upon your choice of seating, you could use partitions to separate employees and offer them their own private spaces or create one room for everyone. This will make your office space look more modern and organized.

* Pay special attention to the color themes in different areas of the office floor. Install lighting that goes well with the modern style decor.

To make sure that you choose the right office style, you should consult the management and try to understand how the office could be managed efficiently. The office style that you choose will influence the relationship between the employees, the work environment, and the work culture, and the process must be carefully planned.

Using Office Design Services

When [planning the office design of a workspace](#), a lot of factors have to be considered. From the floor plan to the lighting in the room, everything has to be coordinated by the management to ensure that the result is a comfortable, efficient, and attractive workplace. However, as easy as it may sound, designing an office space is not a piece of cake. Most companies are unaware of the effect of various features of office design. They are unable to set their priorities and focus on the essential. For example, some companies focus on offering functionality for the cheapest price possible. However, this can lead to discomfort amongst employees and even leave a bad impression on clients if the decor is shabby looking.

The expenses that go into designing an office cannot be repeated over and over again, which is why the right designs must be made during the first time. If you are inexperienced at designing office spaces, then you can take the help of Office Design Services for the task. Moreover, by leaving the designing work on office design service providers, you can focus on other aspects of running a business like increasing sales and marketing.

Office Design Service Providers understand the impact that office designs have on the mood and productivity of employees. They understand color combinations and different furniture, partitions, and appliances required for certain office layouts, etc. They also have the knowledge of various ergonomic furniture items available in the market and can help you select the right ones for your office.

Office design agencies often provide workshops that explain ergonomics to the employees of various companies. They strive to make the workplace a painless second home and even offer one-on-one assessment sessions to employees experiencing immense pain in their bodies due to sitting in the office.

For example, if a particular employee is suffering from leg pain then an office design agency might suggest the use of sit-stand desks to promote movement of legs during the work hours. Similarly, they may suggest an adjustable chair with padded seats for people suffering from back pains. They usually have a wide range of ergonomic furniture solutions available for people.

Before hiring an office design agency, you can review their past projects on their website. You can check customer testimonials and reviews to get a better idea of the quality of work that they offer. You can reach out to these agencies through email or contact number offered on their website.

After you've decided to hire an agency, they visit your office for a survey of the entire place. This survey helps them ascertain your office needs in terms of furniture requirements, interior and office layout. They discuss their plans with you and explain the entire process. This is the time when you can ask questions and put in suggestions regarding the office design. You must also explain the environment that you're trying to create so that they can further the plan.

They will need the [site map and the building plan](#), along with a fire certificate of the business. This will help them get a better idea of the available space on the floor plan. They will then prepare

a Computer-aided design for your office. These designs are easy to transfer and modify, making the office design work quick and efficient. Moreover, it offers the option to look at the design while hiding certain aspects to get a clearer idea.

They start with understanding the concerns of the employees, the goals of the company and space and budget available. Their work is to ensure that all of these aspects come together effortlessly in a workplace and ultimately result in the benefit of the organization and its workers.

They can assist you in conducting a space audit and selecting the areas for various activities. They can also teach you the basics of office interiors and how to use them to increase productivity in the office. They can explain warm and cold colors and their impact on mood, they can explain the right office layout for various decor styles, and suggest the right furniture to make your office attractive.

Office design agencies offer both solutions and consultancy to their clients. Their primary motive is to create a design that will increase the productivity of employees so that they can achieve the company's goals.

Why You Need To Pay Special Attention To Office Lighting

When designing an office some features are considered a priority by companies and others are arranged without considering the impacts and the available options. Lighting in an office is one of the many factors that are not focused upon during designing. However, the lighting in an office space can significantly [impact the performance of the employees and the environment in the room](#). If you have dull lighting in a room, the employees may start feeling drowsy early in the morning. Dim lighting can lead to an inability to focus. Moreover, it can lead to discomfort for the employees as they have to stare at the glaring computer screen while the room is not well lit.

A dimly lit up room can lower work morale and

turn the workspace into a place of brooding and unhappy thoughts. Demotivated employees are less likely to stick to the organization. They will be unhappy with work and complete tasks without enthusiasm. It may not seem so at first, but bad lighting can completely ruin the joy of working. Before you know it, your employees will get used to the lighting and the dull environment, killing all creativity and optimism.

