SUNLINE OFFICE

The Complete Guide to Office Planning and Design

If you own or manage a business, you likely spend much time in the office. You might even feel like you spend more time at work than home. According to Harvard Business Review, CEOs work an average of 62 hours a week, and about half of that time is spent at the company's headquarters.

Whether you're the CEO of your company or not, the way your office looks and feels can impact your productivity and overall job satisfaction.

Offices are no longer the cold, uninviting spaces they were. A modern office should be designed to improve the health and well-being of everyone who uses it. With the proper layout, design elements, and furniture, you and your employees can feel more inspired and motivated to help your business grow.

You need a plan to revamp an old office or design a workspace in a completely different building. This handy guide will help you start the process.

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How To Choose Your Office Space

It might be hard to imagine going to your office in a horse-drawn carriage, but this may have been part of the routine for some office managers in the old days. Working in an office building can be traced back to the 18th century **with the East India Company in London. Back then, office workers complained of feeling like prisoners, and some even threw themselves from the windows.**

Things were not much better for office workers during the early 1900s when buildings housed "bullpen" layouts. Companies typically arranged desks in rows to create a bullpen layout and did not use any partitions to separate them. Workers lacked privacy and proper lighting, and these offices were usually noisy. Companiesalso did not bother giving workers ergonomic desk chairs.

As you might imagine, offices used to be uncomfortable places to work.

Fortunately, things changed in the late 1950s when German designers promoted an "office landscape." Office landscapes were spacious, flexible, and equipped with high-quality furniture. The goal was to create work environments more tailored to individual needs and reflected a democratic management style. This design philosophy made its way to the United States during the 1960s.

Today, business owners take a worker-centric approach to office design. Companies recognize their employees as their most valuable resource and view the workspace as a tool to help them reach goals. As a result, modern design trends focus on comfort, productivity, sustainability, and fostering employee health. **Comfortable employees make productive employees.**

The first step to creating a welcoming, thriving office environment is to choose a building that works. In this chapter, we'll show you how to pick the right office space.

If you already have office space but need a new layout, check out our products at Sunline Office.

Things To Consider When Choosing An Office Space

When choosing an office space, consider your needs and goals carefully. How your office building looks and feels will impact your employees and make an impression on your clients. It will also be a significant operating expense.

Office rent varies widely based on square footage, building class, amenities, and location.

So, what are your office space criteria? Knowing what you need will help you narrow your options. **Here are the factors you'll want to consider:**

LOCATION

You need to consider location and proximity to customers and vendors. Ideally, you'll want to choose a safe and convenient location for clients to reach. Also, consider surrounding businesses and their fit with your company.

For example, consider nearby amenities and how they might impact visitors' experiences. Maybe there's a cafe nearby that'll make it easy for you and a client to talk business over lunch.

SECURITY

Think about whether you can run your business and store supplies securely in the location. Consider crime levels in the area and whether security measures exist, such as fences, cameras, alarm systems, or security staff. Think about entry points into the building and what they require for access.

Too many public entry points increase the vulnerability of a building.

NOISE

Consider the noise level surrounding the building and how it might impact your business and your employees. Too much environmental noise can lead to poor concentration, increased stress, and decreased productivity. Therefore, you'll want to reconsider choosing the office building next to a sports stadium, even if it has a beautiful green courtyard.

RENT

Rent is influenced by location. Renting in the heart of a large city or upscale neighborhood will generally cost more than renting in the suburbs or a less desirable area. However, that doesn't mean you should base your decision on rental costs alone. You need to consider the spending power of your customers and who you want to attract.

UTILITIES

Research the service providers in the area you're interested in so you know who will provide the utilities and internet for your building. Consider factors like internet reliability, cost, and the quality of service offered. While you might not consider utilities a deciding factor, it could help you choose between your top options.

SPACE

Consider the space you need for the number of employees you have. Having enough space to make employees feel comfortable as they work is essential. You'll generally want at least 70 square feet of personal space per employee.

This number might be a lot higher, depending on your employees and the type of work they perform.

For example, if your workers require large desks or extra storage space, you'll want to consider that. Ensure you'll have enough space for future employees, and don't forget to save room for meetings, breaks, and visitors.

DESIRED LAYOUT

Though you don't need to know whether you want an open or closed design, it helps to have an idea before you go office shopping. Consider whether an office space will support your desired layout or would require you to remodel the area. Envision your ideal office as you shop around.

ACCESSIBILITY

Consider choosing an office offering plenty of natural light, but remember you'll need a way to filter incoming light. If there are no windows, think about how you'll bring energizing light to the space using artificial lighting. Proper lighting is necessary for preventing eye strain and is essential to ergonomics.

