

Workspace Optimisation: Your Guide



What is Workspace Optimisation?

Workspace optimisation is all about making your existing space work better for you.

As the name implies, workspace optimisation can be about optimising space to create room for additional workstations but it may also be that your business has too much space and, with some planning, you can reduce your commitment and cut your overheads.

If you have a business plan about your growth or future development then this service will prove extremely valuable to you in planning and decision making.

What should you consider?

There are numerous considerations in any workspace optimisation project. Questions we may ask include:

- Do all staff need a permanent desk? Those that do need about 44sq.ft. (4m²) minimum per person. Hot-desking, remote working, shared or pre-booked workstations are an option for your business and can help make the most of the available space.

- How much storage is required and does this need to be on site, easily accessible or archived?
- Is there a need for a postage, print and communications room or can these facilities be incorporated into the main workspace area?
- How many teapoints / break out spaces are required?
- What are the requirements for the reception area and meeting spaces?

It's important to consider all these questions, particularly to factor in storage, postage and print rooms, teapoints, break out spaces, reception and meeting spaces, etc. Although these vary for each business, they can count for upwards of 20% of your total floor area.

Understanding how your employees and teams operate internally will also have an important impact on the optimised layout for your office. Placing the right teams near to each other can have a positive impact on productivity and staff output.

It may sound like common sense but as businesses grow and people are added in as required, it is often a matter of placing individuals where there is available space rather than where they would best be positioned.

Part-time, flexible and remote working staff may not need a permanent workspace which can help reduce the desk space that you need and can make hot-desking or pre-booked workstations a viable alternative to underutilised office space.

Ensuring your optimised office space has adequate and flexible provisions for IT and data must also be a key consideration and should be examined alongside plans for business growth and development.

Potential for growth and expansion may not be on your immediate agenda, but building leases are generally 5 or 10 years as a minimum (with 3 or 5 year break clauses respectively) and can become quite restricting if your business grows rapidly. Having the potential to create additional workstations within your space, ideally having planned for this in advance, can prove invaluable in these situations and aid with decision making.





Who needs to be involved?

Once a business has identified the need for efficiency in their workspace or realised that the company is growing or contracting resulting in insufficient or underutilised office space, a specialist practice should be appointed to guide you through the workspace optimisation process.

As an experienced workspace optimisation practice, Logic PM will consult with you to understand the project requirements then allocate a dedicated point of contact to help move the process on quickly. That person should ideally have access to the finance director or financial representatives of the business in order that decisions can be made swiftly.

Keeping staff up to date of any change is important in order to have their co-operation and support. Getting their involvement can be time consuming but it can also be extremely helpful in highlighting some of the detail of the operations of the office, which managers and directors may not appreciate.

Key points to consider:

1. Get an independent consultant to advise you: Practices with in-house design teams, project experience and case studies, as well as an understanding of your existing furniture systems will work in your benefit.

Whilst you may be charged a fee, consultants work for you and if professionally chartered, must always act in your best interest which can often save you time, money and ensure timescales are adhered to and project goals are met.

2. Timing: Try not to rush a decision to match an immediate need. Perhaps additional staff can be placed in a meeting room for the short term or meetings outsourced, to get things right for the long-term rather than an immediate ad-hoc fix.

3. Logistics: If works are being undertaken in a live environment, it's important to ensure you have a clear logistic plan showing who sits where, where they will sit during the transitions and where they will be moving to at the end.

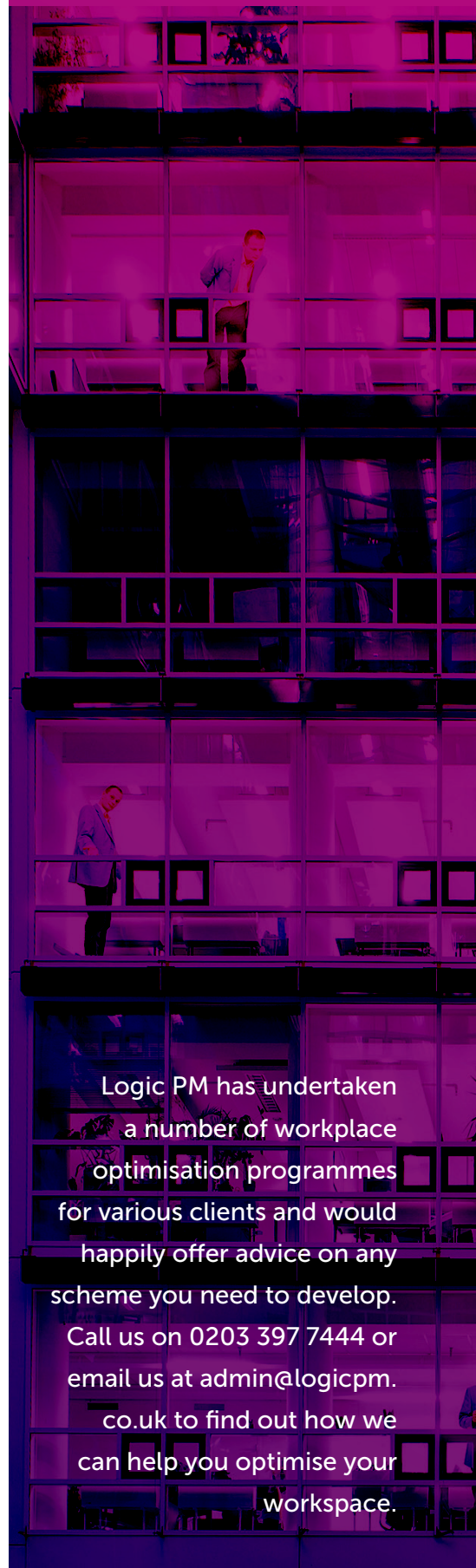
4. Packing up and crate hire: Whatever the number of crates you think you need, add a third more. The cost of crate hire per week is insignificant against their delivery and collection costs. You can always store an empty crate but your plans on a weekend can be placed at risk if you don't have enough. Also packing up will take longer than you think, particularly if computers are being removed from desks.

5. IT Rota: Whilst the works are being undertaken, draw up an IT rota to ensure that computers and phones are back in place and operational for the next morning when staff come through the door.

6. Cleaner: A full move or office refurbishment is a great time to clean the carpets whilst the desks are being moved. It is amazing how much mess collects under desks.

7. Final tip: Be sure that all crates are emptied before they are to be collected. You will pay for additional collection charges if they have to come back to collect crates that were missed.

Logic 
Project Management



Logic PM has undertaken a number of workplace optimisation programmes for various clients and would happily offer advice on any scheme you need to develop. Call us on 0203 397 7444 or email us at admin@logicpm.co.uk to find out how we can help you optimise your workspace.

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