

Creating the Office of the Future

A Four Point Checklist



Thinking of making changes to your office? It's important to consider the impact your workplace has on your employees, the environment, technology and the surrounding community.

With this in mind, use this quick checklist to ensure your workplace (existing or future) considers these four areas: **Inclusive design**, **Low carbon**, **Smart technology** and **Social impact**. Is it ready for the next chapter and aligned with your values and goals?

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Inclusive design

Is your workspace inclusive and people-centric?

Are your workplace settings appropriate for social, collaborative, focused and wellness activities?

Are the zones for technology, wellness and active spaces well defined?

Is the design tailored to the unique needs of your people?

Does it take into account neurodiversity?

Does it encourage diversity and support inclusion?

Low carbon

Does your workplace help to lower your company's carbon emissions?

Is your building suitable for reaching environmental targets?

Are there tools available to measure and report on the environmental impact of your office?

Is your workplace rated by one of the environmental accreditation schemes, like BREEAM, LEED or SKA?

Does your design follow a circular approach and allow for responsible deconstruction?

Smart technology

Is your workplace connected and equipped with data-driven insights?

Are there monitors in place to track air quality, dust, heat and light levels?

Is the space heat mapped for WiFi 6 connectivity?

Are there people counters in place to monitor usage and identify areas for improvement?

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Social impact

Does your office have a positive impact on the surrounding community?

Is it possible to measure and report on the social impact of your workplace?

Is your office supply chain local?

Are there connections to take-back schemes or charitable partners?

Is there collaboration with local educators for training and development?

In conclusion, a successful workplace involves more than just aesthetics and functionality. It's about creating a space that benefits everyone, from your people to the environment and local community. By following this four point checklist, you'll ensure that your office is ready for the future, and you'll be making a positive impact in more ways than one.

