



MAXON Office Reconfiguration Guide

Planning ideas and tips for a successful office reconfiguration

Reconfiguring your office?

Let our Office Reconfiguration Guide help you quickly and easily plan and execute the change.

Expanding into additional space or reconfiguring your existing floor plan to use space more efficiently? Let Maxon value-engineer your reconfiguration and maximize the use of your space and furniture inventory.

This guide encourages you to consider critical factors when reconfiguring your office space and adapt ideas to meet your specific needs.

□ *Reasons to reconfigure*>> □ *Create a budget*>> □ *Estimate your timeline*>> □ *Reconfigure!*

Reasons to reconfigure. Consolidating or adding staff or new work functions, increasing workflow productivity, and departmental reorganizations are typical reasons for office reconfigurations.

Know what goals you want to achieve through reconfiguring. Is it increased functionality? Better office work flow? For example, are your marketing and sales teams strategically located for easy access to each other? Are your accounting groups properly situated to share critical information? Having a clear picture of your end goal helps you measure the final outcome and communicate ROI results to your management.

An office furniture reconfiguration may involve taking apart and reassembling furniture systems to meet changing personnel, space, and technology needs. A complete reconfiguration may include any or all of the following:

- Touching up or polishing wood furniture
- Removing of minor scratches
- Repairing chips, dents or edges of veneer
- Removing water stains
- Matching color and grain touch-ups
- Stripping, repairing and refinishing office and workstations
- Reupholstering of all office furniture
- Electrostatic painting of files and shelves



Determining the best way to reconfigure can be a challenge. Maxon offers several valuable resources and tools to help you quickly and easily achieve your reconfiguration objectives such as:

- Find a qualified dealer (Find a Dealer)
- Plan your furniture and reconfiguration needs (Office Furniture Calculator)
- Estimate the cost of reconfiguring your office (Office Furniture Calculator)

A needs analysis helps you determine scope of a reconfiguration. Review or determine:

- Options for maximizing your existing furniture and workspace based on work activity
- Number of offices, workstations and employees, including projected growth
- 'Typical' reconfiguration for offices or workstations to minimize customization
- Data, communication, collaboration, technology, and privacy needs
- Floor plans and square footage to map out new options for best space utilization

An office reconfiguration shares many project elements with an office remodel. It requires an integrated cross-functional effort. Depending on scope, your internal team should include project management and representation from facilities, finance, IT/technology, and end users. Key external resources may include:

- Building management
- Designer
- Architect
- Furniture manufacturer/refurbisher
- Various trade contractors
- Voice equipment and services, data and network cabling
- Audiovisual and presentation products
- Lighting

Maxon's online Needs Assessment Tool can help you clarify your current and future needs, how long it will take to select and install new office systems, and what kind of data and electrical support is required.

If you want to see that latest in office and cubicle color combinations, check out Maxon's online Color Selector tool. At the click of a button, you can "try on" different color palettes on a visual image of a typical workstation.

Panel Fabric:	Accent Color:	Laminate:	Paint:	Seating Fabric:
2823-016	3495-060	W7911	PTA	AQ-85
Hopscotch - Jacks	Coastline - Vapor	Manitoba Maple	Taupe	Shatter - Cypress

Create a budget. Depending on the scope of your reconfiguration, your budget could vary dramatically. Maxon can help you value-engineer your project to get maximum impact from your budget.

Should you buy new furniture or recycle your current inventory? Your furniture decision can have an impact upon your image, profitability, and employee productivity. While there is an initial outlay of capital with new furniture, the return on investment is often substantial and the payback will likely include attracting new employees and improving morale of existing employees. Consider:

- How much life does your current furniture have left in it?
- Will it hold up under wear and tear for another few years?
- Will it begin to degrade your brand or affect employee morale and productivity?
- Will it deter your hiring of top new talent?



Furniture costs also vary depending upon materials used and features selected. For example:

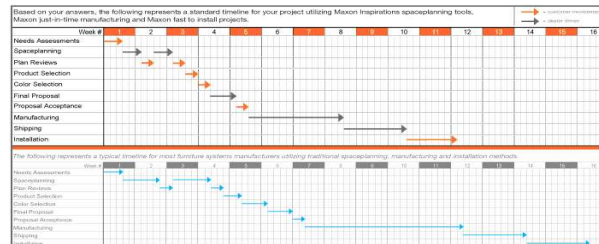
- A telemarketer station may cost around \$700 per station
- A receptionist workstation could run from \$1,500-2,000 per station
- General office workstations start around \$1,000 per station

Maxon's online Office Furniture Calculator can help you quickly estimate the costs of furniture you're considering, including installation costs and financing options.

Particularly with office reconfigurations, the expertise and experience of local office furniture dealers can save you significant money and time. They can quickly determine how to get the best use of existing furniture and where to most efficiently spend money on additional products. In addition to project management, they can provide design and space planning support, and installation coordination. Maxon's online Find a Dealer tool can help you find a reputable, qualified local dealer.

Estimate your timeline. Your reconfiguration timeline is driven in large part by your project scope. Manufacturing, delivery, and installation times can vary significantly depending on the size of the project and types of furniture ordered. It generally takes about 3-4 weeks to order and receive your furniture. Larger projects may take 6-10 weeks.

Maxon's online Timeline Tool can help you determine the time needed to select, order, move and install your office systems. A proposed timeline blocks out time for your needs assessment, workspace planning, plan reviews, product and color selection, proposals, manufacturing, shipping and installation.



Timeline tips:

- Build in time contingencies for processes that might present a risk
- Know your internal processes and whether or not they could cause unforeseen delays
- Sync your calendar with other internal projects so there's no conflict with organizational priorities
- Develop checklists for each phase of your reconfiguration timeline

After selecting a dealer or reconfiguration partner, you can finalize your tentative schedule and implementation plan.

Reconfiguration time! You've done your homework, asked and answered the right questions—now it's time to reconfigure. Your local dealer or design partner will assist you with reconfiguration checklists and reminders. Plan for the disposal of old furniture and trash from the reconfiguration, and keep in mind environmental health and safety for employees and vendors.

Throughout your reconfiguration project, employee and vendor communications are of vital importance. Start early and communicate often. Particularly with employees, set expectations appropriately and give clear, concise instructions about how the reconfiguration will take place.

If you're considering a MAXON planner for your next furniture reconfiguration, you're well on your way to measurable success—saving time and money that can have a direct impact on your bottom line. Call 1-800-289-1274 ext 4199, or visit us at www.maxonfurniture.com to learn more.