BUILDING QUALITY

How does the building look? Is it visually pleasing and in excellent condition? Will it reflect your brand well? Would you be proud to share photos of the office with potential clients? These are all questions you'll want to ask yourself as you explore the possibilities.

FACILITIES

What facilities are offered in the building? Are there daycare services, an outdoor space, or a fitness center? Think about the amenities your employees want and need. You'll increase their job satisfaction as a result.

WORKFORCE RESOURCES

If you plan to hire new employees, consider the region and the workers available. Consider the local education and whether you'll have access to a talented pool of candidates.

NEARBY HOUSING

Are there affordable housing options near the potential office space? If employees can live comfortably near the office, you'll save exhausting commutes, and they'll be more likely to stick around.

TAXES

Research local and state taxes and consider how they impact your business.

LOCAL ZONING ORDINANCES

Check the area's zoning laws and ensure you can legally operate your business.

YOUR OVERALL IMPRESSION

Think about how the building makes you feel and envision it fitting your brand. It may be time to decide if it feels right and seems like a good investment.

PICTURED
800 Series Glass Walls

Should You Rent Or Buy An Office Space?

Maybe you've found the perfect office space that has everything you need. But, perhaps this office paradise is for sale, not for rent. Should you take the leap and become an office owner rather than a renter? Owning an office is much different than renting one.

The Pros And Cons Of Buying An Office

THE PROS

- You can build equity
- You'll face fewer restrictions on remodeling and decorating
- You can rent out extra office space
- You may pay less for the space over the long haul
- You won't have to worry about escalating rent amounts

THE CONS

- It typically costs more upfront
- You'll need to maintain the property
- You'll have to pay property taxes

The Pros And Cons Of Renting An Office

THE PROS

- You'll have greater flexibility if you plan to change locations
- You'll face minimum property maintenance
- You may be able to rent in a good location
- You can typically expect lower upfront costs

THE CONS

- Your rent may increase over time
- You may have to deal with a landlord
- You'll have less control over how the office looks

Now that you have a better idea of what it takes to find the right office space, you need to know how to utilize your layout to get the most from it. This next chapter will tell you all you need to know about optimizing your office space layout and help you understand the different types.

02

Conceptualizing Your Office Layout

The office layout refers to the space's arrangement of equipment, furniture, and supplies. Office layout impacts efficiency and comfort levels for employees. For example, imagine placing call center employees at a large central table without dividers between the workers.

Disregarding privacy and acoustics would make it hard for employees to concentrate and do their jobs well. On the other hand, if the same employees had quiet, private workspaces, they could hear customers through their headsets with much less effort.

It's also important to arrange furniture thoughtfully to fit the necessary equipment into the space. Maximizing your space can save on remodeling costs and keep employees from taking too many extra steps.

In this chapter, we'll explore common office layouts to help you find the right fit for your business. If you need assistance deciding on a design, reach out to us at Sunline Office—that's what we're here for.

The Benefits Of An Effective Layout

So, is it worth investing in a carefully executed layout? It's really up to you and your business goals, but there are many advantages to having a practical layout, **such as:**

- Creates a positive and interactive work environment
- Fosters interpersonal relationships
- It makes work feel more meaningful
- Uses the space to improve workflow
- Creates a sense of belonging among employees
- Improves employee satisfaction overall

How Do You Plan An Office Layout?

To plan your office layout, you need to consider several factors first, **such as:**

PRIVACY

Consider the level of privacy your employees need to complete their job duties. This is important for employees requiring high levels of concentration. For instance, you probably don't want to place quiet areas alongside heavily trafficked walkways. You'll want to prioritize privacy if it will positively impact productivity.

NOISE

Consider noise levels and how they can affect productivity and the ability to focus. This might involve placing copy machines and other equipment in separate rooms away from individual workstations. Likewise, you may want to leave the research department out of the ping-pong room.

MEETING SPACES

Think about where and how often you wish to have meetings and how much space you need. For example, if you frequently need to meet with employees but still want to give them personal workspaces, you might have a central collaboration area and individual cubicles lining the perimeter.

NATURAL LIGHT

Consider ways to maximize the use of natural light in your layout. Natural light is a free mood-boosting resource you don't want to waste if available, but consider glare when arranging workspaces in a sunlit room. Plan to balance artificial and natural light to ensure workstations are always adequately lit.

DEPARTMENTS

Think about your company's different departments and which should be located close to each other to improve workflow. For example, you may want to place the research and development department next to the marketing department so workers can frequently collaborate without walking too far.

