



PLANNED | DESIGNED | INSTALLED

HELPING YOU DELIVER.

FLOW OFFICE SPECIALISE IN COMMERCIAL INTERIORS WITH A PARTICULAR FOCUS ON OFFICE INTERIOR DESIGN, FIT-OUT AND FURNITURE.

Working regularly with facilities managers from across all sectors, the expert team at Flow offer a full turnkey solution to any internal refurbishment project from concept design through to completion.

We pride ourselves in delivering projects on time and on budget. Don't just take our word for it, here are a few kind words from FM managers we work with on a regular basis.



DID YOU KNOW?

Flows team work equally well with the clients own nominated contractors or with our own trusted partners we have worked with for many years.

ASTON VILLA FOOTBALL CLUB.

“ Flow Office have done a number of interior design, fit-out and furniture projects for us over the last few years. They always deliver on time, on budget and take the stress out of the whole process. ”

TROY GRIFFIN

Facilities Manager at
Aston Villa FC

CRANE PAYMENT INNOVATIONS.

“ The project was Flawless and the attention to detail from Lee was amazing. With full project management from start to finish I could focus my time on my own work. ”

STEVE THOMPSON

Facilities Manager at
Crane Payment Innovations



WE CAN CONFIDENTLY OFFER THE FOLLOWING SERVICES:

- ✓ 3D Visualisation along with detailed specification drawings.
- ✓ Full project management.
- ✓ Flooring, Electrical, Plumbing, Lighting, Heating and Air Conditioning Systems and installation with certification.
- ✓ Office furniture and seating.
- ✓ Bespoke joinery from our 15,000sq ft on site joinery workshop and spray booths.
- ✓ Workplace assessment to determine the utilisation of an existing office space.

At Flow office we appreciate that facilities managers are extremely time poor, so we take the stress out of any project allowing you to focus on your day to day job.

SAFETY MATTERS.

At Flow Office we believe that employees are the most valuable asset to our business's so looking after their physical and mental wellbeing during such difficult times should be at the forefront of how we work now, and into the future. We honestly think that this virus will change not only the way we work, but also the way we design offices for years to come.



**FLOW OFFICE WOULD LIKE
TO SHARE WITH YOU 'OUR'
OFFICE DESIGN TIPS TO HELP
KEEP OUR STAFF WORKING
IN THE SAFEST OFFICE
ENVIRONMENT POSSIBLE.**



