Checklist for Great Office Design

Our environment always communicates. In fact it is never not communicating. My questions are this: What story does your environment communicate? Is it energizing or demoralizing? Bright or dark? Open or closed? Increasing or decreasing communication? Stimulating or inhibiting performance?

Consider the following when designing your office space:

❑ Acoustics/noise
❑ ADA obligations
❑ Air quality/circulation
❑ Aromatherapy
❑ Art
❑ Branding
❑ Changeability/mobility
❑ Colors
❑ Customer Testimonials
❑ Ergonomics
❑ Exercise/game space
❑ Fabrics
❑ Idea Board
❑ Kitchen/eating space
❑ Lighting (natural is best)

❑ LCD Score Card with Key Metrics and messages
❑ Logos
❑ Motivational quotes
❑ Picture boards
❑ Plants
❑ Quiet/confidential spaces
❑ Temperature
❑ Textures
❑ Think pods
❑ Training area
❑ Video room
❑ Vision statements
❑ Whiteboards

What did I miss?

Here's to great workplaces, Don