ACCESSIBILITY

Your office should include accessible routes and workstations to accommodate individuals with disabilities. For example, office furniture should be placed a minimum of 32 inches from walls to allow easy access in a wheelchair. Be sure to consider accessibility when you design your new layout and how it might impact current or future employees.

> Once you've considered what you need in your space and its purpose, start mapping out furniture placement to help you envision your desired layout. You might start with a copy of the current office floor plan or use a layout tool online. As you map out a detailed floor plan, consider lighting, pathways, and employee departments.

Rooms To Include In Any Layout

Regardless of the type of layout you choose, the following rooms can help provide a productivity boost:

- **Various conference rooms**
- **Private phone rooms**
- **Kitchen, cafeteria, or any type of eating area that fits your company culture**
- **A relaxing common area that's separate from the workspace**
- **An outdoor patio or courtyard**
- **An office gym or fitness area**

Include elements you plan to keep, such as the conference room or kitchen, and mark anything you wish to remove. Add existing furniture to the plan, and place electronic equipment near power outlets if possible. Once you have the static pieces in place, experiment with new furniture ideas and layouts.

If you need inspiration, browse office floor plans online to view examples, or skip to the next chapter of this guide for layout ideas. We'll look at the different layouts next to help you along.

What Are The Different Types Of Office Layouts?

If you asked someone to describe the average office, they'd probably mention rows of cubicles. While cubicles are still essential components in many offices, they are only part of the solution.

Here are the different common types of layouts, cubicles included:

CUBICLE LAYOUT

Also called a closed layout, this traditional style utilizes partitions to create private, partially enclosed workspaces for employees.

Cubicles help employees stay focused and are sometimes necessary parts of an effective layout. For employees who need privacy and minimal distractions, a cubicle layout is your best option.

With cubicles, employees can also personalize their workspaces, conveniently access belongings in overhead storage cabinets, and be close enough to co-workers to collaborate.

TEAM-BASED LAYOUT

With a team-based layout, separate work areas are formed to accommodate different teams. This type of layout usually includes individual workstations and a space for collaboration within each department. It helps employees with similar roles work together on a single project.

It may also include different compartmentalized areas designed for specific tasks.

OPEN LAYOUT

An open layout generally means the space is free of partitions and private workspaces, and individual desks may be replaced with large tables or benching systems. With an open plan, employees might move around throughout the day and work at different stations. Open plans may be ideal for highly collaborative or social work environments.

Even with open layouts, it's a good idea to include quiet spaces where employees can hold private calls or complete tasks requiring high concentration.

HYBRID OR COMBINATION LAYOUT

A hybrid layout combines an open plan with individual workstations. Hybrid layouts are flexible and allow you to create a tailored environment.

Choosing furniture that can easily be reconfigured can help you create a hybrid design. You might also include low partition walls to encourage interaction while providing some privacy.

Hybrid layouts may be the ideal solution for accommodating introverts and extroverts in the workplace.

THE GET-UP-AND-MOVE LAYOUT

Many office workers probably wish they didn't have to sit so much at work. Most of us know that sitting for long periods isn't the best for our health. To increase your employees' well-being, create opportunities to get up from their desks and move. As a bonus for your business, you'll also see better work results because movement increases productivity and focus.

Consider including common areas to encourage employees to get up and stretch or add adjustable standing desks to the layout. You might also allow employees to work at different workstations throughout the day rather than stay at assigned desks.

THE OPTIMAL LIGHT LAYOUT

Although artificial lighting has significantly improved over the years, it's important to provide as much natural light as possible. If your office offers plenty of natural light and you plan to have rows of desks in your space, arrange them in single columns running parallel to the window wall.

If you wish to create clusters or use an open plan, consider how the light might cause glare. Depending on your space, add mirrors to reflect the light and spread it throughout the room.

THE TRENDY HYBRID LAYOUT

The current trend in office layout design is to create a variety of workspaces. This may mean combining open-plan furniture with private workstations and strategically placing meeting areas. To create a hybrid layout, think of how your employees use their workspaces daily and how you can improve workflow via furniture arrangement.

For example, you might arrange the furniture according to different "zones." One zone might be deemed the "focus zone," allowing employees to work on tasks individually. Anotherarea may be reserved for collaboration and another for relaxation and interaction.

You might include small, quiet alcoves or outdoor spaces where employees can take short breaks away from electronics and other sources of stimulation so they can recharge their minds.