On the other hand, if you have a sharp and bright light in the room, it can infuse energy in the environment and lead to improved work performance. Moreover, when your employees have a clear vision, they will be able to work at their optimum potential. A well-lit room with high definition lights leaves less room for errors due to something being misread. It can transform the workplace into a fun and cool place and leave an awesome impression on the office visitors.

The lighting in a room also contributes to the [aesthetics of the workplace](#). The lighting that you choose must highlight the theme of your office, without compromising on the functionality. Different hues can be used for different office rooms. For example, you could use yellow lighting for the break room. While the conference room can have lights that increase the focus on the presentation.

There are numerous lighting solutions available for corporate spaces. These solutions vary with regard to where the light is placed and its lighting capacity. Moreover, whether you wish to place yellow light or white light also influences the performance and productivity of employees.

The light can be placed on the top of a table, overhead, or the walls. You can even buy floor lamps to illuminate specific sections of the office area. Using high definition lighting solutions, specially designed for offices, can help you avoid accidents at the workspace. Moreover, these lights increase the effectiveness of work and boost creativity.

Numerous studies have revealed that natural light maintains the [bodies' natural wake-sleep](#)

[schedule](#), and in an office, it can actually improve the productivity of employees. In offices with natural light, employees feel refreshed and satisfied.

Certain lights can harm your eyes by putting too much stress on them. Ensure that the products you use will not illuminate the room with hues that may cause discomfort to your employees.

The Journal of Sleep and Sleep Disorders Research revealed that natural light in a workspace can positively impact the quality of life of the organization's employees. The use of skylights, windows, and glass doors can effectively increase the natural light in the room. A combination of natural light and artificial light can help you save costs and improve the work environment.

If the lights come directly in contact with the computer or laptop screen from proximity, then they can damage the screen. A computer system is an expensive asset of the company and to ensure that it is not damaged, lighting locations must be planned thoroughly.

Getting controllable lights installed at the office is a great way to adjust the use of power and change the light of the room according to the time of the day. Moreover, adjustable lights come in handy when there is an event for a special occasion at the workplace. Lighting in any room impacts the vibe of the room and changing the intensity can help change the work environment.

When selecting the lighting solutions for your office space you need to consider the sustainability of the work. How will the lights that you've installed impact the electricity bill?

Choose lights that brighten up the room but do not use too much power. Office design consultants can help choose the right brand and type of lights, to ensure that the whole process and solution is cost-effective. Moreover, they can help you select the right spots for where the lights must be installed for optimal use.



Why Office Design Is So Important

When you enter an office, how the space looks can impact your first impression. A potential employee may judge the work environment at an office, from the way that it looks. If your office space is small and not well managed, it can look messy. If things and people seem to be cramped up in the space, then potential employees may feel an aversion from being a part of the mess. Cramped up rooms do not leave room for breathing and can make an employee experience stress, due to a lack of privacy. Harbored stress can lead to employee dissatisfaction and a decrease in their productivity. Besides, the employee relationships in a closed space may start to get tense.

Contrariwise, if you have a large space that is pretty much empty, then you need to do something about that. Otherwise, to an outsider, it may look like the office is not a busy one. Walking in your office space should not feel like a stroll in the park, as it may make your employees laid back and decrease their productivity.

Fortunately, by making small changes in the interior design of your office, you can make the appearance of the space more attractive for the clients and employees. From changing the lighting and colors in the room to increase ventilation, there are many approaches that you can take to improve the office design and make it more suitable for your employees.

Color

The color of the walls and furniture of any office impacts the vibes in the room. For years, people have studied the influence of colors on the moods of people. Applying the same knowledge to your office can change the look as per your needs. Colors like yellow, red, and orange are considered warm colors. Whereas, colors like blue and grey are considered cool

colors. Cool colors can produce peace and focus on employees. Fern green, light blue, and white colors can promote efficiency in the office. You must stay away from very bright, warm, and shiny colors. However, if your company is in the creative field, you can infuse these colors in a specific area to enhance the ability to come up with innovative ideas.

Lighting

Ever notice how most things look warm, relaxing, and beautiful in a yellow light? While a yellow light is quite perfect for a spa business, other businesses need an environment that infuses energy and not warmth. White lights are quite suitable for most corporate offices. The places that need to be illuminated and the intensity of light will influence the appearance of the room and the comfort of the employees. High definition lights and natural lighting can make the office environment safe and bright while increasing the satisfaction of employees.

