



Top 10 tips to save office space and reduce your operating overheads.

As you start to look at every penny of expenditure, our Interiors Project Team have collated their top tips to help you to downsize your office usage without compromising on your staff or your storage.

1. Replace L-shape desks with bench style desks
2. Replace filing cabinets with high density filing systems for current files which can provide up to 5 times the storage space in the same floor space!
3. Install flat screen monitors and monitor brackets affixed to tool rails
4. Use storage walls to divide work spaces and provide valuable storage
5. Use desking with appropriate size for the tasks involved.
6. Use as much vertical space as possible, e.g, shelves, full height cupboards, storage walls
7. Reduce the number of desks for people who are regularly out of the office, e.g., sales and create hot desking facility
8. Move non current and archive files to dedicated high density storage modules, either on or off site.
9. Survey heating, cooling and lighting resources to ensure office space can be used to 100% efficiency.
10. Consider Mezzanine floors to use full height of premises where available

If you would like further help in maximising your office area, why not let us assess all of the available options by investing in a Space Planning Consultation with Thistle Interiors.

Call Paul Hayes now on 01236 453888 or email paul@thistlesystems.co.uk.