Designing the Cost-Effective Office: A Guide for Facilities Planners and Managers

Jack M. Fredrickson

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With the growth of the service sector of the economy and the simultaneous dramatic escalation in real estate prices in many areas, office costs are no longer an insignificant overhead item. Thus, it is increasingly critical that office space be used cost-effectively. This book is a practical guide to making the most efficient use of available space by employing tested principles of design and layout to produce a work environment that results in improved productivity. Written in a style accessible to those with little or no background in interior design, the book is intended for use by those with direct responsibility for office design--such as facilities planners--and those who want to learn more about the subject so they can work more effectively with office planning consultants.

The contents of the guide are presented as a series of basic steps in a total program aimed at implementing a cost-effective interior design for the individual office. Among the most important topics addressed are key concepts in office design, office furnishings technologies, workflow analysis, determinants of productivity, workstation design, seating and lighting, and the grouping of workstations to form effective departments. Fredrickson emphasizes the need for accurate definition and measurement of the costs of office occupancy as a means of establishing precise targets for cost reduction and control through the use of interior design. His practical orientation and logically organized step-by-step format make this an invaluable on-the-job resource for commercial real estate professionals, corporate planning managers, and space planning consultants.

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