Decorative furniture and items

Sometimes office furniture is bought less to offer functional use and more to decorate and fill office space. If you have a big reception area, you might need a fancy couch. You can beautiful lamps where light is not even needed. Modern art and motivating posters on the walls can also improve the appearance of an office. Small measures can be taken to make the place beautiful and classy.

Personal touch

For an employee to feel like they belong to the company, they must be able to put a personal touch to their work environment. Just like people have their rooms at home, they have their chair and desk or their cubicles at work. By putting frames of their family, post-its on the cubicle wall, their coffee cup on the desk, etc. they can personalize their working space. When an employee belongs they belong at a firm they work towards the company's goals as if they were their personal goals.

Floor Plan

Efficiency in the management of the space is essential to ensure that operations and work in the office run smoothly. If an employee needs to cross an area to the boss's office and end up interrupting the work of other people on the way, that it will impact the efficiency of work. Moreover, if there is a lot of distance between closely interrelated departments, like finance and marketing, then it'll take longer for employees to communicate and complete. You need to set up a team to decide the seating arrangement of employees and the location of cabins.

You need to keep the office equipment within easy reach of the employees. For example, even when an employee has to go and print a page if the printer is kept close by, they will not come back to their desk with lost focus.

Ventilation

You need to ensure that there is space for the passage of air from the office. The environment in a room without open windows can get dull, more your employees may feel like they are suffocating from each other's breaths. Open windows are a great way to keep the air inside fresh and odorless. Moreover, this will keep allergies and infections from spreading amongst employees.

If you are unable to ensure ventilation through open windows, you can provide a substitute for fresh air by keeping living plants in the office. Plants also increase the happy vibes in a room and relax the mind.

The most essential part of office design is to provide comfort to the employees. In addition to ergonomic furniture, lighting, colors, ventilation, etc. are design elements that can be used to make the environment comfortable. When designing the interiors the user of the office space and their needs must be the first priority.

Eco-Friendly office Solutions

The climatic conditions on earth are worsening day by day. The reason behind is the destruction of natural resources and the use of harmful materials. With growing awareness, many companies today are trying to use sustainable solutions in all aspects of office design. From running the office on solar energy to simply replacing plastic kitchenware with wooden and ceramic products, different companies are trying various methods to protect the environment.

Ecological office solutions are becoming popular among companies. Both customers and employees today prefer to work with businesses that do their part in saving the earth.

Some ecological solutions that can be taken up by small and big business enterprises are buying second-hand furniture, using electronic devices that need less power, minimizing the use of paper from documentation and eliminating the use of plastic whenever possible.

Use eco-friendly appliances and equipment:

Printer

There are eco-friendly printers available in the market. These printers do not use ink or toner which leaves toxic waste behind during disposal of the cartridge. Conventional printers are with chemicals, moreover, using them takes too much power. Eco-friendly printers also minimize the use of ink. For example, the Canon Pixma PIXMA MX320 is quite power-efficient.

Printer cartridges create a lot of waste when they are disposed of. By using remanufactured printers with recycled cartridges you can save the environment from additional waste. You can use a printer with a natural-vegetable cartridge. Moreover, recycled cartridge toners are cheaper than new cartridges.

Printing

Using recycled paper instead of new paper to make reports and carry out other tasks. Many recycled

papers are even made with 100% reclaimed paper. Moreover, you will also be able to save some money on the printing supplies. Canon Bright Recycled Paper can be used for printing.

Similarly, by buying envelopes made from recycled paper you can minimize the use of new paper products. If your company frequently sends a lot of mails, then it could result in lowered costs. You can use Basildon Bond Recycled Envelopes.

You can also use recycled paper markers for highlights on documents. These paper markers use water-based ink instead of a chemical solvent. You can also use products like an eco-friendly staple gun, natural fiber magic tapes, and other eco-friendly stationery products.

If you are using a new sheet of papers than you can at least use both sides of the paper to print so that less paper is used. This way you can cut the use of paper to half if not eliminate using new paper altogether. A printer with an auto-duplexer can even turn pages for printing on both sides.

The thicker the same of the font, the more amount of ink will be used. By changing the font to a plain style, you can save ink in the printing of paper. Using a lightweight eco-friendly font can also help save money.