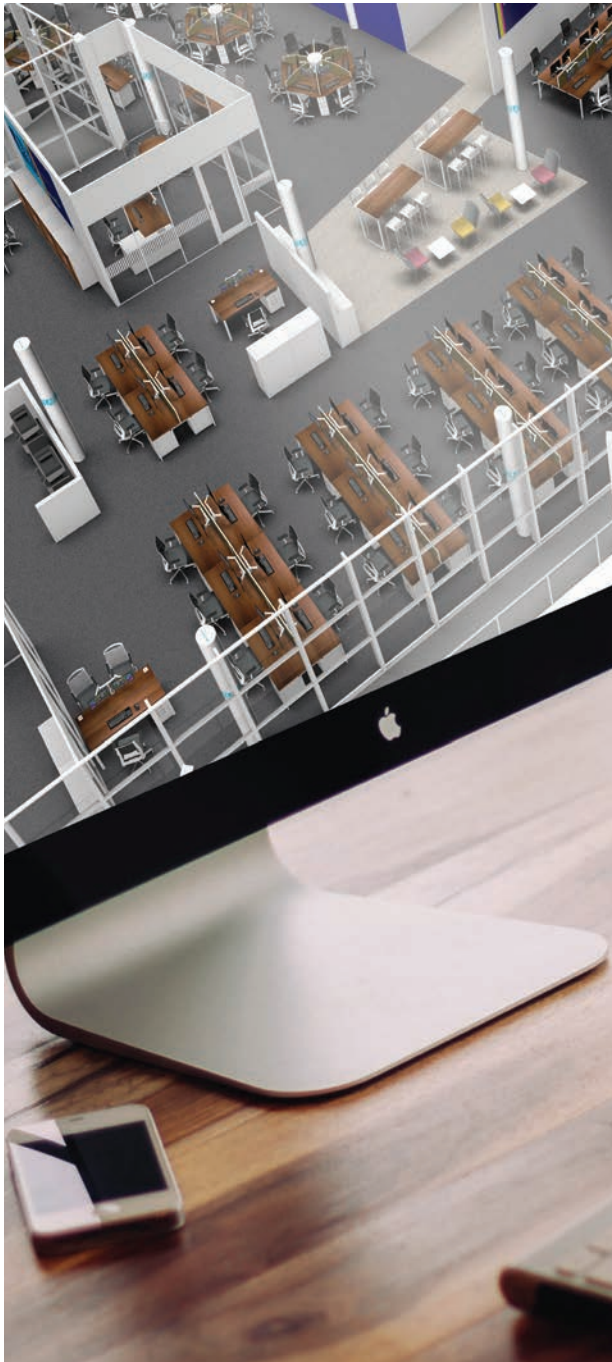
1. HYGIENE AND SANITISATION

Provide hand sanitizing stations at the office entrance and at frequent locations throughout the workplace with clear signage and instructions for staff and members to regularly use hand sanitizer. Use clear signage to recommend regular washing of hands with directions to the nearest wash basins. Provide gloves and facemasks upon entry to the office. Provide anti-bacterial wipes for staff members with instructions to clean desks, keyboards and stationery at the start and end of each working day.

2.THE 2M RULE

The government guideline is to keep 2m apart at all times, this includes your office or workspace. Reduce occupancy of your staff to 50% where possible by allowing as many to work from home as possible. In the majority of offices, desks are not 2m wide so use only alternate desks. On a bank of 4 desks use only the 2 desks diagonally from each other. On banks of 6 use the two outside desks on one side and the middle desk opposite and so on. Remove task chairs and equipment from the desks not being used to enforce this.





3. RE-CONFIGURE DESKS

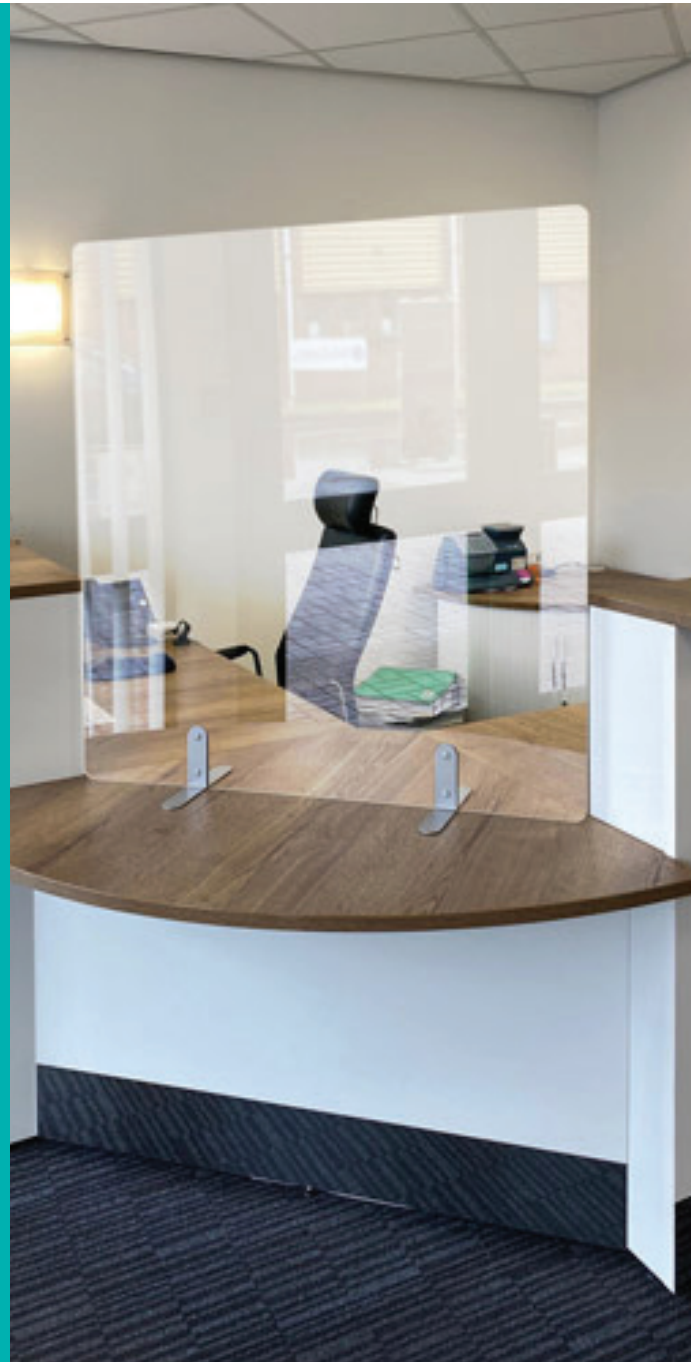
When space allows, re-configure desk layouts so that desks are 2m apart. Move individual desks around. For offices with banks of bench desks, these can often be reconfigured from banks of 8 into two banks of 4 with the addition of only a couple of end legs at very small cost. Likewise, a bank of 6 into a bank of 2 and a bank of 4 and so on.

