Design your office for the behaviour you want

People do what the office makes easy. Use this page with your design team before you approve a layout. Full guide with research sources: officea.in/blog/how-office-design-affects-employee-behaviour/

Nine design choices and what to do

Design choice	What to do
Distance between teams	Seat teams that work together every day side by side; plan adjacencies before desks
Where leaders sit	Fewer, smaller cabins with glass fronts, placed nearer their teams
Daylight and glare	Plan blinds and films for the facade; keep the window line open
Fresh air	Size fresh air for full occupancy; filter it for NCR winters
Noise and privacy	Phone booths, small rooms, acoustic ceilings, quiet zones
Plants and materials	Planters as dividers, with a maintenance plan
Choice and control	Good chairs, task lighting, a range of settings
Places to gather	A real pantry or cafe, and a space for town halls
Care spaces	Mothers' room, quiet or prayer room, accessible toilets

10-point sign-off checklist

- [ ] We know which two or three behaviours the new office must support.
- [ ] Teams that work together every day sit next to each other.
- [ ] Cabins are kept to the number truly needed, with glass fronts where privacy allows.
- [ ] The window line is used by workstations or shared seating, with glare control planned.
- [ ] Fresh air is sized for full occupancy, filtered, and checked in meeting rooms.
- [ ] There are enough phone booths and small rooms for our call load (one per 15 to 20 desks is a common start).
- [ ] Noisy zones (reception, pantry, sales) are separated from quiet ones.
- [ ] There is a pantry or cafe with real seating, and a space for the whole team to gather.
- [ ] Mothers' room, quiet room and accessible toilets are on the plan.
- [ ] Plants have a maintenance plan, or are left out.