Make sure to consider the different types of employees you have and what they need to be productive. For example, some employees prefer to stand as they work, while others like to sit. Include a mix of desks to accommodate different workspace preferences.

Overall, there are no rules when it comes to creating a hybrid layout. The point is to arrange work areas thoughtfully according to your employees' productivity needs.

> Though having an office space layout in mind is a step toward ensuring comfort and productivity for you and your employees, execution is everything. Chapter 3 is all about implementing what you've learned about office layout thus far with inspiration from a few tips and tricks.

03

Office Design Ideas and Considerations

Office design includes functional and decorative items in the space, including color, lighting, and layout. All components that make up office design can impact employees' moods and attract talented workers. Office design enables you to create an ideal workspace for different personalities.

In this chapter, we'll explore the various elements of office layout design and share ideas. If you need assistance designing an office space layout that encourages growth and innovation, we'll be happy to assist you at Sunline Office.

Office Design Considerations

Before you install a ball pit in the meeting room, take some time to consider your employees and the entire office space. Every company has different office design requirements, and it's all about you and your employee's needs.

Here are factors to consider:

CURRENT WORKSPACE

What aspects of your current workspace are the most satisfying that you plan to keep? For example, is there a couch your employees adore and would undoubtedly miss? As long as it's still in good shape, make sure you keep the couch. On the other hand, if you have artwork that no longer feels inspiring, consider decorating the walls with pieces that better fit the company culture.

EMPLOYEES

Think about how you want your employees to feel. For example, do you want them to feel less stressed? If so, consider creating a "zen" room with calming blue or green walls and comfortable seating. Want them to stay focused? Add more plants to the workspace.

BRAND

Consider your company brand and the impression you want to make on visitors, clients, and potential employees. Plan to incorporate elements of your brand throughout your design.

For example, you might choose colorful desk chairs to express your brand or decorate the walls with custom art. You can pull colors from your logo to make decor or furniture choices. Your brand-inspired design will remind employees of the company's mission and help them feel like a team.

BUDGET

Before you plan to make any changes or buy new furniture, you need to have an idea of how much you can spend. Depending on your budget, you may need to prioritize certain pieces and design elements, adding the most important pieces and bringing the rest in over time.

AESTHETICS

One of your goals in creating or redesigning an office is to ensure it's visually pleasing. Plan to use design elements like colors, textures, and patterns to make an office more appealing, inviting, and inspiring.

Be sure to incorporate decor elements that suit the color scheme. You can use the color wheel to help you make the right choices and remember the rule of three: Limit a color scheme to three colors.

Office Design Ideas

Even though office design varies depending on a company's personality, there are some general tips that just about any office can use. Whether you manage a tech company or a call center, the following design ideas will help you create a comfortable environment that promotes productivity and well-being:

Use lighting inspired by nature

Ideally, you'll want to incorporate as much natural light in your office as possible. You might replace walls with glass panels to spread natural light further or install mirrors to help disperse sunlight.

Why is natural light so important? Exposure to daylight is known to improve sleep, well-being, and productivity.

Add adequate storage

A cluttered, disorganized space can make it hard to work efficiently. It's also visually overwhelming and can make employees experience unnecessary stress. Ensure you include enough storage options and shelving units in your design to help every employee stay organized and calm.

Choose work-enhancing colors

Colors can impact mood and productivity. For example, blue is believed to increase focus. Green, a color found in nature, is said to help workers stay calm and energized even while working long hours. You can use the power of color psychology when choosing colors for the walls, furniture, or decor.

Bring the outdoors inside

If you research current office trends, you'll likely encounter photos of plant-filled spaces. Companies have realized the importance of natural elements in office design and have prioritized making their workspaces greener.

You can add plants, wood elements, and nature-inspired artwork to make employees feel connected to the outdoors as they work. Or, if possible, create an outdoor space for employees to enjoy.

According to the University of Exeter, researchers have found that plants might increase productivity by 15%. Therefore, creating an eco-friendly vibe in the office is likely worth the investment.

Encourage communication

Make sure your overall design enables your workers to communicate, collaborate, and be mobile when needed. This means having reliable Wi-Fi, easy-to-access charging stations, and laptop-friendly communal areas.

Create a residential feel

Design elements such as decor, furniture, and artwork can give your office a cozy residential feel. For example, you might decorate the lounge with bookshelves, soft couches, and plants to mimic a living room.

Creating inviting, home-like spaces throughout the office can make employees feel happier and less likely to look elsewhere for work.

Bring in ergonomic furniture

Prioritize furnishing the office with ergonomic pieces. Ergonomic furniture is designed to improve posture, comfort, and health. When you consider the rules of ergonomics, you'll help employees reduce the risk of work-related injuries, making them feel appreciated.

