

2-Day Office Space and Layout Planning

Description

This learn-by-doing workshop prepares you to plan offices of any size using Systematic Layout Planning (SLP). Special attention is given to multi-story and multi-building, campus situations. Thousands of projects have been planned with the SLP method. It is recognized throughout the world as the most organized way to develop layouts and is standard practice in the office furnishings industry.

Essential learning for those who are moving or establishing a new location, reengineering business processes and workflows, or reorganizing in ways that require new layouts.

Note: The procedures you will learn are equally effective when arranging laboratories, service areas, and institutional space.

Objectives

- To improve communications and productivity among individuals, work groups and teams.
- To make better use of floor space.
- To enable supervisors and employee teams to plan their own rearrangements.

Who Will Benefit

- Department managers, supervisors and team leaders
- Office and facilities managers
- Industrial Engineers and systems analysts
- Facilities planners and space planners
- Interior designers and architects
- Program leaders for quality and process improvement

Timing

Duration: 2 days
(1- and 3-day versions also available)
Start: 8:00
AM Break: 10:30
Lunch: 12:00 – 1:00
PM Breaks: 2:15 & 3:45
Adjourn Day 1: 5:00
Adjourn Day 2: 4:30

Course Outline

Day One

A. THE SYSTEMATIC APPROACH TO OFFICE LAYOUT PLANNING

- Typical approaches.
- Three fundamentals.
- An organized approach.

B. SYSTEMATIC LAYOUT PLANNING (SLP)

- Complex problems.
- Project phases.
- Planning procedures.
- Key input data.

C. DETERMINING ACTIVITY RELATIONSHIPS

- Organization chart.
- Paperwork flow patterns.
- Communication surveys.
- Deciding “what goes next to what”.
- Substantiating relationships.

D. CASE PROBLEM

- Practical applications of SLP to an office area.
- Diagramming activity relationships.

E. ESTIMATING SPACE REQUIREMENTS

- Five ways to determine space requirements.
- Office space standards.
- Influence of furniture systems.
- Furniture and equipment inventory.

F. ADJUSTING THE IDEAL PLAN

- Case problem in office layout.
- Modifying considerations.
- Practical limitations.
- Building features, utilities, codes, safety...

Day Two

A. HOW TO EVALUATE ALTERNATIVE PLANS

- Defining objectives and priorities.
- Comparing intangible factors.
- Analysis of costs and savings.

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Course Outline continued

Day Two continued

B. FURNITURE SYSTEMS AND DETAILED LAYOUT PLANNING

- When to use open grids.
- When to use office landscaping.
- When to use panel furniture systems.
- Do's and don'ts of detailed planning.
- Detailed planning procedures.

C. CASE EXERCISE IN DETAILED LAYOUT

- Apply SLP to prepare a detailed furniture layout.

D. MULTI-STORY & MULTI-BUILDING LAYOUTS

- Planning procedures.
- Case examples.
- Case exercise in multi-story layout.

E. UPDATE ON ENVIRONMENTAL ISSUES

- Acoustics.
- Color.
- Indoor air quality.
- Ergonomics.

F. PROJECT MANAGEMENT

- Organization.
- Planning and scheduling.
- Installation.