



Cubicle 101

Things to Consider When Buying Systems Furniture

Here is a step-by-step process that will make the cubicle system furniture buying experience simple, quick, and affordable. Follow these steps and you will be well on your way to an experience that will increase your ability to retain and hire top-level talent, make you employees happy and more productive, and increase the company bottom line.

1. Define Your Space

Develop a clear understanding of the area you will be filling with workstations and office furniture. Make sure there is adequate lighting and work hard to preserve all available natural light. Starting with a solid plan will help you achieve your space planning goals without overcrowding or workstation sizes.

When working with ROSI, our certified space planning consultants create visual representations of space allowing our clients to visualize their future office environment.

2. Determine Head Count

Carefully assess current group sizes and growth estimates when determining the overall head count in an area. Effective workstation environments enable workers to collaborate and build ideas quickly. Standard call center workstations require an overall footprint of 25 square feet per head, while management workstations require an overall footprint of 64 square feet.

Within the visual presentation of your future office, ROSI consultants will provide color-coded layouts with group designations as well as a total head-count legend that enables decision makers to more informed business decisions.

3. Analyze Job Function

With cost-per-employee real estate costs increasing, it is important to maximize available space while providing a workstation environment that enables employees to perform tasks and create value. At this point, it is important to define specific job functions within an environment and then determine workstation sizes and shapes.

While performing a thorough needs analysis, ROSI consultants will listen to your requests and then provide feedback and other industry standards information that will enable you to provide the right work area for the right task.

4. Create “Your” Culture

Cubicles and systems furniture enable companies to create open environments that promote sharing and collaboration or private environments that provide privacy for task workers that require quiet areas and minimal communication. While current trends point to more collaborative environments, each company is different.

We suggest that you spend time with your management team discussing culture and how it affects employee retention, the ability to hire the best and brightest future employees, and overall employee productivity. Clarity in this area will enable our space planners to provide best-in-class designs and layouts that will enable you to achieve your business objectives.

5. Power and Data – Get Wired for Speed

Power and data distribution works hand-in-in-glove with the cubicle planning process. Data and phones wires are typically fed through panel systems and exit at workstation areas that allow the connectivity required in modern day offices. Panels can be electrified and house duplex receptacles for easy plug-in of office peripherals. Panels systems include electrical modules that connect building power to the actual furniture system. Certified electricians are required to make the connection between building power and the furniture system module.

ROSI certified space planners analyze the power requirements of your workspace and then create layouts that create easy connectivity of computer and electrical devices throughout your workspace.

6. Cubicle Specifics – Create Productive Spaces

The proper selection of worksurfaces and storage areas create workstations that maximize employee comfort and productivity. Worksurfaces are offered at varying heights, widths, and depths and are also offered in fixed or sit/stand positions. Storage is offered in the form of under-worksurface file or lateral storage as well as above worksurface overhead locking flipper door units.

ROSI space planning specialists will help you match job function to storage requirements enabling you to provide cost-effective efficient solutions to maximize employee output and comfort.

7. Upgrade your Workspace – Accessorize with Style

Workstation/cubicle areas have evolved from dense areas with tall partitions to collaborative workspaces that promote team thinking and idea sharing. Companies are adding clear glass partitions on top of low panels that provide separation at desk height but also provide for the flow of natural light throughout the work environment. These glass partitions provide a modern elegant look. Work-tools in the form of sleek modern monitor arms and keyboard trays provide the look of a progressive organization that is on the move.

ROSI provides a ground-breaking seamless glass stacking solution along with state-of-the-art work-tools that will position your company as an industry leader in workspace design.

8. Finalize your layout with 2D and 3D drawings

At this point in the process, 2D and 3D drawings should be analyzed to ensure that the new workstation layout will create a productive environment for your employees. These drawings bring your new space to life and can be used to build excitement in your office about the upcoming new workstations.

ROSI supplies complimentary space planning and design to all of our clients. Our trained designers create best-in-class drawings that let you visualize your future environment prior to purchase.

9. Create Custom Environments with Fabrics and Finishes

When choosing colors for workstations, there are three areas that require a selection. These areas include panels (fabric), worksurfaces (laminates), and panel trim (paint color). This gives buyers the ability to customize the work environment blending furniture colors into paint, carpet, and other interior finishes.

ROSI has hundreds of fabrics, laminates, and finishes to choose from enabling our clients to create custom furniture environments. If needed, our design experts would be happy to guide you through the color selection process.

10. Prepare Your Area for New Furniture

Prior to delivery of office furniture, it is important to address data, telephone, and electrical issues to ensure a seamless delivery process. Data and phone wires should be run from server rooms to the workstation area. Electrical junction boxes that are required to connect building power to the workstations should be installed prior to the delivery of office furniture and workstations.

When purchasing from ROSI, we offer project management services that will coordinate all data, phone, and electrical contractors prior to the installation of office furniture. Our staff will create a project timeline ensuring that the project stays on track and move-in dates are met.

Ready For Your New Office? Contact ROSI Today!

Call **281-403-4477** or email **sales@rosiinc.com**