

## Project Management Checklist: Open Office Design

Use this checklist as your guide when planning an open office remodel or new build. MojoDesk provides the free services of degreed and experienced interior designers to help with the desk selections, layout, and finishes.

Task	Notes	Complete?
<b>Sketch the Space</b>		
Note rough measurements		
Note obstructions such as pillars and doors		
<b>Determine the Number of Desks</b>		
Count the number of employees if you provide one desk each		
Analyze the need for hot desks for employees and visitors to reserve		
Find out if you need spare desks for visitors		
Consider the need for room to grow		
<b>Confirm that the Space Works</b>		
Consider that each desk needs roughly 4x5 feet of space		
On a new build, make sure the space being planned will accommodate current and future needs		
On a remodel, first confirm that the space will work, and then keep any restrictions in		

mind as you select desks and plan the layout		
Based on rough calculations of the number of desks and other needs, review the budget to see if you need additional funds		
<b>Talk to People Who Work in the Space</b>		
Discuss needs such as desktop space for multiple monitors, cable management, and white boards		
Learn preferences such as noise control, privacy barriers, and proximity to files and printers		
Understand workflow considerations such as placing team members together		
Look into ease of access to meeting rooms, restrooms, kitchen, and break area		
<b>Select the Desks with the Help of an Experienced Salesperson</b>		
Remember that sit-to-stand ergonomic desks that help ensure healthy and engaged employees		
Select shapes and sizes that accommodate the equipment and fit in the room		
Consider panels for privacy and sound absorption		
Find out if white board panels are needed for collaboration		

Review the warranty and confirm BIFMA certification* to confirm that desks are built to last		
Confirm GREENGUARD** and FSC*** certification to ensure sustainable practices that align with values		
<b>Plan the Layout with the Help of an Experienced Designer</b>		
Place the desks according to workflow, adjusting shapes and sizes as needed to work in the space		
Plan for other furniture and equipment such as bookshelves, filing cabinets, printers, and copiers		
Consider ADA and electrical clearances while placing the desks		
Select panels as needed for privacy and noise reduction		
Review 2D and 3D renderings with the designer, consulting your teammates as necessary		
<b>Pull It All Together</b>		
Work with a degreed and experienced interior designer to make sure the space reflects the organization's needs and culture		
Select colors and finishes for desks and panels, balancing trends vs. longevity		
Select paint, considering color psychology		
Select flooring, considering noise and durability		

Select window coverings, considering sound absorption and light control		
Add artwork to reflect the company culture		
Add plants for aesthetics, sound absorption, and stress management		

\*Unlike other consumer sit-to-stand desks, MojoDesk has been tested by independent labs and is certified to meet compliance standards for durability, stability, and safety standards from BIFMA (Business and Institutional Furniture Manufacturers Association) and ASTM (American Society for Testing Materials).

\*\*The UL GREENGUARD Gold certification gives assurance that products designed for use in indoor spaces meet strict chemical emissions limits, which contribute to the creation of healthier interiors. MojoDesks all bear GREENGUARD Gold certification

\*\*\*The Forest Stewardship Council (FSC) establishes worldwide standards for responsible forest management and an FSC certification guarantees that the wood purchased by a manufacturer comes from responsibly managed forests that deliver social, economic and environmental returns. All wood used in MojoDesks is sourced from companies that comply with and are certified by the FSC.