Digitalization

Digitalizing the work environment, can help minimize the use of paper. Information for meetings, project and performance reports, work ideas, etc. can all be communicated between people with the help of emails. This will not only save the environment but also ensure the security of essential documents.

Eco-friendly partitions: If your office is designed in a cubicle design or with a lot of personal cabins, then you will need partitions to divide them. However, chances are that you're not using eco-friendly partitions for the purpose due to unawareness. Eco-friendly partitions are commonly produced by furniture manufacturers and sold by suppliers.

These partitions are slowly gaining popularity and become the choice product for many companies. Buying eco-friendly is a big step towards saving the environment and is a hassle-free task. These are mostly made with recyclable glass and metal. These eco-friendly glasses are more durable than most partitions made with cheap material. Moreover, they are sturdy and easy to maintain.

Many offices prefer to get glass partitions as they let light pass and tend to enhance efficiency. They are available in various textures and even with laminations. Laminated partitions can be used to enhance privacy in some cabins. Glass partitions are also used as sliding doors in many offices. They give a classy appearance to the environment.

Eco-friendly furniture

Furniture made with wood chipboard can be used in the office. Wood chipboard is available in many colors in the market. Moreover, thick chipboard is durable and will save you from frequently getting new furniture.

When you start taking measures to make all operations of the company environment-friendly by using ecological solutions, you will finally succeed in giving back to nature in some way.



The Importance of Workforce Comfort

Human resources are the company's biggest assets. If the employees of the company do not work, the operations and management will come to a halt. When the employees are dedicated and devoted to the company and its goals, the company will flourish. The employees of a company must be cared for by the management and feel [satisfied in the company](#).

It has been established that employees that are comfortable in their office space are satisfied and happy to be working for the company. The truth is, if you care about your employees then they will care about you. According to a study by Alan Hedge, Phd., CPE at Cornell University, satisfied employees share high work morale and are motivated to make the best of every day at work. They are more [productive, organized, energetic, and positive in their work and behavior](#).

The first study by Alan Hedge focused on the impact of office temperature on employee productivity. The temperature in your office greatly impacts the comfort of the employees. If your office feels space is as cold as a hill station in winters, then nothing can stop your employees from getting sick. Moreover, half the time at work they will be distracted by the cold weather and will be taking time to go to the washroom. This will certainly lead to lowered productivity and employee satisfaction.

If the room temperature is boiling, then it won't be bearable for your employees. They will find themselves easily stressed and irritated. Moreover, they will hate the idea of coming to work. In a study, computer operators in offices were asked to sit in a separate room, where the temperature was changed after 15-minute intervals. Alan Hedge observed that typing mistakes increased by 74% when the temperature in an office was too chilly.

Adjustable workstations allow the user to adjust

the height of their desk and chair in a manner that suits their height, size, and comfort. With the help of adjustable chairs, employees do not have to bear with the problem of aching neck and back. Moreover, they can adjust the space according to the space they need to fit their legs. When employees are sitting comfortably, they can focus solely on the work. When they go home, they don't experience the body aches and stay satisfied with their jobs.

According to another study by Alan Hedge, 80% of employees prefer adjustable furniture that allows them to both sit and stand while working. The study was conducted using electronically adjustable chairs, which were used by employees of an insurance company and a hi-tech facility. The users of these chairs experienced less musculoskeletal discomfort. To increase worker comfort you could buy [adjustable chairs and sit-stand desks](#) for them.

Moreover, Hedge discovered that those who worked regularly in front of a computer screen experienced more problems due to keeping a bad posture. Adjustable furniture was a godsend for these employees as they could now adjust themselves according to their comfort. The computer in itself does not have an ergonomic design. Hence, the space, where it is placed, was adjusted by applying ergonomics.

The study was conducted over 33% of employees of two businesses. The work of these employees involved using a computer system. One of the companies was a hi-tech firm, while the other was an insurance company. Hedge and researcher Dainoff claim that body posture can impact the productivity of an employee. It is essential to buy chairs that improve body posture. Moreover, employees must learn how to properly prepare their desk so that their posture remains straight.

This study was followed by a study of employees that used electronic desks with adjustable height. Out of these, 80% were happy with the agency and comfort that an adjustable surface offered. After having used these desks for a month, it was discovered that they experienced

a lower musculoskeletal discomfort by 20% when compared to those using traditional desks.

These studies were highly popular because they helped businesses improve their basic office facilities to increase productivity and comfort. Hedge even presented his research over adjustable workstations to promote employee comfort at Human Factors and Ergonomics Society Venue, located in New Orleans.