PICTURED
Ergo Plus Chair

Tips For Making An Office Feel More Spacious

No matter the size of your business, too much clutter or the wrong color choices can make an office space feel cramped. On the other hand, a bright and airy office feels clean, promotes creative problem-solving, and opens the mind to possibilities.

Here are tips for maximizing your space and making an office feel more open:

- Remove clutter and any unused furniture or equipment.

- Flood the space with natural light, if possible.

- Use light colors on the walls.

- Add reflective surfaces.

- Use vertical space as much as possible and try to pull the eye upward.

- Consider converting paper to digital for all files to reduce clutter.

PICTURED
Glass Walls, 10ft

- Limit the use of accessories.

- Hang oversized art on the wall, but don't add too many pieces to the same area.

- Avoid blocking windows or pathways with furniture.

- Choose light, multi-purpose pieces, such as expandable tables.

- Choose furniture shapes that eliminate unused space.

- If you plan to create a collaborative work area, place the furniture in the center of the room.

- If employees need privacy while they work, focus on placing furniture around the room's perimeter.

04

How to Choose the Right Office Furniture

Think of a time you sat in a really uncomfortable chair. It was probably hard to focus on anything other than your discomfort. Now, imagine employees sitting in uncomfortable chairs all day. It's probably not a pretty image regarding productivity.

Choosing the right furniture is critical to your employees' ability to create their best work. When you choose office furniture, you invest in your employees' health and your company's future. So, when it comes to office design, it'd be better to splurge on new desk chairs than a climbing wall—if your budget requires you to choose.

When it's time to shop for office furniture, you'll encounter many options, which might initially feel overwhelming.

Let this chapter be your office furniture buying guide. We'll explore your options and provide some helpful tips. If you need help along the way, reach out to us at Sunline Office.

How To
Get Started

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Buying new office furniture requires careful consideration, and you don't want to run through the process too fast.

Before you invest in any new pieces, take these steps.

EXAMINE YOUR SPACE

First, consider the rooms you need to furnish. Do you need furniture for a new conference room, or are you planning to add new pieces to all the workspaces? Evaluate the furniture's current condition in every room, and think about how you'll create a cohesive look throughout the office.

ASSESS YOUR NEEDS

Think about the purpose of each room and the number of employees you need to accommodate. For example, how many employees can use the new communal space at once? Or, if you want to encourage employees to stand more often, how many standing desks will you need?

THINK ABOUT AESTHETICS

What look are you going for with your office makeover? Are you trying to create an outdoorsy, productivity-boosting style or a playful, colorful look to spur innovation? Think about color schemes, your design style, and what you want to accomplish. Aim to choose furniture pieces that increase the visual appeal of the whole office.

REVIEW YOUR BUDGET

As mentioned in the previous chapter, you'll need to know how much you can spend on furniture before you shop. Be sure to prioritize pieces that will improve your employees' comfort and health, such as ergonomically designed desk chairs or private cubicles. If there's room in your budget after choosing must-have pieces, consider ways to enhance bonus spaces, like outdoor areas.

MAKE A LIST

If you have many rooms to furnish, it'll help you make a list. Write down all the furniture you need so you don't forget anything.

PICTURED
Privacy Booth

What Should I Look For In Office Furniture?

When you're ready to shop for office furniture, make sure to look for the following qualities:

- **Durable**
  Choose furniture that's built to last, so you won't have to replace it anytime soon, and you can keep employees safe.

- **Easy to maintain**
  Select materials that are easy to maintain and keep clean. For example, leather and vinyl are easy to wipe down and may make ideal choices in break rooms.

- **Consider ergonomics**
  Sitting at a desk all day can have serious consequences and lead to pain, eye strain, and headaches if the furniture does not have an ergonomic setup. Choose desks and chairs designed to provide back support that can be adjusted to suit each employee's needs.

- **Comfortable**
  Comfort impacts productivity. Employees who are comfortable won't be distracted by pain and can focus on their work. Choose chairs with soft padding to make employees feel cozy at their workstations.

- **Flexible**
  Modern offices call for flexibility. With the right furniture, you can transform a collaborative space into one with private sections and vice versa. For example, an adjustable standing desk allows employees to stand for a few hours and sit again when they need a break. You might also wish to incorporate sliding cubicles to change the layout whenever you need to.

- **Functional**
  Choose furniture that will help your employees complete their jobs. For example, if most workers sit at a computer all day, you'll prioritize comfortable desk chairs. Furniture should also fit into the space well. Stack chairs offer an easy solution when you need temporary seating.

