

## **10 Low-Cost Workplace Improvements...**

### **Create Breakout Areas**

People need a space or area where they can take their breaks, away from the hustle and bustle of the workplace. Commonly the space set aside is used to team build with relaxing soft seating and lighting, and, for example, a gaming console. Good vending and high quality drink making facilities have a positive impact as well.

### **Provide Live News And Sports Coverage**

Installing a flat screen television in a breakout area or kitchen, with a live news or sports feed, keeps people in contact with the outside world. Television screens can also be installed in designated spaces around the workplace but would typically be muted with subtitles.

### **Install Day-Glow Light Tubes To Modular Fittings**

Known as Tri-phosphor tubes they shine white and not yellow simulating the effect of daylight. Tri-phosphor tubes also last longer and are more efficient to run day to day.

### **De-Clutter Your Workplace**

All too often a simple clear out and tidy can make a huge difference to the appearance of our environment.

Just clearing the floor of boxes and cupboards of old literature and stationary can free-up the workplace. Cupboards and storage units are rarely utilized efficiently and can nearly always be reorganized to store more.

### **Keep A Clear Desk Policy**

Often hard to enforce, but when it is, it usually results in a very positive improvement in the workplace. Encouraging staff to file away papers, clear away mugs and limit personal affects to one or two small items, creates the feeling of an organized, less hectic, environment.

### **Create A Sociable Office Layout**

Desks facing walls and small rooms with too many workstations are just two examples of poor space planning.

Desks should, wherever possible, face into the room and in a manner that encourages interaction and contact with other staff. They should be positioned to make the best use of the natural light available and be as free of screening as is practically possible.

### **Remove Free-Standing And Desk Screens**

Some privacy screening is occasionally necessary but too many desk-mounted and free-standing screens tend to date the environment and make it feel insular. It is important to get as much natural light to the desk tops as possible and screening cuts it out.

Too much screening also isolates staff and does not encourage team building or interaction.

### **Improve The Workplace Aroma**

The most obvious improvement is to restrict staff from eating, particularly hot meals, at their desks.

In addition many organizations now make a concerted effort to provide flowers around the workplace or install scented devices which neutralize bad odours. This has a significant impact particularly when the weather is damp or wet.

Brewing fresh filtered coffee is often used to make an organization's reception more welcoming.

## **Bring The Outdoors In**

Plants are incredibly important as they keep us in tune with the natural world often lost in a busy, noisy and technology dominated workplace.

It is important to choose carefully however. A Ficus type plant in a Terracotta pot is unlikely to have the desired effect. Luckily there are a number of specialist companies that supply and maintain planters at competitive rates. Alternatively there is often a staff member with green fingers only too pleased to manage such matters.

## **Add Some Colour**

Whether it is new Magnolia (Gardenia) or old Magnolia most workplace environments could benefit from a splash of colour. The odd wall or column brought out in a bold and exciting colour adds some vibrancy and if chosen appropriately enhances a brand or culture.

## **Who Can Help?**

At Office Changes Ltd we have over 10-years experience successfully helping organizations make low-cost, high-impact changes to their environment. For more in depth assistance on any of these subjects please do not hesitate to contact us.