Considering comfort has such a huge impact on the health of your employees and their productivity, it is essential to buy ergonomic furniture. An ergonomic expert can assess the needs of your workspace and suggest solutions that would be best suited for your company. They can also explain ergonomics and give training to the office staff.

Things To Know About Air Conditioning In The Office

The primary benefit of air conditioners is to keep the room cool and the air fresh. While air conditioning is essential to ensure that your employees are comfortable, it comes with a secondary benefit as well. Air conditioners dehumidify the air in a room to prevent bacteria and germs from taking over the workplace. However, if an air conditioner is not properly maintained then it can do the opposite of what it is supposed to. This means that the air from the air conditioner can become a cause for the spread of sickness if it is not working efficiently.

It is not uncommon for work in an office to get pending, due to the absence of one employee. The absence of even one employee for a few days can slow down the work in a company. Physical illnesses are the most common reason behind employees' requesting for leaves. The surroundings in your office must be clean and free from germs, to [keep bacterial infections and allergies at bay](#). An office that is clean and properly ventilated witnesses a lesser number of medical leaves.

Before selecting an AC you must consider the needs of your office. How many cabins or separate workstations do you have? What is the normal temperature in your city? What are the reliable brands of air conditioners available in the market? Do they have special solutions for large workspaces?

First and foremost, you need to decide upon the type of air conditioning system that you need in your office. There are four categories to choose from: central, split, window and portable. These are mainly distinguished by their size. Split and Windows ACs can be installed in single rooms for efficiency. Hence, they will be compatible with private cabins in the office. For a larger cooling area, you need [central cooling installed](#). These are compatible for office where employees are seated in the same room in cubicles, or if the office design is open space. The installation of getting central air conditioning installed is considerably more than the installation fee for split and window ACs.

Once you have successfully answered these questions, you can start the search for the best way to air condition your office. You must first select a reliable supplier who has the knowledge of the air conditioning appliances that they sell. A knowledgeable supplier will be able to give you a detailed description of the product, including how efficient and environmentally friendly it is. Ask questions about insulation and thermostat. Moreover, you need to enquire about how much noise the air conditioner will make, to [prevent distracting and disturbing your employees with excessive noise](#). You also need to question about the power supply that it requires to run. Try buying cost-effective air conditioners as much as possible. Always keep the Energy Efficiency Ratio of the ACs type and brand in mind, when making the selection. Remember, the lower the EER, the higher the electricity bill.

You need to compare the information available about air conditioners from various brands, to find the one that offers the best service within

your budget. While doing this, it is essential to research the durability of appliances by these brands. Reading customer [reviews and testimonials](#) can help you select a brand that offers exceptional after-sales services, along with a reliable product.

Whether the construction work of your office is still underway or has been completed, you can invite installation professionals to install the air conditioner. If the construction work is going on, you can even consult the architect about the positioning of the air conditioners, to receive maximum benefits.

Do not end up buying air conditioners from any XYZ company, only because they sell cheaper. Cheaper products often do not last long and will be a waste of resources. Select a brand based on their credibility and not price. You can take the advice of a technician so that you make the right choice. They can help you understand the British Thermal Rating Unit of machines and explain the running costs that you'll have to bear.

AC solutions for your office are a long term expense and must be made after a lot of consideration. Try buying a product that is efficient and requires low maintenance, so that you do not annually receive high maintenance bills.



Choose The Right Color Scheme For Your Office

The color of walls in any room influences the vibes in the room. Studies suggest that colors can be intentionally used to create a space that is inviting yet professional. Colors can also be used to bring alive the thematic ideas that you have in mind for an office space. However, when it comes to color schemes, there is no dearth of options. There are so many color combinations available that they can confuse people. It can be hard to select one color out of many, especially if you are aware of how a specific color impacts the environment. Taking the help of a color expert or an office design agency can help you select a color for your office.

Moreover, do not rush yourself when making a choice. Consider all the available options. Chart out which color looks good, which combinations complement each other, and how different rooms should be painted, so that the end result is aesthetically pleasing. You need to consider the [color of your rugs, wallpaper, and furniture](#) to avoid ending up with a mismatched office. You must also explore the world of paint texture and patterns for walls that needs to be a little extra so that they stand out.

