

The New You

by
Rap
INTERIORS

THE PROCESS

**Floor Plans
& Pics**



**Survey Results
Analysis**



Moodboard



Design Solution



**Agile Working
Products**



**Desk Booking
System**



**Working from
Home:
DSE Assessment**



**Things to
Know**



**Prepare for
Excess
Space**



Our Proposal



Why Do We Need Floor Plans and Pictures?

It's important that we see floor plans and pictures so we understand the space we are working with. Knowing this will spark initial ideas and create the momentum for the rest of the project.

We need floor plans so that we can:

- Work out how the office space can be zoned
- Space plan the different areas
- Understand the capacity available

Pictures will allow us to:

- Know how the space is currently used
- Visualise opportunities
- Improve potential



What Will the Survey Results Tell Us?

The feedback from your staff is the solution to the new design and will heavily influence the design choices our designers will make.

It will allow us to know:

- how they like to work
- what they want in the office
- if there is anything they don't like

These designs are not just focused on the workspace themselves but the facilities you have available too. This will ensure your staff feel appreciated and respected, especially during the difficult time we are living through now.

Having your staff involved in the decision-making by listening to their needs will improve the working environment, creating spaces that exactly reflect the tasks they are doing.

This is going to go hand in hand with your culture and shows a big reflection towards your flexibility, ability to adapt and will be well received by all.



How Will a Moodboard Help?

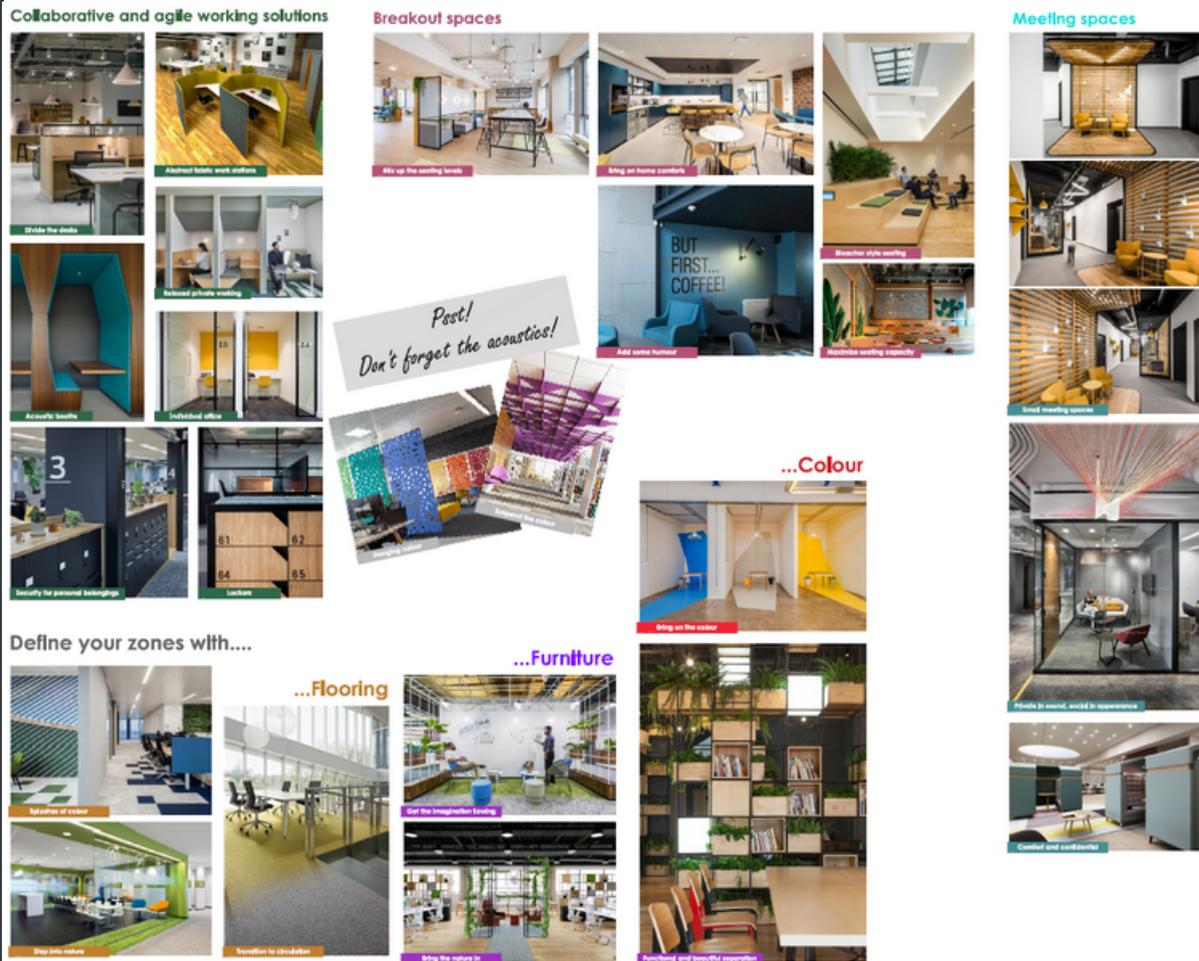
Moodboards create a visual presentation of the ideas our designers will put forward to you.

