

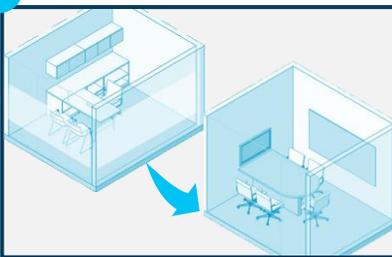


# Space Adjustments in Unmodernized Assets

## Creating Space Adjustments Through Smart, Low-Cost Workplace Interventions

In unmodernized spaces, low-cost, high-impact furniture adjustments can significantly improve functionality and support the transition of legacy spaces into more flexible, unassigned workplaces—without the need for major capital upgrades. The following best practices should be considered.

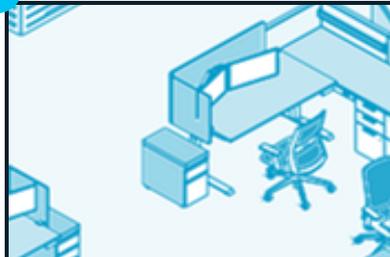
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### Reconfigure Room Layouts with existing Furniture

Convert surplus enclosed offices and support spaces into multi-user focus rooms or small meeting rooms.

2



### Update Basic Ergonomic Furniture

Replace outdated, non-ergonomic furniture with user-adjustable task chairs and height-adjustable desks.

Any modifications to existing space must comply with the latest applicable accessibility standards.



3



### Technology Integration

Equip quiet rooms, small meeting rooms or underutilized workpoints with basic technology to increase usability and broaden their purpose.

4



### Storage Solutions

If personal storage is insufficient, support employees with simple, quick-fix storage solutions such as centralized wardrobes in open areas.

5



### Include Inclusive Design Elements

Incorporate low-light areas, designated quiet zones, or other sensory-friendly features to support a wider range of work preferences and needs.