

Moving forward

New ways of working



Introduction

A guide to worksettings

Every organisation is seeking to use their premises more efficiently. We need to acknowledge changes in work practices, the increasing demand for flexibility and the need to integrate change easily. Occupancy costs are foremost and value for money is high on the list of demands.

Intensively planned and managed workspaces not only reduce annual occupancy costs but also enhance the working environment. By creating pleasant, open and flexible spaces to work in, productivity, teamwork and communication is hugely improved.

The design of space requires a mixture of skills in order to address the requirements of constantly changing legislation and performance standards. Our highly experienced multidisciplinary team including architects, space planners, surveyors and project managers creates flexible space tailored to meet the needs of our clients, from entrance and reception areas to work and meeting spaces, from a single floor to an entire building.

We combine expertise across many sectors. Our experience shows that new ways of working are being introduced in areas such as education and the public sector where study booths, touchdowns and breakout spaces are becoming key parts of the working landscape.

We are able to support our clients in all aspects of change management. As a forward thinking organisation at the forefront of new initiatives, market developments and workplace trends, we ensure our clients operate optimum working environments.



Static Worker

A static worker spends 90-100% of their time in the office and at a workstation.

A static worksetting is an allocated workstation found in the working area and is protected from the primary circulation space.

They typically have a PC and monitor, telephone and fixed storage pedestal.

Static



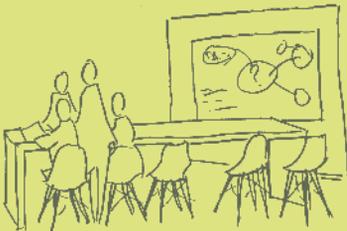
Mobile Worker

A mobile worker spends 50% of their time out of the office or away from a workstation.

A mobile worksetting is for flexible workers and is typically found near static workers.

They have a flexible IT solution with access to local networks and print facilities and a mobile pedestal or personal locker.

Mobile



Team Table

A team table is ideal for group brainstorming, commonly described as a hub or a war room.

Team tables should be relaxed and comfortable spaces as they are often used for long periods of time.

Team tables should be provided with power and data connections and have access to white boards for brainstorming sessions.

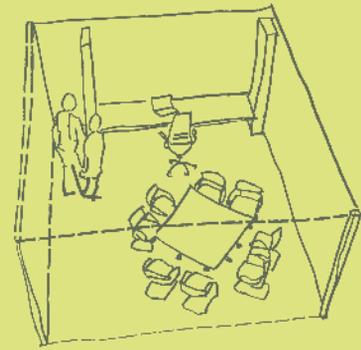
Team

Quiet Room

A quiet room is an enclosed space, also referred to as a study or phone booth.

Quiet rooms are usually non-bookable spaces, situated in close proximity to workstations for ease of use.

Quiet rooms are private spaces ideal for quiet working, 1 on 1 meetings and confidential telephone calls.



Breakout Space

A breakout space is a sociable area. Characteristically these are enclosed so as not to disturb the open office.

These spaces are multifunctional, ideal for taking a break or places to have informal meetings.

Breakout spaces should have drink making and storage facilities with varied furniture styles.

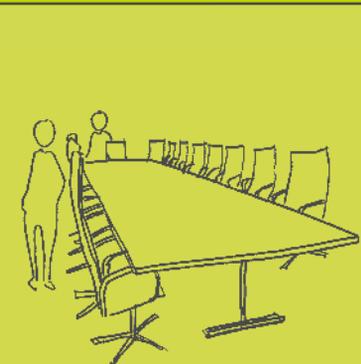


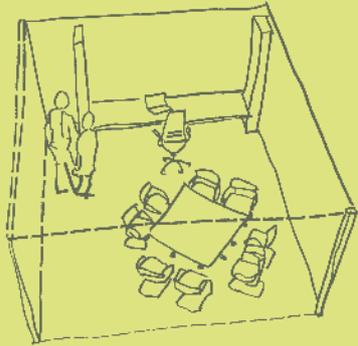
Touchdown

A touchdown is used by mobile workers or external visitors for short durations of time.

A touchdown is commonly found in two locations; near breakout spaces or within entrance and reception areas.

A touchdown usually consists of high benching with or without stools and access to power and printing facilities if required.





Shared Office

A shared office is an enclosed space, used as a supervisory position or as a meeting space when not in use.

A shared office is found close to or within the open plan area.

A shared office should be multifunctional and equipped with the same facilities as a mobile worksetting.

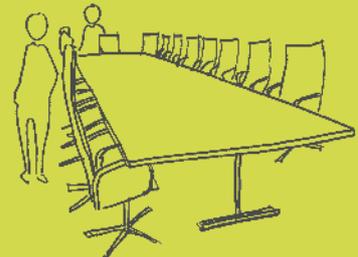


Informal Meeting

An informal meeting area is for casual meetings between 2 to 3 people.

An informal meeting area is open within the main working environment and is for non confidential meetings.

Furniture styles can vary from soft and comfortable to a more formal arrangement. These spaces should be welcoming in style.



Formal Meeting

Formal meeting spaces are enclosed rooms suitable for confidential meetings.

Ideally formal meeting spaces are located near entrances and receptions and are commonly used for external client facing meetings.

Formal meeting rooms are usually bookable and equipped with AV capabilities.





Key contacts

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