These can include:

- colours
- styles
- various options to choose from
- zones and areas
- furniture
- incorporate branding

Your reaction to our moodboard will give us a good indication of our response to your design brief. We can then make amendments based on your comments to present a final design.

EXAMPLE OF A MOODBOARD



How Will We Design It?

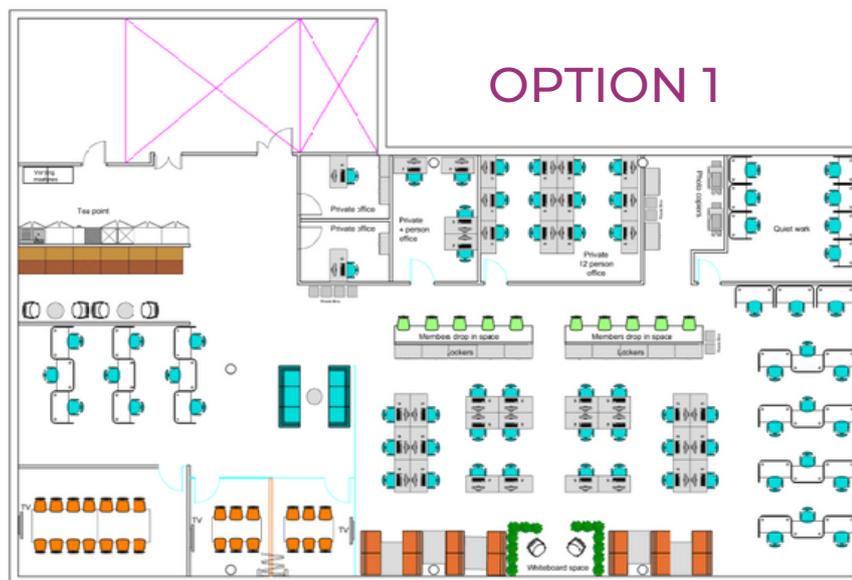
We will create different areas and zones so employees have a flexible choice of space to carry out relevant tasks.

Team Areas

People are 20% more satisfied when collaborating with other people in person than at home. This shows how important these areas are, being the main focal point of why employees will attend the office.

Quiet Zones

When there are times in between collaborative meetings for some independent work, these zones will encourage productivity.



Solutions for an Effective Working Routine

With the flexible office space we can create, it would mean most employees won't have their own assigned desk.

To avoid them having to lug their equipment to and from home, mobile caddies are great to not only store but transport their belongings around the different office areas with ease.

Having lockers will provide a tidy storage point for employees to use and gather or put away what they need.

These will be an integral storage solution for your new office design and can be a great feature too.



Some employees might not have as much equipment and so a locker or open shelving storage will be more suitable for their needs.

To maintain an organised work life, and to prevent the contents of the locker getting messy, a hotbox is a great solution.

It enables employees to utilise any available desk or workspace in the office across multiple areas. They are a secure, portable storage base to hold all necessary files, papers or personal belongings.

While keeping the contents of your locker/shelf space in a bag or box, it provides an easy way of carrying out what you need around the office.



How Employees Can Use the Space

Desk and room management software will give your employees flexibility to choose the days they come into the office as well where they want to work.

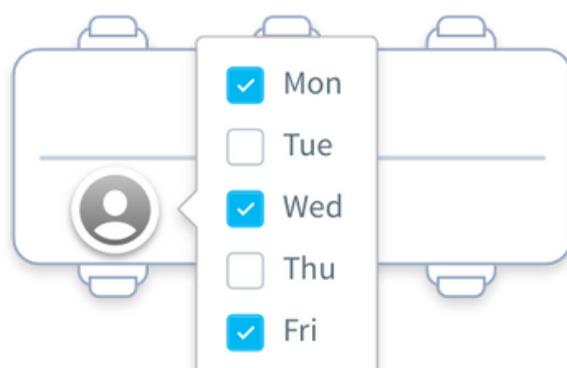
It provides clear guidance of what is available, when it is available and gives structure along with the most productive way of working.