- **Timeless**
  While a few trendy furniture pieces can add splashes of color to the office, you'll likely want most pieces to have timeless appeal. A timeless style pleases a range of personalities, and you won't have to worry about items looking dated. For example, neutral colors like black or gray never go out of style. Cool tones like blues and greens also stand the test of time.

What Are The Office Furniture Options?

When you think about it, offices are not mysterious places—or at least, they probably shouldn't be if you don't want clients to get lost. Offices have always been spaces for people to unite, share ideas, and tackle projects. Modern office furniture is designed to aid office work and suit a company's needs.

The following options would adequately furnish an office space in most cases, whether your employees frequently need to brainstorm or spend time alone.

Here are the essentials:

CUBICLES

Did you know that cubicles have been around since the 1960s? Robert Propst invented cubicles to improve working conditions and give employees private, quiet workspaces.

These semi-enclosed spaces still exist because they offer flexible, customizable solutions to meet employees' privacy needs. Cubicles are helpful for managers, too, because they allow employees to concentrate and work without distractions.

If you're looking for flexible options, consider sliding cubicles because they are easy to reconfigure. Choose high-wall cubicles for extra privacy or low-wall cubicles to encourage interaction.

PANEL SYSTEMS AT A GLANCE

Sunline panels are a fraction of the cost of other leading new workstation brands, and in a similar price range as "used" workstations.

SIGNATURE   **SELECT**

VS

OVERVIEW

• Sliding panel workstation with easy to configure flexible design	• Monolithic workstation with segmented look
• Panel Heights go from 41"-83" High	• Panel Heights go from 53"-65" High
• Numerous footprint size options	• Numerous footprint size options
• 3 in-stock fabric options	• 1 in-stock fabric option

DESIGN

• Sliding panel design	• Monolithic design
• Anodized aluminum trim	• Anodized aluminum trim
• Horizontal support rails provide added strength and rigidity	• Horizontal support rails provide added strength and rigidity
• Integrated base for segregated power/data with fold down access cover for easy access	• Integrated base for segregated power/data with fold down access cover for easy access

OPEN CONCEPT WORKSTATIONS

Open-plan benching and desk systems allow employees to collaborate while still having private work areas. Benching systems, for example, are long, space-saving desks made to accommodate several employees. Many include built-in storage and filing cabinets at each seat, and if you wish to increase privacy, you can add small dividers between workspaces.

DESKS AND CHAIRS

You have a wide range of options when it comes to choosing desks and chairs that are comfortable, functional, and flexible desks and chairs.

From sleek managerial desks to individual sit-stand desks, you shouldn't have trouble finding what you need. Desk chairs are also available in various options for any budget and style, including comfortable ergonomic chairs your employees will appreciate.

LOUNGE FURNITURE

Use high-quality and attractive lounge furniture to keep visitors comfortable as they wait or to create relaxing employee break areas. Lounge furniture typically includes a sofa set and coffee table and may feature a formal or casual look. With appealing, comfortable lounge furniture, you'll make a positive impression on guests and clients and help employees rest and recharge.

CONFERENCE TABLES

Conference tables are essential pieces for meeting rooms. They invite employees to sit down and discuss ideas, engage in a training session, or ask questions. Conference tables should be attractive and make a powerful impression. They come in a range of shapes, sizes, and finishes and should reflect your brand.

Be sure to measure the room and consider the other pieces to purchase a table that fits.

How Do I Choose An Office Desk?

With so many options, you might feel overwhelmed when choosing the ideal desk for your private office. When you determine what you need and want, it'll be easier to choose.

Here's what you'll want to consider:

Think about the desk's purpose

First, consider how you or your employees will use the new desk. Will you be working on a computer all day? If so, choose a desk designed for computer use. If your job requires a lot of paperwork, ensure the desk has plenty of surface space. Choose a standing desk if you want to give your back a break.

Consider ergonomics

Be sure to choose a desk with enough clearance for your legs and feet, considering shoe height. If you select a desk that cannot be adjusted, make sure to pair it with an adjustable chair.

Compare desk materials

Think about the look you want and choose a quality material. For instance, a wood grain laminate finish is elegant and scratch-resistant—perfect for an executive's office.

Prioritize durability

You want to choose a durable, high-quality desk to make an impression and show you mean business. A classic wood finish, for example, is as durable as it looks. When you show clients you're confident enough to invest in high-quality furniture, they'll feel certain your company is designed for success.

What Type Of Chair Is Best For Office Work?