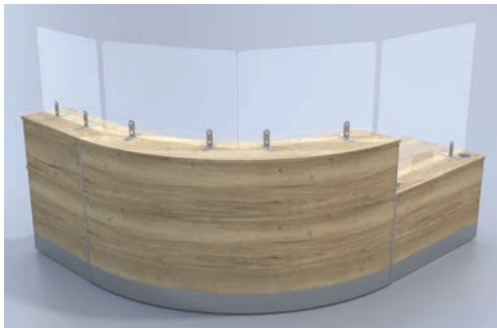
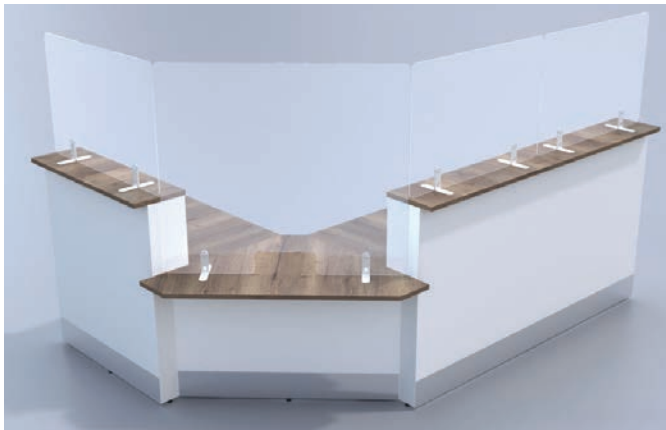
Corridors through floors:

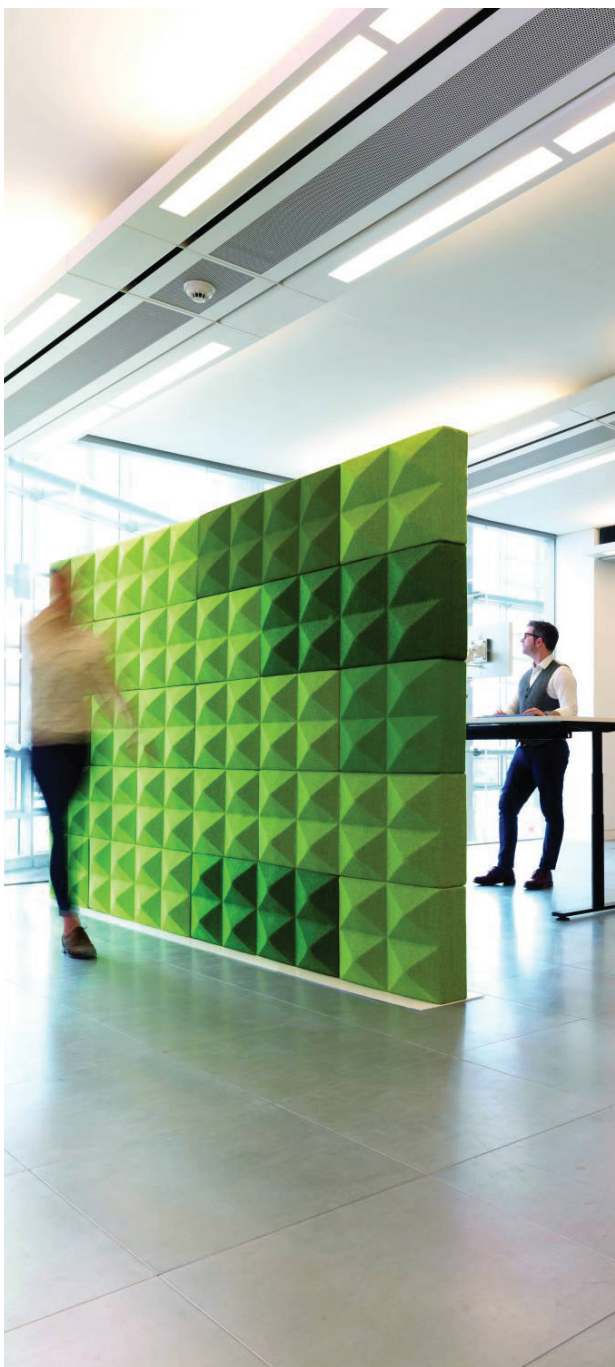
As staff move down the corridors through the office space the numbers will naturally drop off as you near the ends of the floors. If SD has meant that many desks are taken out of commission then we would suggest that some of the spare desks towards the start of the internal corridors (those nearest the lift lobbies) be removed and the corridor made significantly wider at that point.

