Workspace Design

Missouri Leadership Academy – Capstone Team D

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Capstone Team D

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You may be thinking.......

- Private sector has unlimited workspace design budget

- State Government does not have money to invest in workspace

- OA controls workspace budget and design options

- Workspace design has no impact on wellbeing, productivity, or morale, so it's not worth prioritizing

Survey shows employees care about their workspace

Survey overview

- 13 Questions
- 5 Departments
  - Conservation
  - Economic Development
  - Insurance and Financial Institutions
  - Highway Patrol
  - Labor and Industrial Relations
  - Social Services
- Supervisors and below
- 1,134 responses

Results

- 96% say their workspace is important
- 48% have no access to natural light
- Top 3 elements of design
  1. Personal office space
  2. Quality and condition of furniture and equipment
  3. Lighting

What Missouri state employees say about their workspace

CLUTTERED BORING
DARK UNINSPIRING
UNORGANIZED GLOOMY
CONFINING
DEPRESSING
DUSTY
DULL UGLY DRAB
UNWELCOMING
MUSTY CONSTRICTED
My Office Has ANTS!

Workspace design impacts the bottom line

$1,685

Annual per employee savings related to improved health and wellness and reduced employee disengagement, turnover, and productivity related to workplace design
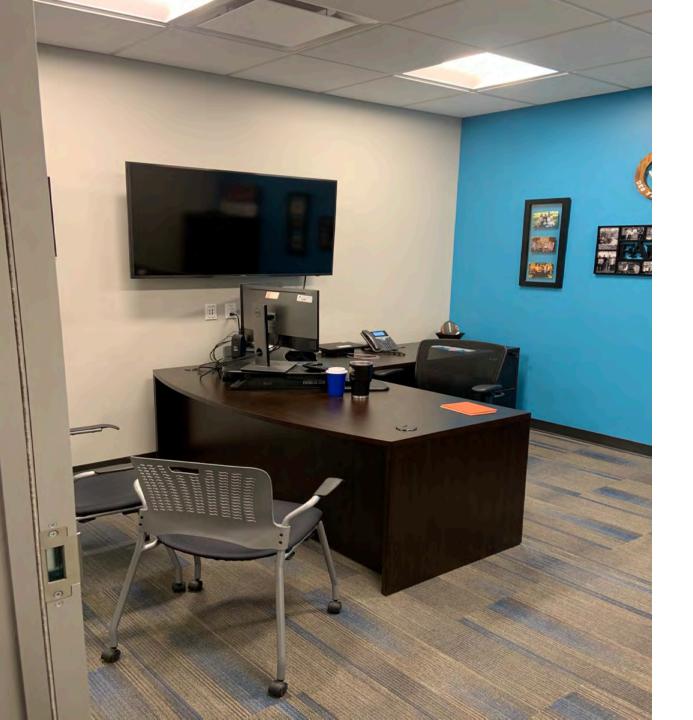
$11,395,518

Reduced Missouri sick leave costs based on a 15% reduction in sick days due to workplace best practices

$5,000

Potential per year, per employee profit increase from productivity improvements related to workplace design
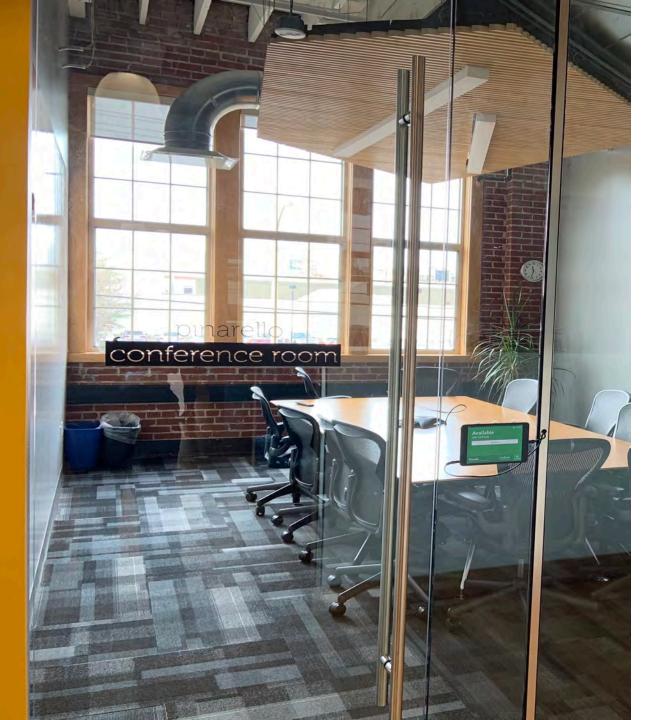
Sources: *Workplace Health Promotion, Worker Productivity Measures.* Centers for Disease Control and Prevention; Stewart WF, Ricci JA, Chee E, Morganstein D. "Lost productive work time costs from health conditions in the United States: results from the American productivity audit." *Journal of Occupational Environmental Medicine*, 2003; "Innovative Workplaces: Benefits and Best Practices." *GSA Office of Governmentwide Policy.* U.S. General Services Administration, 2006.; Theis, Melissa. MO OA/Division of Personnel. 2020.' Minor, Dylan. "Toxic Workers." *Working Knowledge.* Harvard Business School, *2015.*

