

How to Determine the Right Amount of Office Space



OFFICE STANDARDS

Over the past decade, the amount of square feet (SF) per employee has decreased significantly. Current industry standards now average 150 SF per employee.



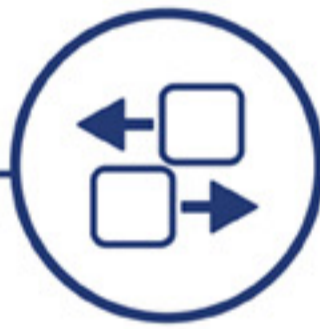
BUSINESS INDUSTRY

The type of business traditionally dictates how much space per employee: call centers avg. 100 SF, creative marketing firms avg. 150 SF, and law offices can range from 200 SF to 450 SF per employee.



EMPLOYEE WORKFORCE

Do you have part-time employees who can share a workspace by scheduling them on different days or hours? Could a co-working space such as a lounge area be beneficial to your operations? Or, can some employees work remotely? Keep these questions in mind.



OFFICE LAYOUT

An architect and interior designer can create an efficient floor plan that combines the appropriate square feet per employee with the business' functions, workflow and culture.



POTENTIAL GROWTH

Take into account space for potential growth. Determine the projected number of new hires or new equipment to be added throughout your lease term, then find a space large enough to accommodate your expansion so you don't have to move.



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