

# PLANNING A NEW WORKSPACE?

PRESENTED BY

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YOU PROBABLY HAVE THOUGHT ABOUT THESE 5 THINGS...

AND MIGHT BE OVERLOOKING THESE 5 THINGS...



LOCATION.  
LOCATION.  
LOCATION.



AMENITIES THE NEW SPACE OFFERS FOR EMPLOYEES



CREATING A SPACE THAT ATTRACTS & RETAINS CURRENT & NEW EMPLOYEES.

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HOW MUCH SPACE IS NEEDED & WILL THE WORK SPACE BE UTILIZED EFFICIENTLY?



OVERALL COST ASSOCIATED WITH THE LEASE.



# 1

## FURNITURE BUDGET

Downgrading furniture quality from overbudgeting can affect morale & intended company image.



# 2

## ERGONOMICS

Usually an afterthought, ergonomic products boost productivity in the work place.



# 3

## SPACIAL SPENDING

Focus spend in spaces your clients will see. Make sure the furniture in those areas make a statement.



# 4

## POWER & DATA

Ensure, early on, that there is an ample number of circuits available to meet all electrical needs.



# 5

## DECOMMISSIONING

What will you do with any existing furnishings? What decommissioning options do you have?



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