

A GUIDE TO FURNISHING WORKSPACES

*How to select the
furniture for your
office?*

Gebesa



CONTENTS

Why is it important to know how to choose office furniture? 3

1. It's never too late to start 4

2. When is it necessary to renovate the workspace 4

2.1 Criteria for renovating workspaces 4

3. What should we contemplate before buying the furniture? 5

3.1 Think about your coworkers 6

3.2 What about space? 6

3.3 Furniture 7

4. Your space, your furniture: keys to furnishing the office 7

4.1 Budget 7

4.2 Evaluation and negotiation with suppliers 7

4.3 Price-quality ratio 8

4.4 Guarantees 8

4.5 Transport and installation 8

4.6 Think about the end-user 8

Why is it important to know how to

It is almost inconceivable, but we spend more and more time in the office and even take our work home with us, on occasion. But when do we stop to think about the hours we spend and work, sacrificing valuable time that we could devote to other activities?

If we can't add more hours a day or more days a week, how can we be more productive at work? Let's start at the beginning...

If the office is our second home, it must feel like one. Do you know how your fellow workers feel? Is the office equipped for all the tasks they carry out? Are there windows through which natural light filters? Is there ventilation? Is the furniture well distributed? Are the tables and chairs ergonomic and functional?

Once you answer those questions, you will see that the workspace and its component elements, if well planned, **can significantly influence the productivity and well-being of those who work there.**

Furnishing an office does not seem insignificant when viewed from this perspective, but such a project requires time and dedication. However, you don't need to be an expert or require an architect or interior designer to take the first step.

If you are looking to remodel or furnish your workplace, you will find the basic keys to create the ideal office in this guide.

1. It's never too late to start.

If you have the right infrastructure you can build whatever you want. Look around you, where you sit and spend at least 8 hours a day, do you think there is room for improvement? Any workspace can be improved because all businesses are meant to grow.

It is important to take into account some essential aspects within the workspace that can encourage or discourage employees, such as furniture, decoration, lighting, among others. Do you think you need a change?

Such a change does not have to be a headache or involve a huge investment. What is very important is to prioritize the choice of furniture according to the needs of users and make their distribution more efficient, concerning space.



2. When is it necessary to renovate the workspace.

Changes are always complicated. It's hard for us to change jobs, routes, habits, etc. Therefore, it is not uncommon for us to find it difficult to change offices and become accustomed to a new workspace.

Added to that is the economic impact of such change. We can lose work hours and reduce the productivity of coworkers while they adapt to the new environment.

However, **transforming our work area often becomes a necessity**: either by the increase in staff, structural deficiencies that affect the environment, changes in the way of working, moving, opening a new office, optimization of space, etc..

However, what criteria should we consider so as not to lose time and money during the remodeling of the workspace? How can we speed up construction and moving times and optimize our investment?

In our experience, **the ideal way is to contact a company specializing in comprehensive workspace design, because their job is to make proposals according to your needs.**

2.1 Criteria for renovating workspaces

Getting closer to the professionals will help you answer many questions. Whether you need to change offices, renovate furniture, solve environmental or structural problems, these are a few things to consider before renovating your workspace:

***List your priorities.** Starting a remodeling project takes time and money. If for reasons of production or budget it is difficult to carry it out in the estimated time, you will have to order the actions according to the importance.

***Project your corporate image.** According to the company's line of business, we can choose the furniture and decorate the office. What do you want to project? Innovation? Professionalism? Creativity?

***Think of your clients.** If the business activity demands meetings with clients or suppliers within the facilities, it is necessary to consider, besides the design and the furniture, ergonomics and functionality. You will need to equip waiting or meeting rooms so that customers can wait comfortably.

***Organizational structure.** To determine the distribution of space and characteristics of the furniture, i.e. ergonomics, auxiliary elements, infrastructure, etc., you must take into account the organizational structure of the company. How many departments make up the company? How many employees make up each area? What are their functions? How much time do they spend in the office?

***Growth expectations.** If you are going to buy furniture you must foresee what the future growth of the company will be. This in order not to subject the space and employees to another change or remodeling nearby that may affect productivity or involve the need to acquire more ergonomic and functional furniture.

***Methodology of work.** The way of working is constantly changing due to technological advances. Consider whether it is likely that there will soon be a major transformation in the way your company works, whether this will require a special workspace or whether the technology will require some form of prior conditioning of the space.

***Solve specific problems.** Detecting faults within the current workspace will help you define the order of your priorities. Examples of specific problems can be muscular discomfort caused by chairs that are not ergonomic enough, low creativity due to the lack of recreational spaces, poor lighting due to a lack of luminaires, and so on.

3. What should we contemplate before buying the furniture?

Before reviewing catalogs and looking for solutions on the net, you should ask yourself if what you have is boosting or decreasing the performance of your coworkers. The answer may be affecting everything else, but it will help you figure out if you need to remodel your workspace.

