



DESIGN EFFICIENCIES AND PRODUCTIVITY

Individual Level

ERGONOMICS...

Adjustable Seating
 Keyboard/Mousing
 Sufficient Lighting
 Thermal Comfort

Results in reduction of:

Back, Shoulder, Wrist
 RSI Disorders
 Eye Strain
 Absenteeism

***If not addressed may result in possible litigation**

TASK FLOW... Efficient transitioning between tasks

Sufficient desk top space
 Storage/Paper Management
 Daily resources accessibility
 Consider teaming/collaboration requirements

Corporate Level

STATEMENT AREAS...

(Frequent client visits to your office? ... Create the statement that sends the message you want.)

Reception area
 Conference Room
 President's Office

Results in:

Great First Impression
 Formal Entertaining of high profile clients

RELOCATION / MOVE MANAGEMENT...

(The key to every successful relocation is proper planning!)

Establish a time line
 Purge non essential items
 Pre-lease square footage needs assessment
 Department & Furniture space planning
 Minimize down-time

Departmental Level

SPATIAL LAYOUT... Do's & Don'ts

Can your office be reconfigured to allow for the best, and most efficient, use of the space?

Do

Take advantage of the natural light available
 Place departments with frequent interaction in the same area of the office
 Place common filing/storage areas within easy access to those departments that use it
 Take into consideration flexible work areas for multiple, changing tasks
 Consider double duty spaces such as filing with standing height informal meeting space

Don't

Place workstations near the kitchen/break room or restrooms
 Hinder communication un-necessarily with all closed-in high cubicle walls

Organization Tips...

TIPS FOR IMPROVED EFFICIENCIES...

- Purge paperwork that is no longer relevant
- Re-locate older paperwork to a file archive
- Add file capacity to cabinets utilizing front to back filing in your lateral files
- Coordinate task types or priorities using colored folders
- Utilize hanging or under work-surface paper management systems to organize your desk

There are many factors that can have an effect on the bottom line, both directly and indirectly.

Team up with the right professionals at *Milton Terry* to formulate your efficiencies plan!