Office Refurbishment: Things to Consider

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Article published on July 17th 2012 | Management

If you want your working space to look its best, you may want to consider office refurbishment. When planning a refurbishment, it is essential that you have a sufficient design in place or the process can quickly become overwhelming. The redesign of your office space will ensure that it is appealing, efficient and functional. Before you start, you should think about the following.

The flow of space you wish to create - do you want specific areas devoted to certain members of staff or certain tasks? Do you want hot desks? (Hot desking is where a number of staff use a particular desk at different times throughout the day. This often saves on space and costs.)Â Think about whether to use an open-plan layout or a layout that means your staff can have some degree of privacy in their work area â€“ there are benefits to both

The activities that you engage in on a daily basis - if, at the moment, you constantly move from one office to another, plan a work area that means you wonâ€™t need to do this.Â Some companies find it very effective to use a workstation with two desk spaces so that you are only required to turn your seat around to move from one station to another

What equipment you will need in a few months as well as in a few years and the work processes you are likely to adapt or develop. You should think about how your redesigned office will serve your needs in the future. For example, if your office will still accommodate you if you change the way you work

Your industry - is there any new equipment you will need in order for your business to grow? For example, if you are working with computers and you predict your staff numbers will grow, it is essential that you plan to have plenty of electrical outlets for new machines you will need in the future. This will save you a lot of time, money and hassle. It isn't possible to make a wholly accurate prediction about where your business will be in five yearsâ€™ time but you need to have a general idea to take into consideration when planning an office refurbishment

Your budget - choose a reasonable but realistic figure and stick to it, giving yourself a 10% contingency for any oversights

Enlisting the help of a professional - this ensures that any work undertaken will be of a high quality and should last a long time. Make sure you choose a well-reputed company who have extensive experience in office refurbishment

Once you have your office refurbishment plan in place, you will need to consider any final touches. Making it look right aesthetically is every bit as important as ensuring that is both functional and efficient. During the planning stage, consider any decoration that will appeal to you. You will be spending a lot of time in your new-look office so think about colours that appeal but that are not too distracting. Decide on a colour scheme that appears elegant so that your office will make a good impression on your visitors. If your office is well-decorated and an inviting place to work, you and your staff will most likely be more productive.

Article Source:
http://www.articleside.com/management-articles/office-refurbishment-things-to-consider.htm - Article Side

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Article Keywords:
office refurbishment, mezzanine floors, steel partitioning, mezzanine flooring, office furniture, office partioning

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