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OFFICE DESIGN CHECKLIST
7 STEPS TO MAKE YOUR OFFICE DESIGN
PROJECT AS SIMPLE AS POSSIBLE



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HOW THIS GUIDE HELPS

Planning an office upgrade can feel overwhelming. With budgets, compliance, and staff expectations to consider, it's easy to overlook critical details.

This step-by-step guide will help you:

- Clarify how your current space is really performing
 - Avoid expensive planning mistakes
 - Make informed decisions based on data, not assumptions
 - Create a workplace your team actually wants to use
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STEP 1: REVIEW YOUR CURRENT WORKPLACE

Before exploring new layouts or concepts, take an honest look at how your existing space operates.

Conduct a Space Utilisation Review

How is your office used day-to-day?

Are meeting rooms booked but sitting empty?

Are collaboration zones active or underused?

Is desk space aligned with how your team actually works?

By analysing usage patterns, you can:

- Align floor area with real operational needs
- Eliminate unnecessary or oversized spaces
- Optimise space allocation before committing to new design

Gather Team Feedback



Engage your staff early in the process. Anonymous surveys or structured workshops can provide valuable insights into what is and isn't working.

Ask:

What supports productivity? What causes friction?
Where do people struggle to focus or collaborate?

This approach ensures:

- Design decisions are evidence-based
- Your team feels consulted and considered
- The new environment reflects operational reality

STEP 2: DEFINE YOUR PROJECT REQUIREMENTS

A clear and detailed brief will reduce risk, control costs, and ensure your new workplace supports both current operations and future growth.

Develop a Clear Design Brief



Your brief should outline:

- Vision for the new workplace
- Business objectives and operational needs
- Brand and cultural considerations
- Budget parameters and approval process
- Senior leadership sign-off

Assess Business & Growth Needs



Understand how your organisation works today – and how it may evolve.

- Conduct management interviews across departments
- Identify headcount projections and growth plans
- Review working styles (hybrid, desk-based, collaborative)
- Confirm future space requirements

Review Technology Requirements

Ensure infrastructure supports how your team operates.

- IT infrastructure and network capacity
- Audio-visual and meeting room technology
- Visitor management systems
- Wireless coverage and cabling
- Future technology flexibility

Evaluate Storage & Space Efficiency

Right-sizing storage prevents wasted floor area.

- Audit current storage volumes
- Identify digital transition opportunities
- Reduce unnecessary physical storage
- Plan efficient storage solutions

Assess the Building

Before committing, conduct a detailed building review.

- HVAC, ventilation and services condition
- Fire safety compliance and exit planning
- Access for construction and delivery
- Raised floors and ceiling void capacity
- Accurate floor area verification
- Orientation and natural light exposure
- Usable floorplate efficiency

Consider Sustainability Objectives

Align workplace upgrades with environmental goals.

- Energy performance review
- Green certification opportunities (e.g. Green Star, NABERS, LEED)
- Natural light and thermal performance
- Sub-metering and monitoring opportunities
- Return on investment analysis