Office chairs do not need to be fancy—unless you want them to be, of course. The most important feature of any office chair is its ability to provide proper support. For example, you should be able to sit back in your chair with your back supported and your feet flat on the floor.

Overall, the best type of chair for office work includes the following features:

- 360-degree swivel
- Adjustable lumbar support
- Pneumatic seat height adjustability
- Adjustable armrests or no arms for computer use

Check out our selection of office chairs and make your employees happy.

PICTURED
Ergo Classic Chair

PICTURED
SUNLINE Elevate Chair

New Vs. Used Furniture

At some point during the furniture-buying process, you might wonder if you should save money and purchase used furniture. While buying used furniture might save you money upfront, it may not be worth it if you want to increase employees' productivity and provide ergonomic support.

Used furniture, like chairs, for example, may not be as supportive as modern chairs, which are now designed specifically to reduce work-related pain.

New furniture will refresh your office and show clients and employees you care and plan to grow.

Okay, you have your space layout ready to go, your design is finalized, and your new office furniture is on the way. In the final chapter, we'll go over how to install and assemble your furniture and put the final pieces together to create an office you and your employees will look at like a second home.

05

How to Install and Assemble Office Furniture

To install and assemble office furniture, you'll generally need tools and a little experience. Every configuration is different, so you'll need to read the manufacturer's instructions carefully and make sure you have the right tools before you start connecting the pieces.

Although you don't have to hire professionals to do the job, it may be worth it, depending on your situation. Professionals will ensure your new office furniture is assembled and installed quickly, correctly, and safely. And, since you probably plan on having your employees and clients use the new furniture, you want to ensure they're safe.

In this chapter, we'll provide tips for office furniture installation to help the DIYers. If you get stuck and realize you need the helping hand of a pro, reach out to us at Sunline Office.

Tips For Assembling An Office Desk

Assembly instructions for an office desk should be easy to follow, right? If half an hour has passed, and you're still trying to open the box the desk parts came in, don't fret.
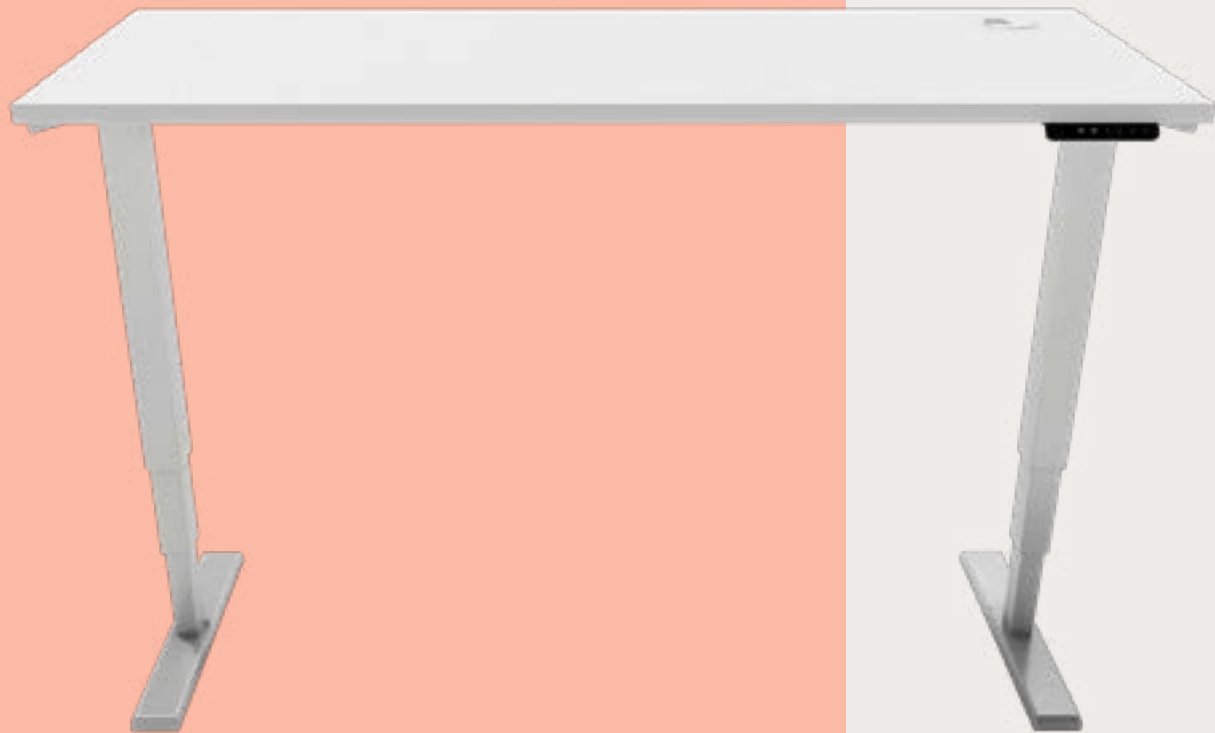
PICTURED
Standing Desk

Here are tips to help you survive the desk-assembly process:

Put it together on-site

Plan to assemble the desk where you'll use it so you don't have to worry about transporting it once it's ready. Make sure you have adequate room to assemble the desk first.