The solution is designed to cater your individual business needs and works from rules; so you can say how far in advance an employee can book a desk/room, implement a credit system or different employees can have access to specified areas only.

If you are worried about having too many employees in at one time, you can limit the number to reduce capacity or reduce the workspace to meet any social distance guidelines.

If the hygiene of the workplace is a high priority of yours, you can schedule sanitization after desks are used and keep them closed until they are clean to support the health and safety of workers. As well as record a desks usage to keep a trail of contact tracing.

This can all be done via Office 365, G Suite, web portal or a mobile app by yourselves managing the workspace.



We can recommend various platforms for this service.

Have You Carried Out DSE Assessments?

By law it is your responsibility for the health and safety of your employees, including those working from home so we would recommend you carry out a Display Screen Equipment (DSE) Assessment which can include the following:

- **A proper workstation** that includes a suitable desk, chair and storage to minimise repetitive strain injuries.
- **Working hours** to be managed so no one feels pressured to work outside of their working hours.
- **Adequate workspace** with suitable lighting, air, heat and noise levels.
- **Efficient IT system** to reduce and manage any internet and tech issues.
- **Properly planned work activities** to encourage regular breaks so they can get up and move around.
- **Frequent communication** to monitor their well-being and to stay connected with their team.

Our Health and Safety Manager, Michael, is DSE accredited so is able to set up your staff to work from home efficiently if you require this service from us.

We can also provide a proper workstation including a desk, chair and storage to ensure maximum comfort and productivity while working from home.

What Else You Need to Know

WELL-BEING

There is a proven link between the workplace and overall wellbeing of teams including:

- access to natural light
- plants improve air quality
- breakout spaces for a work time-out
- face-to-face communication
- social interaction

These all contribute to employees staying energized and alleviate stress while at work. But how can you enforce this while they work from home?

We spoke to West Kent Mind [who shared their expertise with us here](#) (scroll to the bottom for the Businesses Section)

COMMUNICATION

Now employees are working from home more, assess the types of communication you have available to them other than email. Do you use an internal communication tool?

Being only a small business ourselves, we have a company Whatsapp group but an Intranet, Forum, or Chat internal communication tool might be better for your business.

What to Do With the Excess Space?

RELOCATE

Save costs long-term and not worry about having to utilise the excess space by moving to somewhere smaller.

If the capacity of what we design leaves you with too much excess space, we can see what other office spaces are available in your specific area.

SUB-LET

Think about sub-letting the space you aren't using due to your decreased workforce.

This will not only make good use of the space but also generate some cashflow too.

COWORKING

54% of organisations provide shared and flexible workspaces within their office because of how cost-effective and convenient it is while providing a collaborative atmosphere.

This can generate an income as well as build a community. Check out the 5 coolest coworking spaces in Kent for inspiration.

Based on receiving the results of your internal survey, seeing the floorplans, pictures and hopefully visiting site, we would create a concept of what your office could look like, like a moodboard with a 2D plan.

We would need to know how many are in each department, whether they are likely to be in other departments. We need to ensure there is the facility to sit in different places for

- small department meetings
- larger conference discussions
- quiet areas
- fun spaces

and have an organised approach to where staff store their personal items and work documents.

We would propose a system for booking desks out, along with our services of ensuring those staff that will work from home have a suitable desk, chair, store box and be set up correctly, to futureproof any injury claims .

This would be carried out by our Health and Safety Manager who is DSE accredited.

We have a quality solution for staff working at home and can have a desk, chair, pedestal and raised PC poles supplied to them, so Michael will set them up safely and carry out a Risk Assessment for you.

We can suggest products that make the office easily accessible and space that can be shared and not any one space be owned by one person.

Based on experiences below we envisage the process for you to span 3-4 weeks to get an agreed layout for you and cost the further support of delivery for you.

Examples continued...

EXAMPLES

CLIENT A:

We are currently working with a framework of colleges to get 74 of their admin staff working from home.

We are carrying out house inspections by video calls for the client so we can see the space they propose to work at. We have provided a discounted price for the purchase of 74 home desk solutions for this client.

