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March 2019

651-293-1135

## Moving an Office



Whether you're upgrading or downgrading, a new space opens up new possibilities to streamline your interior set-up. Here's some of the recommended ways to plan common office areas:

### **Conference room:**

When planning your conference room, take into account all the events/meetings you'll have there. If you'll be doing a lot of presentations, be sure to include some way to have video and audio hooked up to the room. If it's going to be used for a lot of brainstorming sessions, then you might want a large whiteboard. Either way, you'll want enough table space and comfortable chairs to accommodate everyone.

### **Reception area:**

Keep the reception area clean, comfortable, and on-brand. This is the first space your visitors will see, so you want to be ready for a positive first impression. Maybe you want to include some perks such as free water/coffee or charging stations. Be sure to include comfortable seating in the space; however, trying to fit in too much furniture can make it look cluttered. Would a couch look best in the reception area or multiple armchairs? Is there any way for you to include your brand colors in certain aspects of the interior design?

### **Main working area:**

For modern offices, the two main choices are usually if you want to go with cubicles or open space. Talk to your senior staff to see what they think would be best for your employees, and then plan around that. Once you've decided the general style of the desks, think about the smaller details. Will they have a standing option? Charging decks? What style of chairs do you want for a cohesive design?

### **Office Space:**

When you've got an office to furnish, always remember the key needs: desk, office chair, filing system, lighting, and seating. Your furniture should always be a good fit for your space, so measure the room out to help plan it before you redecorate. Try to think of clever ways to save space if you have a smaller office. For example, a desk with built-in shelves will save you some organization space. A short filing cabinet could fit under an L-shaped desk. Finally, always aim to have at least one comfortable chair available for visitors.

### **Additional Things to Remember:**

- Furniture can take up to 6 weeks or more to arrive, so plan early.
- Let the Post Office know about your move ASAP!
- Electric, garbage, heat may need to be set up depending on your lease agreement
- Secure a mover early in your process so your not stuck doing it all between you and your employees
- Meet with a low voltage expert before your buildout begins to determine where phone and internet needs to be located

We hope these tips will help as you plan out the move. Have fun turning your new space into the perfect home for your business!

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## **The Essentials for an Awesome Breakroom**



Often an overlooked part of office culture, the breakroom becomes an important area for employees to relax and interact, and they'll notice if your business lacks the common perks. Be successful in creating a comfortable environment for your employees by acquiring these essentials:

Free coffee/creamer/sugar. Maybe take a poll of the coffee drinkers in your office so you can figure out the best way to accommodate the demand.

Refrigerator. The best way for employees to store their lunch or snacks.

Microwave. A necessary appliance for everyone to heat up their food.

Snacks. A nice perk that doesn't have to get expensive if you keep it to a couple items like pretzels, granola bars, snack mix, etc.

Disposable silverware/plates. Nice to have on hand in case an employee needs them-especially if the break area doesn't have a sink.

Cleaning supplies. Employees like to keep their spaces clean, so having these on hand are appreciated.

Table and chairs. The breakroom can also be a gathering space to build employee trust and relations, so encourage that with seating.

If you get to a point where your budget allows some extra perks, ask your employees what they would like to see in the breakroom. Opening that conversation lets them know you appreciate their hard work and want to make the office feel like a comfortable place for them to work. Simply investing in your breakroom can help build a better work culture and improve the overall work ethic!

## March Specials

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### Lorell Black Leather Wood Frame Guest Chair



**LLR40202**

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### NATURE VALLEY Oats/Honey Granola Bar



**GNMSN3353**

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### Genuine Joe 1-ply Bath Tissue



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Offers Valid Through March 31, 2019

### Glad ForceFlex Tall Kitchen Drawstring Trash Bags



**CLO70427**

Offers Valid Through March 31, 2019

### Nestlé® Coffee-mate® Coffee Creamer French Vanilla



**NES31803**

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## Coffee Corner

## Cafe Escapes Dark Chocolate Hot Cocoa



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