

# WORKSPACES: Tips For A Successful Renovation



With office space at a premium, sometimes a renovation is the best option for your growing team. It also gets top marks for talent retention, acquisition, and morale.

*Start by keeping everyone in the loop with a common goal to eliminate as much friction as possible and generate some positive change with the process.*

There is usually a very good reason for a renovation: downsizing, growing, reorganizing for productivity or just freshening up the place. And sometimes your office space is just outdated and no longer functioning well for your team.

Historically, renovations can slow down productivity, disrupt flow and leave departments without facilities. IT ends up picking up the slack on top of having to do their regular jobs. General transition chaos ensues. But it can also be a time of opportunities and fresh ideas.

So when you're ready to change things up, start by opening the lines of communication and keeping everyone in the loop with a common goal to eliminate as much friction as possible and generate some positive change with the process.

Here are a few tips for creating a successful renovation:

**CRAFT A RENOVATION STRATEGY:** This keeps things on track and your team focused on the outcome and less on the inconvenience. Make sure your staff has suitable accommodation during

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the renovation so they can work with minimal distraction. This might mean temporary digs in a coworking space or simply staggering hours to cut down on departmental chaos.

**DESIGN FOR CHANGE:** In terms of office renovation design, keep in mind the current number of employees, future growth, technology, functionality, how employees prefer to work and what design trends might inspire a more productive workspace. Keep communication open, and have the design team or HR personnel send out a copy of the proposed work schedule to everyone, well ahead of time and regularly update any date changes that occur.

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You should then hold a meeting where plans can be openly discussed and shown to communicate the vision of the renovation plan and eliminate any concerns. It's also a good idea to let your employees get involved with the renovation before construction starts. Ask them what design ideas they have or would like to see implemented.

**OPPORTUNITIES IN DISGUISE:** Change may present unexpected ways to upgrade your team's knowledge and productivity. Hopefully your renovation creates more efficient spaces with updated technology to better accommodate how your employees work.

But you can't just create the space, throw them into it and expect productivity, inspiration and revenue to spike in one day. So use any down time to get your employees up to speed on the changes. This is a great time to incorporate some training, conduct some workshops and create some incentives to inspire productivity. These controlled disruptions are a win-win for everyone during a renovation.

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**CONSIDER THE NEIGHBORHOOD** in your planning and design. You might even check out some coworking environments for some fresh ideas. These spaces provide a wealth of ideas that might get you thinking outside the box. It would also give your team a chance to test drive some of your proposed changes while working off site during the reno.



Maybe your office renovation includes indoor and outdoor updates. Are there any office or building amenities valued today that weren't put in place when your building was first built? Research has found that workplace design has a significant impact on attracting and retaining employees, and the physical space is a clear indicator to prospects if a workplace is or is not the right place for forward thinking.

So do your homework to figure out what your office needs to appeal to current and future employees.

**TEAM BUILDING** is a key player in the modern office. If you've never utilized this strategy, a renovation is the perfect time to develop it. Since your teams may be shifted around or working off site, team building exercises can provide some structure and connectivity amidst the chaos. And you might be surprised to find leadership where you least expected it.

Some departments thrive in chaos. Creative departments often run on that steam. Others not so much. So think about how your teams work internally and how they interact and collaborate with each other outside of their departments.

Realigning your teams and ensuring that they are all involved in optimizing office space can only be beneficial.

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**AESTHETICS** play a huge part in the renovation success story because at the end of the day it's all about upgrades and making things better for your team. Creating a little "wow factor" can make all the chaos worth it. These must-haves will be the hallmarks of your success:

- Interior Private offices
- Glass office fronts
- Open ceilings
- Hard surface flooring
- Custom open office layouts
- Plenty of huddle spaces & phone rooms
- Multi-functional collaborative areas
- Great lighting
- Home touches in the reception area
- Mixed architectural styles

Renovations are no picnic, but planning ahead can definitely ease the transition and provide you with some time to think ahead of any road blocks.

Our team is well versed on this process. From [space planning](#) to [project management](#), we can help you navigate it with style. We will collaborate with you to schedule one or more individualized consultations to ensure that what you envision is brought to reality.