To do this, you will need to review three main aspects:

- *People
- *Workspace
- *Furniture

3.1 Think about your coworkers

Remember that those who spend more time in the office are people like you who sometimes feel overwhelmed because the day and working conditions are not enough for them to perform 100%.

How can you help your employees be more productive? It analyses whether the current space and furniture guarantee their well-being and whether they allow them to exploit their potential and capacities to the maximum. Does the environment seem inadequate?

Evaluate what they use furniture for meetings with clients, meeting rooms, personal stations or specific areas. Based on that he determines: what should chairs be like, what about desks? Should the light be natural or artificial? Does decoration have to encourage creativity or professionalism?

3.2 What about space?

It is a fact that workspace influences employee productivity. He thinks that a well-equipped space large enough to allow them to work both individually and collectively will greatly boost their performance. As long as users are comfortable, their work will hardly be affected by the stress, exhaustion or lack of concentration that can result from inadequate space.

On the other hand, you will have to analyze the space to be furnished. What are the dimensions? How many windows are there? Will it be a meeting room or coworking space? According to it, you will have to choose [furniture that adjusts to the activities that will carry out the coworkers](#) and thinking in that more personnel are integrated , you will have to anticipate that it is [furniture that adapts to space](#).

3.3 Furniture

Choosing furniture is not just about having enough desks, file cabinets, and chairs. Moreover, [it must be ergonomic and functional according to the available space](#). Not to mention that it is important that it reflects the company's philosophy, in terms of colors, materials, and decoration.

Although it may seem insignificant, when we start a project of this type, we must think about what we want to transmit, because [furniture works like non-verbal language and communicates the business culture and values of those who compose it](#).

4. Your space, your furniture: keys to furnishing the office.

Once you have defined the [area to be furnished and the needs of the users that will occupy the space](#), that is to say, a reception area is not the same as a meeting room as both have different functions. Now we can move on to the basic keys to furnishing your office.

4.1 Budget

When we start a project, we regularly look for products that fit our budget, but why not the other way around? Approach the experts and ask for advice.

In our experience, it is much more feasible to [hire a supplier who offers you a complete furnishing solution](#), in this way they can adjust to your budget and specific needs.

4.2 Evaluation and negotiation with suppliers

We know that the choice of suppliers is always complicated. What aspects to consider to discern between one and the other? Consider

- *The [experience](#), that is, the time they have been in the market, their history, the projects they have carried out, their clients.

- *The [product lines](#) they handle, which are varied, flexible and updated.

- *If you have [financing options](#).

- *Its [certifications](#) to ensure the quality of its products.

- *The [promptness of quotes and commitment to delivery time](#).

- *If they carry out the installation and [assembly of the furniture](#).

On the other hand, take into account the pre and post-sale service, i.e. whether they provide you with advice before, during and after the project. At this point, we reiterate once again that it is important to acquire an integral

furnishing solution that will guide you on what you need and adapt to the space you have.

4.3 Price-quality ratio

Forget hasty shopping. Balancing the cost and quality of furniture depends on 3 main things:

- *Durability, therefore, buying a piece of furniture is a big investment if we compare it with a more transactional product such as shoes, for example, whose purchase process is shorter. Furniture can last for years, it is better to invest in a good product than to look for something cheap that will only get you out of trouble.

- *Functionality, [that is, that it fulfills the objective of the space that you are going to furnish](#). Whether it's a boardroom or a call center, you must first define whether the goal is to encourage creativity, look professional or be comfortable, and then choose the right furniture.

- *Adaptability, [so that if you integrate more staff after you do not have to buy more furniture, but only adjust the ones you already have](#). Whether adding more chairs or rearranging the furniture you already have, look for furniture that can be adjusted later.

4.4 Guarantees

Guarantees are measured in two aspects: the quality of the product and the quality of the service. The first in terms of material, design, functionality, durability, etc., while the service according to the advice you receive before, during and after the purchase. Take into account both, even before making the purchase, because this will depend on the success of your project.

4.5 Transport and installation

Your project must be completed promptly . For this reason, it is important to set tentative dates and consider other important aspects such as transporting and assembling furniture. There are some that you can assemble on your own, as well as others that require the help of professionals to assemble them, so you should consider the time of installation.

4.6 Think about the end-user

We mentioned it at the beginning and reiterated it: [before making the purchase, the end user determines the needs and functions of those who will use the furniture](#). Finally, they are the ones who will spend most of the day in that space and to achieve the best performance, it is indispensable that the furniture is adapted to their activities.

Don't sacrifice the welfare of your coworkers to save a little. In the end, cheap is expensive and a piece of furniture within the workspace, however minimal it may seem, can have a significant impact on labor productivity. Don't take any chances and ask us if you want to start your remodeling project.

**BEGIN THE RENEWAL
FROM YOUR WORKSPACE!**

RECEIVE PERSONALIZED ADVICE



Gebesa