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Spaceway Designer's Top Tips

The design and lay-out of office interiors can make a huge impact on staff morale, productivity.....and the bottom-line.

Romsey-based Spaceway works with businesses large and small in developing work place environments that add real value to organisational performance.



Sarah Fenn, 26, is a graduate of Bournemouth University has been a key part of Spaceway Interiors since she joined the company in April last year.

Here Sarah explains the Top Ten Tips that businesses should consider when reviewing office accommodation.

Sarah says:

“The key to success within design is simplicity. I feel that sometimes designs can become too intricate. Trends and what is fashionable is not always the best way forward as it is the client that has to live with the scheme afterwards. Some designers can be almost selfish as to what they want to see rather than what the client wants or needs.”

“Functionality within an office interior is often more important than the aesthetics but that does not mean that design should be dull. Offices need to be efficient, and the key for the working environment is to allow for effective means of communication and storage of information.”

“Over the years office space has become far more informal – a move away from cellular partitioning and compartmentalisation to a far more open, light and airy environment thus improving department communication and staff morale.”

“At Spaceway we pride ourselves on involving the customer and the staff in all the stages of the design solution, so they take ownership of their requirements and their environment.”

Sarah has developed a **Top Ten Tips** list for achieving the best interior design results within the working environment:

1. **COMMUNICATION** and rapport between the client and designer is key to a successful project
2. **BUDGET** must be established at the start as it is an important criterion within design and the boundaries that are to be set
3. **BRIEF** – the main priority of the initial brief is to understand how departments inter-relate to one another, their roles and what they do. This is vital for effective space planning of furniture, storage and types required.
4. **FUTURE** – do think ahead. Plan for future space required and also for the possibility of relocation. In this case you may wish to consider using materials such as demountable partitioning to increase the life span of the design solution.
5. **SPACE PLANNING** – consider introducing activities such as ‘hot desking’ to departments for individuals who do not use the office on a regular basis. This then creates extra space for alternative use e.g. ‘break out’ areas, which will increase productivity.
6. **PRACTICAL/FUNCTIONAL** – designs and space planning work hand in hand and must complement each other. Storage and personal working space has to be entirely functional for day-to-day activities. The planning of routes through each space and the links to services and other departments plays a very important role within the overall design.
7. **SIMPLICITY** – the initial design solution should be simple and respond to set objectives. Additional or more complex design work can be added when the basics have been agreed e.g. designs/patterns in flooring or graphics on glazing. Remember the budget at all times.
8. **INFORMATION** – keep everyone informed and updated on the stages and process of designs. A good design outfit will check timings and dates regularly with the client to ensure efficient project management.
9. **INSTALLATION** – Regular meetings and progress reports should take place during this period.
10. **MAINTENANCE** – After care of the project is very important. A maintenance manual providing technical information and advice on all products installed should be provided

Spaceway aims to co-develop, design and implement the most innovative yet cost effective solution for each project regardless of its size. Whether it’s a total redesign or a need to increase the amount of usable space in a particular area, Spaceway has the experience and expertise to ensure the promised design concept is translated into reality – on time, to budget and with minimal disruption to business operations.

For further advice on your own office design/requirements contact Sarah at Spaceway on 01794 835600

For more information visit www.spaceway.co.uk

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