Recruit a buddy

Having an assistant nearby to help with the assembly is a good idea. If no one's available, consider using clamps to help you while you work.

Read the instructions

First, review the manufacturer's instructions to understand the sequence. You might read over the instructions several times until you feel confident you're ready to begin.

Gather tools

Gather the tools you need to put the desk together. This may include a tape measure, Allen wrench, drill, screwdriver, hammer, and level. It may also help to grab a few small containers to keep nails and other tiny pieces organized.

Lay out the parts

Lay out all the pieces to work more efficiently. This is another reason you want to ensure you have plenty of space in your office before you get started.

Take your time

Make sure you don't book any meetings the day you plan to assemble the desk. You'll need time to work comfortably and follow each step precisely.

Watch videos

If you're having trouble following the instructions, check the manufacturer's website and see if tutorial videos are available to help you visualize the process. If the manufacturer does not provide any videos, you may be able to find tutorials online through other resources.

Double-check your work

Reread the instructions and double-check each assembled part to ensure it's in the right place. This will help prevent any "whoops" moments later on.

How To
Assemble Cubicles

When most people look at cubicles, they probably don't consider how they were assembled. Although cubicles look rather simple in design, putting a traditional cubicle together is an involved process. Thankfully, a modern sliding system, like a Sunline cubicle, is easier to assemble.

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SIGNATURE SINGLE CUBICLE

To assemble and install Sunline cubicles, you'll need a few tools, such as a level, drill, and screws.

Next, take these steps:

Lubricate the posts

Use the provided wipes to lightly lubricate the grooves inside each post. This will make it easier to slide the panels in place.

Assemble the first panel

Slide the bottom panel into the corner post. You might add a raceway here. Slide a post on the other side, likely a two-way post, to connect panels horizontally. Complete the panel by filling it in with other sliding sections, creating any configuration you want.

Put together the remaining panels

Hold up the following post and slide in more panels. Be sure to use the correct connector post whenever you come to a corner to create a two-sided corner, T-intersection, or a four-way intersection of panels.

Add the file cabinets

You can add the file cabinets once you have all the panels assembled in the configuration you want. The cabinets are designed to bear the weight of the countertop. You'll install cantilevers, which will hold the work surface up.

Install the overhead storage cabinets

To install overhead storage cabinets, you'll simply clip each cabinet into the groove on the top panel. Self-tapping screws can add extra security and ensure the cabinets stay in place.

Secure the work surfaces

Add the cantilevers and clips to support the work surface. Place the countertop on the supports and secure them underneath with flat metal plates.

How Do You Connect Power To A Cubicle?

The cubicle wiring depends on whether you have panels with raceways or use extension cords under the panels. You may need to install a power whip connecting the cubicle to the building's power source. It's best to hire a licensed electrician to safely connect the electrical whip to the main power.

Otherwise, the instructions with your cubicle will tell you how to connect the wiring properly.

Ask The Pros For Help

Even the highest-quality piece of furniture won't do much good if it's not assembled and installed properly. It's worth hiring professionals to do the job to ensure the furniture is assembled and installed quickly and correctly.

At Sunline Office, we offer a professional installation service to save you time and bring you peace of mind.

We Got Your Back At Sunline Office

Designing or redesigning your office takes careful consideration and planning. After all, it's where you and your employees spend a significant amount of time and energy. Creating an inviting, comfortable space that promotes well-being is worth it. Happy employees are productive employees, and every boss knows that a business can't get anywhere without a dedicated workforce.

Fortunately, designing a great office space is much easier than it was a hundred years ago. Thanks to decades of research and technological advancements, furniture manufacturers better understand how to impress clients and enhance comfort and functionality.

At Sunline Office, we have everything you need for a complete office transformation, from flexible cubicles to sleek executive chairs. You and your employees deserve innovative furniture to bring out your best and make each workday a little less stressful.

To start your office makeover, browse our furniture online or get in touch with us today!