Painting contractors and office design agencies can help you understand colors, beyond their aesthetic value. These professionals offer a strip of various shades of different colors, ranging from darker to lighter tones. You can choose the [tone that fits perfectly with your work environment](#).

It is believed that white brings out efficiency in people, that green color refreshing and calming, and that blue color can help increase concentration. Too bright colors can turn the place into a fun spot rather than a workplace. But can the color of the walls impact the work environment in an office? The answer is, yes. Workspaces with brighter colors are likely to be upbeat, those with milder colors tend to be more organized, and

those with shiny colors that bounce out from the walls are fun. Choosing the right color tones for your office can not only impact the productivity of your employees but also change the appearance of the room.

While getting your walls repainted does not require a big investment, it is still difficult to get the painting job done frequently. The reason behind this is that it takes a lot of time to cover the office floor with newspapers and canvas, accomplish the job and then wait for the smell to fade away. This can take away a few of your working days due to renovation. It is better if you make the right decision when getting your walls painted.

There are many colors and brands of paint available in the market. Choosing the right one is a challenging task. You need to choose a color that enhances the impact of the decor style, infuses good yet energetic vibes in the room, while also complements the already existing furniture, carpets, etc.

First, you need to view [various color shades](#), then you can try out mixing colors and making a formula to figure out which color you like for your office walls. Then you need to decide upon the color of edges and windows and doors. Many offices go for white or off white color for the windows, however, if you like some other color then you can consult your office design agent for consultancy. Choosing between warm, cool, and neutral color shades might seem difficult on paper. By painting small patches on your office wall with the narrowed down option, you can view how a color will look in your office lighting. The decision that is made after this will be more reliable.

You must also pay attention to the paint finish that you choose. The right product can beautify your office, while the wrong product will merely act as a coat. The matte or flat finish can smoothen out imperfections on walls and make it look more professional. Whereas, a glossy finish reflects light off the wall.

When choosing a paint color, brand, and supplier, you need to conduct sufficient research. You can collect samples of paint from various shops and compare them to the office. This will give you a clearer idea of how it looks in the room and how the color is impacted by the lighting in your room. Do not shy away from taking various perspectives while making a choice. Thoroughly search about the reliability of paint from a particular brand to ensure durability.

Office Storage Solutions

An office environment needs to be free of clutter for the space to look attractive. If you have too much stuff stacked up in every corner of the room, it can look shabby and can give your office an air of disorder. To prevent this disorderly from seeping into your employees, you need to declutter the office. But what are these items comprised of?

Whether you are a manufacturer, supplier, or service provider, when running a business, more often than not, there is inventory or documents that need to be stored. If you are remodeling, renovating or downsizing the office, then you might have an excess of furniture items that need to be stored. When your rooms are full of stuff and you do not know what to do with them, then an additional storage unit might be your answer. However, first, you must try to fit the materials that you have into your available space.

But where could you stuff so many things, without letting your office look messy? Drawers, cabinets, boxes, and shelves can be your answer. Instead of renting a place to store that clutter, where things might get lost or damaged, you can use the existing space you have and organize better. Moreover, buying additional furniture will increase the assets of the company and still be less expensive than renting storage.

First, you need to prepare a list of everything that needs to be stored. This will help you ascertain the storage area required for storage. If the items you wish to store, cannot be fitted into cabinets and drawers, like desks, chairs, coffee machine, etc.,

then you need to look for a storage facility. You must pack these things efficiently before storing them, to make optimum use of the available space. You should also name the box where the stuff is packed for easy identification, whenever something is needed.

You can consult the site-storage manager to help determine the space needed. Read the storage agreement before signing the contract. Make sure that you clear any queries that you have before signing the contract and keep it safe after you've rented the storage space. Once it is done, you can store the excess items from your office in the self-storage space. From excess furniture to documents and sample products for sale, you can store everything that has been taking up too much unnecessary space in your office. However, there will always be some things that you cannot store at a storage facility. The things cannot be stored might be perishable, explosive, or inflammable.

Today, many storage facility providers often modify the storage space according to the clients' needs. There are insurance policies available in the market to secure the items kept at a storage facility. There are contract policies that protect your storage items from cheating by facility providers. However, it is crucial that you select the storage facility renter after thorough research. When handing over company assets and documents, you need to be precarious with your selection.