4. SAFESCREEN DIVIDERS

Where staff do have to sit opposite each other, there are new 'Safescreen' solutions to help screen the employees from each other. Clear acrylic screens can be retro fitted onto existing desk mounted screens to form a protective barrier but still allow staff to interact. Freestanding desk mounted options are available for those that don't currently have desk dividers in place. These help to enforce the 2m rule and also provide some protection. See images provided in the pages to follow.







5. MEETINGS

Avoid using meeting rooms as they are enclosed and even at 2m apart this would do little to combat the spread of the virus, stick to online meetings where possible. Have meetings in open spaces with a clear 2m layout of chairs with clearly defined floor markers to visually define the space and boundaries.

When weather permits, external 'walking' meetings are an alternative safer option.

6. BREAKOUT AREAS

Stick to individual seats as opposed to bench style seating, again ensuring each seat is 2m apart. With bench seating, mark the bench seats with tape clearly defining the 2m rule. Try to stagger lunch breaks to reduce occupancy.





7.SOFT SEATING AREAS

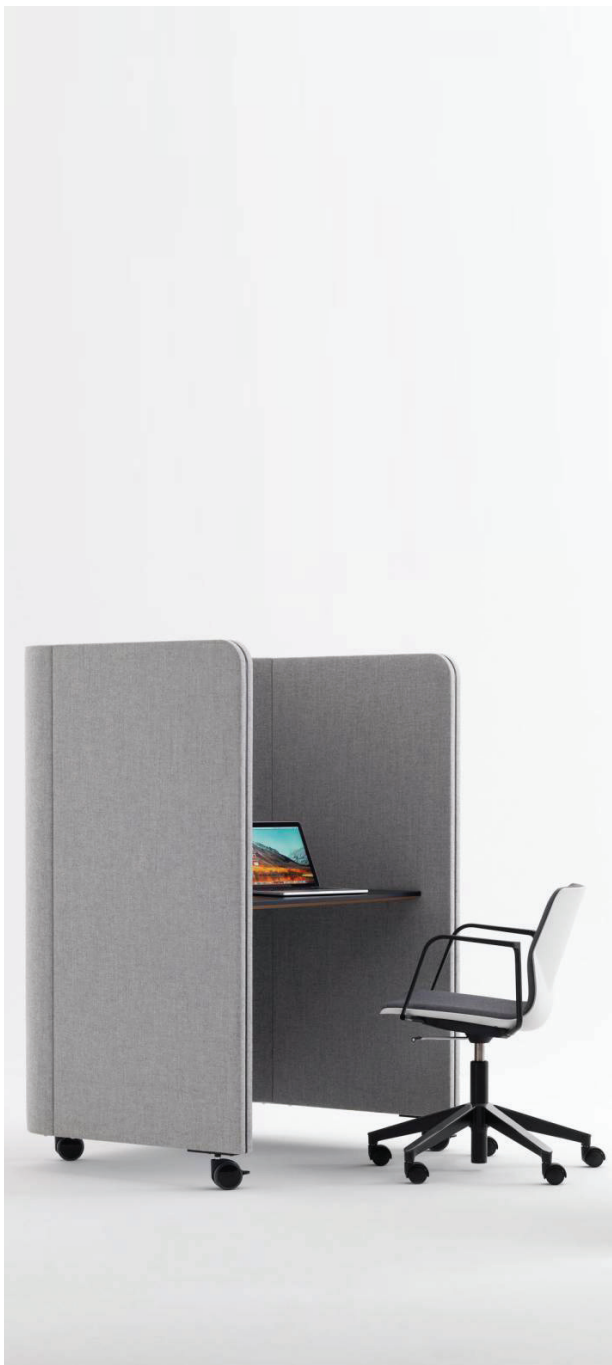
Encourage staff to stick to the single seats and armchairs. With sofas, put an object or barrier on alternate seats as this will clearly define safe places to sit. Where space allows, move furniture so its 2m apart and facing away from each other.