Overview of workspace design recommendations

	Impact	Best practice	Time required	State example
Color	Increase focus, wellbeing, creativity, energy; Decrease eye strain; Prevent/Reduce depression and stagnation	Paint	< 60 days	OA-ITSD, DMH-Fulton
		Furnishings	< 60 days	
		Décor	< 60 days	
Lighting and daylight exposure	Daylight exposure increases productivity 18% and decreases absenteeism, increases employee satisfaction; Fluorescents and poor lighting linked to migraines, anxiety, and fatigue	Replace fluorescents with warm LEDs	< 60 days	OA-ITSD
		Relocate offices to center of space	> 60 days	
		Cubicles < 5ft height and glass panels/office walls	> 60 days	
Ergonomics	Reduce discomfort; Decrease tension and fatigue; Increase energy level - 55% feel more productive	Sit-stand desks standard option	< 60 days	DMH-Fulton
Biophlilic design	Increase productivity and idea generation by 12-15%; Double attention span; Decrease stress, negative thoughts, and illness	Utilize plants	< 60 days	DMH-Fulton
		Incorporate natural finishes and water features	< 60 days	
		Install operable windows	> 60 days	

Sources: Kwallek, Nancy & Soon, Kokyung & Lewis, Carol. "Work week productivity, visual complexity, and individual environmental sensitivity in three offices of different color interiors." Color Research & Application, 2007.; Schaer, Daniela. "Workplace Lighting - Best Practices for Office Lighting Design. Lighting Journal, 2017.; Walton, Jennifer. "Good Office Design Reduces the Hidden Costs of Healthcare." *Work Design Magazine.;* Freeman, Kenneth. "Enriching the Workplace with Biophilic Design." *Work Design Magazine.*

Color for a quick win

- Increases focus, creativity, energy, and general well-being
- Reduces eye strain, prevents depression and stagnation
- Add an accent wall or décor
- < 60 days
- Examples in state buildings
  - OA-ITSD
  - DMH-Fulton

Lighting Matters

- Increases productivity by 18%
- Enhances employee satisfaction and decreases absenteeism
- Linked to migraines, anxiety, and fatigue
- Replace fluorescents
- Relocate offices to center of space
- Utilize glass walls and panels
- > 60 days

Ergonomics

- Boosts energy and productivity

- Reduces discomfort, tension, and fatigue

- Sit-stand desks become standard

- < 60 days

- OA-ITSD

Biophilic design – Bringing the outside in

- Double attention span and increase productivity

- Enhance mental well-being and foster creativity

- Decrease stress, negative thoughts, and illness

- Add plants, natural finishes, natural light, operable windows

- < 60 days to > 60 days

- DMH Fulton

Office Assessment Guide

Asess your office in each of the following catagories:

Color
Do the office walls have shades of blue, green, yellow, or red?
Suggestions: Use blue in areas to promote focus or for areas with repetitive work.
Use green to promote calmness and reduce eye strain.
Use yellow to boost creativity and innovation.
Use red to evoke urgency or energy and excitement. Best used for accent walls.

Furniture
Does the furniture in your office match, is it up to date, is it operable?
Suggestions: Consider replacing broken chairs or tables. Replace tables or chairs that are
outdated. When selecting new furniture, make sure that it coordinates with the
colors in your office.
Consider multifunctional furnishings.

Lighting
Does the natural light from windows and doors flow freely throughout the office? Is the
overhead lighting dull or harsh. Can the overhead lighting be adjusted?
Suggestions: Move closed offices and conference rooms to the center of the office space and
use glass walls to allow light in.
Use flicker and glare-free light sources.
Use LED light fixtures.
Make light intensity adjustable for all light sources.

Ergonomics
Does your office have sit/stand desks?
Suggestions: Make sit/stand desk equipment standard for all work stations, or at least make it
optional for any staff that wish to use it.

Biophilic Design
Does your office incorporate elements of nature throughout? Are windows operable?
Suggestions: Include plants and plant walls in various locations.
Choose natural paterns for furnishings and accessories.
Install operable windows to promote fresh air.
Incorporate a water feature.

What you should do now

- Assess existing space and needs

- Complete online request
  - https://oa.mo.gov/facilities/real-estate-services/facility-request/facility-request-form

Questions???