

Office planning – Essential office furniture

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What furniture does your office definitely have to have and how do you choose the right styles for your space?

When it comes to planning your office, it isn't just a case of counting up how many people you need to accommodate and ordering some desks. A lot goes into creating a functional, practical and comfortable office environment, not to mention all the health and safety aspects you have to consider.

In order to get the most out of your office, you need a plan in order to set the space up correctly. This means knowing what goes where, how your design may impact people and exactly what office furniture is totally essential.

If you already have an office but are planning a refurbishment, take a look at [our helpful checklist](#) to ensure your redesign goes smoothly. If you're starting out with a brand new space, this guide will take you through all of the essentials you need to consider.



How much space do you have?

Before you can even start looking at the office furniture you might need, you have to look at the space available to you. Make sure you have accurate measurements of your office, understand the shape of the space and whether there are any possible obstructions that can't be moved – such as support pillars.

A diagram of the room that shows accurate dimensions can be a big help and allow you to plan the layout of your furniture. It will also show you where windows, exits and separate offices are, which will enable you to plan accordingly.

You also need to bear in mind the minimum space requirements an office has to have. [HSE regulations state](#):

“In a typical room, where the ceiling is 2.4m high, a floor area of 4.6m² (for example 2.0 x 2.3m) will be needed to provide a space of 11 cubic metres. Where the ceiling is 3.0m high or higher the minimum floor area will be 3.7m² (for example 2.0 x 1.85m). (These floor areas are only for illustrative purposes and are approximate).”

While these regulations provide you with minimum space requirements for each employee using the office, you should also factor in comfort and any special requirements. Extra space for individual workstations can mean staff are more comfortable, which will ultimately ensure they are more productive, as well as happier.