8. VENTILATION

Allow as much ventilation into the office space as you can. Windows should be opened slightly to allow fresh air into the space but enough that a gust of wind could circulate the virus throughout the office. Air conditioning that is set at 'Recycled Air' would re-distribute the virus throughout the building so this should be switched to 'Fresh Air' to pump external air into the building. This will however cost considerably more to run. Single unit air conditioners should be set to run constantly on low. Extractor fans in toilets as they are enclosed should be left to run 24/7, again increasing the running cost considerably.





9. INDIVIDUAL WORK BOOTHS

Where budget allows, invest in individual work booths. These not only encourage social distancing but also provide a quiet space to work or make calls and improve acoustics.



10. ACCESS / COMMUNAL AREAS

Security Access gates:

A 2m line behind each gate. Where there are multiple gates look to see how the social distancing (SD) can be maintained when they are side by side.

Lift lobbies:

The critical time will be from 8am to 10am as staff come in and the traffic is predominately one way. Large volumes of people will need to maintain SD, particularly where there are banks of lifts. This may require a larger holding area and a staggered approach to using the lifts. Staff should be encouraged to use the stairs if they are based on the lower floors.

Lifts:

The current recommendation is that you face the wall and door whilst in the lift. You may need to keep the area around the buttons clear. This will severely limit the lift capacity and increase the volume of people in the lobbies. A very robust cleaning regime is required in these areas.

Stairs:

In the morning, try and create a one way system for staff moving up through the building. Staff will have to be mindful how they maintain a 2m gap.

Corridors onto floors:

Often these will have one or two sets of doors onto the office floors. Ideally a one way system would be implemented. This could be problematic where there are also toilets set off of these corridors.

Staff hours:

Staggering the staffs working hours or rotating shifts and introducing a rota system working different days would help reduce all of the above issues. Stagger staffs lunch times to also reduce the risk of bottlenecking in the canteen or kitchen area.

11. ANTI MICROBIAL VINYL

Anti microbial vinyl is a great solution for all seating materials within the workplace. As well as it's easy clean properties it can be 'bleach cleaned' without any damage to the surface thus reducing contagion risks by a large amount.

12: CONSULT A WORKPLACE EXPERT

If you are unsure about how to implement any of the above, speak with a workplace consultant who can advise you and re-design your existing workplace to be more user friendly.



CONTACT US.



EMAIL:

sales@flowoffice.co.uk



PHONE:

01922 453 488



WEBSITE:

www.flowoffice.co.uk



DID YOU KNOW?

It takes people just **seven seconds** to form an impression after arriving at your workplace.



PLANNED.
DESIGNED.
INSTALLED.

Flow Office Co.

Unit 2a Optical Park, Middlemore Lane West, Aldridge, Walsall, West Midlands, WS9 8EJ

www.flowoffice.co.uk | **E.** sales@flowoffice.co.uk | **T.** 01922 453 488