Once we and the client are happy the home workspace meets requirements for the chair and desk, on install our team Michael will set them up correctly and sign off their working environment.

We have provided a day rate for this client and can carry out 4 installs in one day, location permitting, so we are grouping areas together to be cost effective.

CLIENT B:

This is a banking client with just over 400 staff. We have collated questions for this client, created a survey and gathered the results for them.

They are now deliberating over the numbers of staff they want to allow to work from home and those who will return to the office flexi or full time.

We will then be space planning at a social distance and working with this client to provide a similar working environment that you are considering.

Examples continued...

CLIENT C:

This client, tax consultants with over 250 staff, has a large office space of circa 25000 sqft.

They have 50% of the workforce going to work from home, so they require less space for those returning to work. They need flexible, informal fun areas and quiet areas for those coming into the office, much like yourselves.

We are viewing various spaces with them to see if it's more cost effective for them to surrender their lease or to retain it and create a sub-let business hub so other businesses can share one space and they can earn revenue from their excess office space.

We have proposed the home risk assessment service and will be space planning their office shortly. Currently they are in discussions with their landlord, and will make decisions soon.



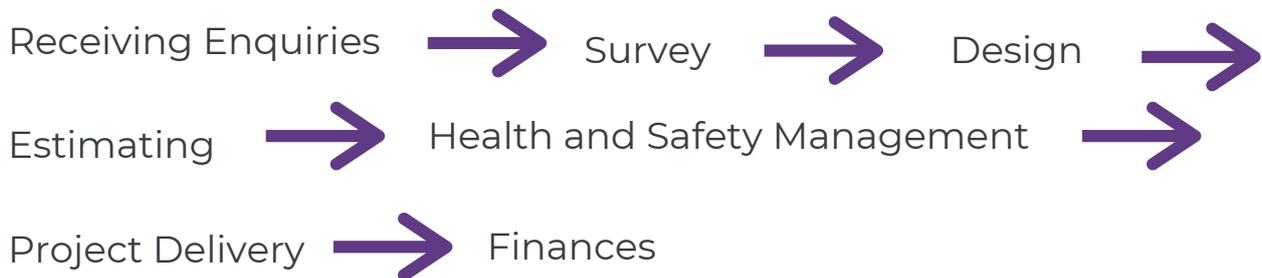
WHO ARE WE?

Rap Interiors, established in 1988 is a family owned business by Rick, Julie, Martyn and Parry.

We have a further team of 15 and we operate as a tight group.



Our departments run fluidly from



We have a huge client retention and clients come to us for advice even outside of our normal scope of works.

Our entire commitment is to our business and delivery of fantastic workspaces from relocation, dilapidations, to workspace consultancy and design and fit out.

We are ISO accredited and receive many complimentary testimonials. We have won awards for our attention to detail and hand holding service.

Our trusted supply chain are used to the way we deliver projects and new contractors have to go through a detailed procurement process.

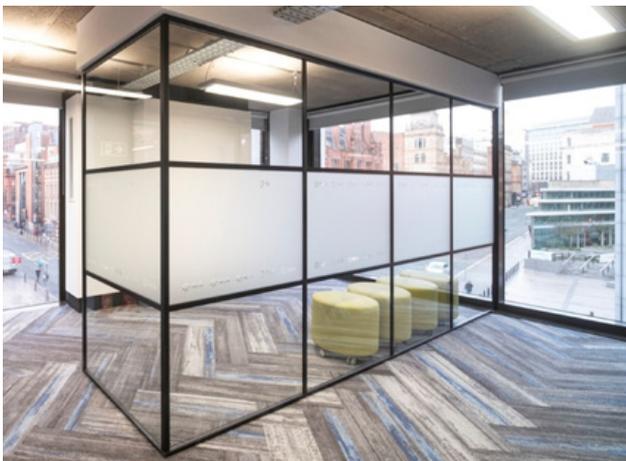
WHY RAP?

Our approach to helping you through the transition of getting your employees working from home, while having the flexibility to come to the office 2-3 days per week, will focus on the analytical results of your survey but also the experiences we have had from the effects of the COVID pandemic.

We listen to our staff too.

We will listen to you and discuss ideas that could work and overall believe that creating a home to work relaxed environment to inspire your employees to be able to work effectively in both environments will ensure your company remains productive.

We would love to work with you and hope that our presentation allows us to discuss your project further.



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