Consult fellow businessmen that you are on good terms with, regarding their storage solutions. If possible, ask questions about the other companies that are using their space, or have used their space in the past. This will help you ensure that your products and assets are in the right hands. Renters that have a record of losing stored material or tampering with the client's things are a complete no-no. Go for facilitators that are helpful and easily accessible.

Before going for a storage facility, explore all of your options. It can save you money if the items can be placed somewhere in your home or backyard instead of storage space.

Office Flooring Needs

People usually believe that flooring is only necessary to keep the office ground leveled for walking. It is essential to design the flooring in such a way that serves the functional purpose, yet doesn't look cheap. Moreover, if you do not use the right material for flooring, then it can lead to major problems. People walking on the floor can actually slip if the flooring has no grip. If walking on the floor produces too much noise then it can disturb the people working in the same room.

If you already have a noisy or slippery floor then the problem can be solved by putting carpets on the office floor. There are two types of carpets available, low piled and high piled. It is essential to understand the difference between the two to make an informed choice.

High piled carpet is fluffier than low pile carpets. They are available in different texture depending upon the weaving of fiber in the carpet. The threads are usually loosely woven, whereas, the threads on a low pile carpet are more compactly woven. High piled carpets can get flattened in areas where there are too many people walking on them. Whereas, low piled carpets are more durable and need not be changed so frequently.

High piled carpets shed a lot, which means that slowly the carpet will become less fluffy over time. It can also get annoying to find fiber pieces from the carpets lying around the office floor.

Another drawback of high piled carpets is that it is hard to clean. While a basic dusting might work, stain removal will be a pain. Low pile carpets are way easier to clean as the area between the padding of carpet and the fiber is not long. They are easier to dust and stains can also be removed without much difficulty.

A carpet supplier can help you in understanding the functional benefits of both the carpets. You must a carpet made with good quality fiber and the weaving must be done by experienced craftsmen.

If you haven't gotten the flooring done yet, then you can choose the best flooring for your office and ensure that you start the right way. There are various types of flooring methods available including hardwood, bamboo, vinyl, laminate, Bellwood, and parquet amongst others. An office design agency can help you select a flooring that goes with your office decor. You can even get the flooring with textures and patterns of various types, offered by your flooring contractor. You can even get wood effect laminate flooring in your office.

Moreover, the flooring needs of different rooms may vary. For example, you need waterproof and anti-slip flooring for the bathroom. Moreover, you need to ensure the flooring in the sitting area for your employees is soundproof. A flooring consultant can help you select the right flooring type. When selecting the flooring you might incline towards the appearance of the floor and how well it enhances the effect of the decor. However, an office design agency is more concerned with the overall impact of flooring. They will pay attention to your needs. They care about small effects like disturbing noises and the possibility of slips when making a choice. They are determined to enhance the appearance while ensuring that the flooring is implemented with functional efficiency.

Considering flooring is an expensive project, [taking help will help you make the right choice.](#)

Office Safety: Tips and It's Importance

An office seats the entire human resources of a company. The employees come to an office building to offer their services to the company and contribute to its growth. It is the responsibility of the company to ensure that the employees that enter the office premises are safe in the building.

While the structure of a building must be strong to bear the brunt of the elements, certain emergencies require additional precautions. Unpredictable issues like a fire in the building, electrical short circuit, smoke, etc. can fall upon anyone without notice. It is essential to take [measures for such emergencies](#) to avoid being caught off guard by them.

You need to make a list of all possible circumstances that could cause harm to your employees. Then you need to take measures to either prevent these circumstances or deal with them after they have occurred. There are certain rules that officers must follow for the safety of their employees and it is a good place to start.

You need to keep your workspace clean to avoid stupid accidents that can be caused by tripping over things. Moreover, a clean workplace will be free from germs and bacteria. Keeping clean can go a long way in avoiding sickness and accidents.

Even small lit up cigarettes left on the floor can lead to a big fire if luck isn't on your side. To save your employees from an unexpected fire hazard, you can get smoke detectors installed in the office. A fire may not only lead to damage to property but can also cause damage to life. Keeping fire extinguishers in the office is a good idea, in case of a breakout. Keeping a fire extinguisher may seem unnecessary, but it can save lives if need be. Also, make sure to keep a check on the battery in the fire alarms.

Ensure that all of your employees are aware of

the fire exit. Also, make sure that the doors to the exit are kept open at all times. Moreover, you must make sure that the signs leading to the fire exit, fire extinguishers, dangerous areas with electrical connections and first aid are easily visible to everyone.

