



TM TEAMMATES
COMMERCIAL INTERIORS

OFFICE LAYOUT PLANNING IDEAS

YOUR GUIDE TO A GREAT SPACE

WHEN IT COMES TO YOUR OFFICE SPACE...

...you want it all: beauty, function, an environment that inspires, and a vibe that fits your company culture. Sounds like a tall order, right? Particularly when the productivity and state of mind of your employees are at stake.

Where do you start? Chances are, you've discovered there's a multitude of options available. It can be overwhelming.

Before you pick out the desks and accessories to furnish your space, take a step back and determine the office layout that best fits your company's needs first. This guide can help you do just that with an overview of five common office layout options as well as the pros and cons of each.

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01 OPEN LAYOUT





01 OPEN LAYOUT

The open layout is one of the most popular types of office designs today. In this layout there are no separate rooms or fully enclosed spaces. Workstations are situated together, separated by short screens or panels in some cases; otherwise the layout is one exposed office space.

70% of americans work in an office with an open floor plan.

- International Facilities Management Association

PROS:

- Easier to collaborate and innovate
- Better communication flow
- Working physically side by side can foster a stronger sense of team
- Less construction and equipment costs make it cheaper
- Lack of walls means less time is needed to create the space
- More scalable for expansion and flexible as personnel needs change
- Allows more natural light

CONS:

- Can be distracting and noisy, potentially decreasing productivity and motivation
- Diseases can spread more quickly which may lead to a higher number of absences
- Lack of privacy can be uncomfortable to some employees
- May create ethical issues if necessary confidentiality is compromised



02

SEMI-ENCLOSED
LAYOUT





02 SEMI-ENCLOSED LAYOUT

As the name would imply, a semi-enclosed office layout is one that is not fully open and not fully enclosed. You can expect the height of panels or screens between workstations to be higher giving employees their own sense of space with still creating an open feel.

PROS:

- Easier collaboration and flow
- Still maintains sense of team while allowing some privacy
- Cheaper than private or enclosed layouts, but larger footprint than open
- Layout is still flexible enough to scale easily
- Good option to increase natural lighting

CONS:

- Issues with noise and distraction remain, although less intense than open layout
- Spread of disease can still be more of an issue than with enclosed or private spaces
- Limited privacy may still be an issue with confidential discussions or information

Office workers in open space floor plans report a **loss of three to five hours per day** of productive working time due to various interruptions.

- Society for Human Resource Management



03

ENCLOSED
OFFICE LAYOUT





03 ENCLOSED OFFICE LAYOUT

This office layout uses cubicles and panels to create a separate office space for each employee.

PROS:

- More privacy and space of your own
- Less distraction and noise
- Less cost than private offices
- Parity among employees with cubicles for everyone
- Disease does not spread as quickly
- More security for valuables or confidential information

CONS:

- This design is commonly seen as depressing; killing motivation and creativity
- Requires significant office space although less of a footprint than private offices
- Higher construction cost with less flexibility than open space designs
- Reduced flow to different departments and employees within the office
- Harder to supervise employees
- Flow not ideal for collaboration and communication

The average worker had **225 square feet** of space in 2010, by 2017 that figure fell **33 percent, to 151 square feet.**

- CoreNet Global, an association of real estate professionals



04 PRIVATE OFFICE LAYOUT





04 PRIVATE OFFICE LAYOUT

In a private office layout you have actual walls, a door and space for your own desk, shelves and storage.

PROS:

- Complete privacy
- More space of your own
- Ability to avoid distractions
- No sound pollution
- Disease does not spread as quickly
- More security for valuables or confidential information

CONS:

- Requires significant office space
- Higher construction cost
- Decreased flow to different departments and employees within the office
- Harder to supervise employees
- Less than ideal for collaboration and communication
- Less flexibility in number of employees that will fit in the space

Poor workplace design is estimated to cost U.S. businesses **\$330 billion in lost productivity** per year.

- Gensler Research Institute



05

COLLABORATIVE OFFICE LAYOUT



05 COLLABORATIVE OFFICE LAYOUT

This layout is structured around the concept of ‘two heads are better than one’ with teams of employees working together towards a common goal. You’ll see more shared workspaces, lower screens or panels and a variety of versatile areas for meetings between team members.

PROS:

- Fosters teamwork and innovation
- Ability to move furniture around easily offers flexibility for project needs and/or to improve work efficiency as your company evolves
- Savings on furniture and construction costs
- Increases communication flow
- Allows for more natural light

CONS:

- Issues with noise and distraction remain as with open or semi-enclosed layouts
- Spread of disease can still be more of an issue than with enclosed or private spaces
- Limited privacy may still be an issue with confidential discussions or information

CONSIDER YOUR TEAM'S WORK STYLE

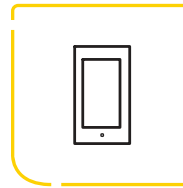
Now that you understand the typical office space layout options, the next step is to think about how you work. Is it mostly collaborative or more head-down focused, work? It is important to your culture that employees have relaxation or meditation space? How flexible do your furniture pieces need to be?

The questions could go on and, realistically, the answers may not fit clearly into one layout bucket. To discuss your needs with an office space layout planning expert, call us at **(303) 639-5885** for a complimentary consultation or to book a tour of our showroom today.

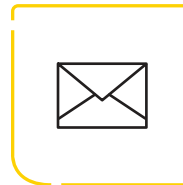


ABOUT TEAMMATES COMMERCIAL INTERIORS

Teammates is a commercial furniture dealer, but we do a lot more than just sell furniture and architectural walls. Our team specializes in furniture design, planning and sourcing as well as project management, installation and maintenance services. Combined, Teammates' in-house design team has over 30 years' experience in furniture layout and specification. Our in-house project management team oversees the entire ordering, delivery and installation process, from start to finish. And our maintenance program, "Team Care", ensures our clients are taken care of long after the project is complete. It truly takes a team of talented experts to develop projects from concept to completion. For over 20 years, we've worked with companies of all sizes to create innovative and inspiring spaces that fit any budget. It's our mission to be the teammate you value and trust to bring the full potential of your space to life.



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