



## Planning Your New Office Layout? Consider These 5 Factors

*This is an extra resource to go along with the original article:  
[How to Plan for an Office Move](#)*

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Working with an experienced architect who understands your employees' office space needs is the best way to plan an office layout. However, as you're planning, ask your team about each of these factors and how they'll be addressed in any office plan.

### 1. Employee Privacy

Productivity will suffer and morale will plummet if employees who require privacy to get their work done can't get it in their new offices. Employees who are used to being able to close their doors may not take kindly to losing those doors to a potential open layout. Don't design your office based on trends or on what hot tech startups are doing. Base the design on what your employees need.

### 2. Noise

A pleasant buzz of chatter and activity can be energizing. But if the environment gets too loud in the wrong places, employees will complain. Ask your architect what their thoughts are on noise and acoustics, especially around open or communal areas. Consider that some noise may come from outside the office, such as from a busy intersection.

### 3. Meeting Space

It's a good idea to present your architect or office planner with data about how your employees meet (we discuss tools to gather that data in [our article on modern tools for the high tech office](#)).

Ask them how the space can accommodate both larger meetings and smaller, informal meetings of just a few people in the most space-efficient way possible.

#### **4. Natural Light**

Natural light is a proven productivity booster, as we mentioned in our article on [making an impression at the front desk](#). Commercial architects may be able to maximize natural light within any space with the way they arrange walls and locate enclosed office spaces.

#### **5. Proximity**

Which people and departments should be working together in close proximity? What message will you send to employees with the office locations and styles of the CEO and other higher-ups? The new office's layout / seating arrangement will probably be the most anxiously awaited and thoroughly discussed element of your floor plan. Carefully consider how it could be interpreted before you make it public.