FUTURE OF THE OFFICE
BEST PRACTICES & SPACE STANDARDS

The Best Practices & Space Standards guide is designed to help managers assess practical office space configurations to achieve successful service delivery, space efficiency, and employee satisfaction in the modern workplace. It's comprised of three steps — which are explained in detail below — and various standards and tips for office beautification and design.

Scan the QR code to view the full guide and corresponding space tools.

STEPS TO CONFIGURE YOUR OFFICE SPACE

Step 1: Determine How Your Team Works

The 1:1 ratio for office space is no longer the standard of a modern hybrid workplace. We now must consider many factors, including how we can best serve our students & customers; which employees may perform hybrid work; to what extent they can be allowed to work remotely; and the design and configuration of work and collaboration spaces to support them in the office.

In-Person Only	*High*	*Medium*	*Low*
• 100% on campus • Campus operations require in-person job functions • Assigned workspace; hoteling	• 80% (4 days) on campus • Job requires high in-person interaction • Assigned workspace; hoteling; or overflow	• 60% - 40% (3 -2 days) on campus • Job requires medium in-person interaction • Shared workspace; hoteling; or overflow	• Less than 20% on campus • Job functions not workplace dependent • No assigned workspace; hoteling; or overflow

Step 2: Consider Shared Space Strategies

- Consolidating Teams from Different Spaces
- Co-locating Synergistic Teams
- Creating One-Stop-Shops

The hybrid work environment is providing CSULB with the opportunity to explore different shared space strategies, increase space efficiency, and discover how working norms must shift to meet student service needs. Choose from a set of space model best practices that can help achieve these outcomes.

Step 3: How to Optimize Your Physical Space

Once a shared space model has been identified, there are several ways to assign space to individual employees. Using a mix of office space configurations can be beneficial to your overall productivity goals and office culture.

Hoteling	Desk Sharing	Neighborhoods	Traditional Space

Shared Space Model Potential

Hoteling

- *Executive Offices*
- *Standard Offices*
- *Workstations*

Desk Sharing

- *Executive Offices*
- *Standard Offices*
- *Workstations*

Neighborhoods

- *Standard Offices*
- *Workstations*

Traditional Space

- *Executive Offices*
- *Standard Offices*
- *Workstations*

The following amenities can be incorporated into work spaces across any shared space model:

Flex Work Stations

Can provide employees with cozy, semi-private environments ideal for internal teamwork and staff collaboration.

Zoom Rooms/Phone Booths

Offer private, distraction-free spaces for meetings, featuring optimal lighting and internet connectivity.

Kitchenettes

The best situations will provide sinks, water coolers, refrigerators and tables. If space does not allow these, a countertop and cabinets with sufficient electrical circuits to power common appliances is a minimum.

Designing Your Physical Space

How you design your physical office space — the colors, furniture, and equipment you use — has the potential to inspire and boost your team culture. Architects have long understood this connection between our physical space and our work and mood.

CSULB's BBS team can help you implement these concepts in your office spaces while maintaining consistency with The Beach's established interior finish palettes. Consider the following principles of design when configuring your office.

Strive to Inspire

- Implement natural light and elements of nature
- Create a serene and productive workspace
- Foster social connection

Psychology of Color

Taking the time to find the right color can improve mood, morale and productivity levels.

Lighting & Natural Materials

Task and mood lighting or lighting in the right temperature is important. Reduce the use of overhead fluorescent lighting where possible.

Utilize natural materials like wood, stone, brick, and glass to create an inviting and productive environment.

Utilize Technology

Digital Signage

CSULB is exploring how we can better use this technology for name plates, classroom signage, etc., to improve identification and use of space.

Reservation System

The campus is also piloting an Event Management System (EMS) to help notify who is working in the office and provide easy bookings.

Artwork & Decor

Branding Treatment

BBS can design and implement branded wall treatments that bring life to your workspace.

Office Personality

Consider including bulletin boards, pet boards, photos of team activities, etc., to foster connections and create interesting workspaces.

Printed Artwork

Wall art of beautiful campus scenes can be created by the Campus Print Shop from images produced by campus Strategic Communications.

Contact Us

To **launch a project** or for **general questions** about the guide

Michael Gardner

Campus Architect and Space Manager

Michael.Gardner@csulb.edu

562-985-0123