You can practice the fire drill with your employees so that they know how to handle a fire hazard instead of panicking because they are clueless. The fire drill includes things like lying on the floor and keeping windows and doors closed to avoid the spreading of fire. Buying fireproof furniture can also prevent the fire from spreading its wings across the exterior of the building. Once the exterior is on fire, it will be difficult to save anything.

You can protect your office from theft and trespassing by getting security cameras installed and all your windows and doors have a security lock. Having security locks can save your employees from unwanted visitors in the office. However, while security locks are common they are often insufficient to demotivate burglars. You might want to get security cameras installed to the premises to dissuade the burglars for fear of being caught in the camera. If the burglars do enter the office without noticing the camera, they will still be captured sooner or later by the cops.

Keep wires off the office floor and ensure that all the sockets and appliances are earthed. Another thing you can do to prevent shocks and short circuit is getting most electronic appliances installed by a professional.

Even if you've taken all the security measures possible to prevent mishaps, you may still come across accidents and emergencies. To secure the future of your employees and their families, you can offer health and life insurance to permanent employees. A company that offers health insurance is valued by its employees, as it genuinely looks after their welfare.

Ensure that there is a first aid box available in the office in case the first aid is needed by any of the employees. This is the most basic rule of

office safety and must be religiously followed. The safety measures that you follow must be in accordance with the needs of your office. Making employee safety your priority is a common aspect of business management with integrity.

Office Security And Privacy

With the increasing rate of cybercrime, the threat to the security of a company has started to feel more real. From leaking of confidential information and having company data to fraud companies stealing money from companies, it is all possible unless you have the right security in place.

Many [security systems](#) cannot be accessed unless you have the security certification for it. To qualify for a security system installation, you must have the required security needs already met. This is another reason behind companies finally realizing the necessity of enhancing their security and privacy.

The team of people detecting the system for the breach must be efficient and experienced. They must be able to detect the threat fast and start troubleshooting it. They must be experienced enough to detect even the minutest of suspicious activity in the system.

Companies often give the keys to the employees for closing and opening the office. The keyholder should never be an [anonymous person](#) who happened to leave last from the office on a particular day. Rather, it has to be a trusted employee of the company. Selecting one person for the task also ensures that someone can be held accountable if there are any confidential documents stolen or tampered with. The key holder's responsibility is to ensure that they ensure that the office is empty before locking it. Moreover, they must be organized and should understand the critical nature of the job.

To avoid theft of office equipment, you need to put some responsibility on the user of the equipment. When they are responsible for their things, they

will ensure that they are safely kept somewhere where they will not be stolen from. It must be their responsibility to replace the equipment from where they were picked, after the end of the working day. This will only ensure security, and it will also bring order in the office setting.

To secure the data on these [electronic devices](#), small investment needs to be made on anti-virus and anti-hacking applications. You must protect computer systems and all accounts with a password and use special security for confidential data.

You need to be aware of strangers roaming around the office buildings. Harmless looking people that you might dismiss for a new employee could use one employee's name to pass through every other employee to breathe the company's privacy. Name badges and documents with owners' names and titles are an easy means of identification by these strangers.

You also need to protect the cash in the office and the checkbook. Any room with essentials documents or money must have a double lock on it. Moreover, you can use one of those doors that automatically after it is opened. My offices even get fingerprint loc with time recordings installed in their offices.

Communication during a security emergency is key to avoiding a security breach. When an employee of any organization becomes aware of the security threat, they need to communicate the information to the other employees and users of the same portal. They must also teach the other users and employees about how to prevent hacking and what to expect to the security of the data is secured. Email alerts can be sent to everyone to carry out these messages. The method of communication must be frequently used by all employees. Moreover, the message should not scare the employees, neither should it be so plain that it is dismissed. It needs to be precise, and it must balance the effect.

To ensure that your office data is safe, you need to take many measures. From installing [anti-virus](#)

[software](#) to firewall protection, you need to use every possible and effective method. Protection from viruses and worms must be your focus. You must also protect your device from viruses that may enter through the internet router or hard drives.

Most importantly, it is essential to maintain [backups of all information](#), to keep it secure. Business information is an important asset and its security must be taken seriously by big and small businesses.

We hope it helps you to outfit your office. If you want to create a better work environment we can help you. Please, contact us.



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