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Optimizing office space

A conceptual case study for unassigned seating

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This presentation aims to explain how **traditional assigned seating** compares with **unassigned seating**, in the context of a **hybrid work model**.

Why this matters

Many workpoints sit empty every day because people are away or working from home.

We can use this unused space to support more people without adding workpoints.

This example shows how the math works in a simple way.

Understanding the two concepts

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Assigned seating

Every employee has their own dedicated workpoint, even when they are not in the office.

Also known as: *1:1 ratio*

✗ Workpoint is empty when owner is away

Unassigned seating

Workpoints are shared, any employee can use any available workpoint on any given day.

Also known as: *hot-desking, hotelling*

✓ Workpoint is available when not in use

In a hybrid work model, people don't go to the office everyday, which creates an opportunity.

Assigned Seating: DRAFT
the reality check

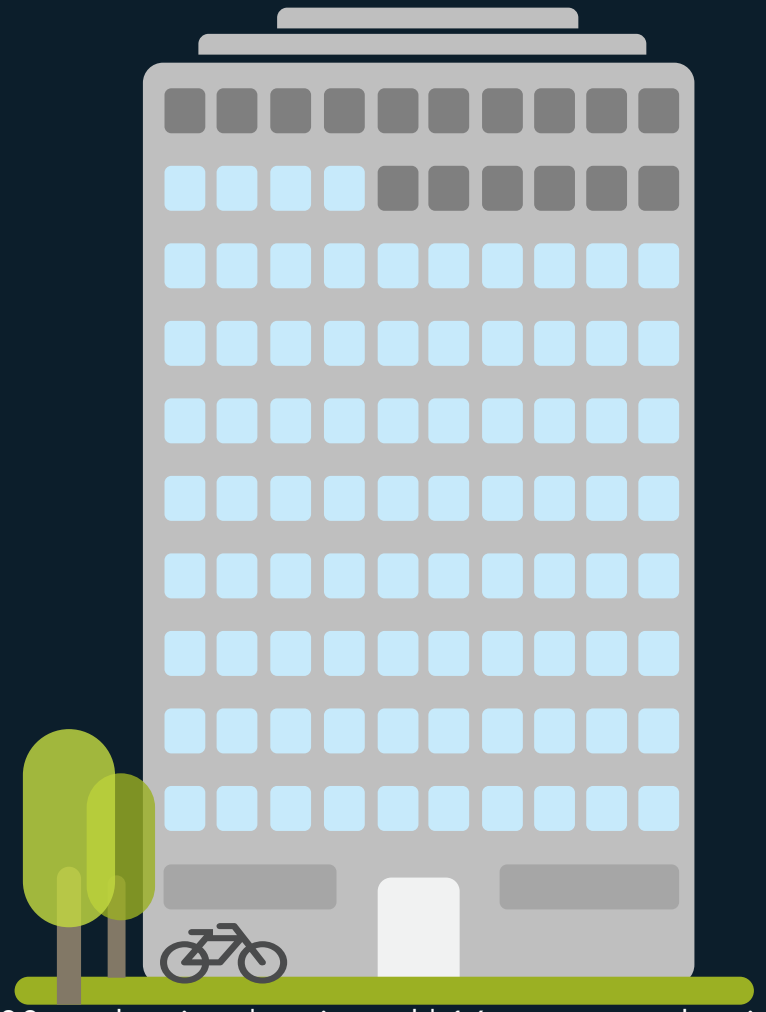
Working in office

Absenteeism *(vacation, sick leave, travel, training)*

On any given day, 16 % of employees are absent for various reasons.
That's 16 empty workpoints every single day.

↓ Utilization is down to 84%

NOTE: *meetings, collaboration, or activities that do not require a primary workpoint also create additional underutilization of workpoints but are not counted in this example.*



100 workpoints | assigned | 16 empty workpoints

Assigned Seating + Hybrid work model
= underutilized space

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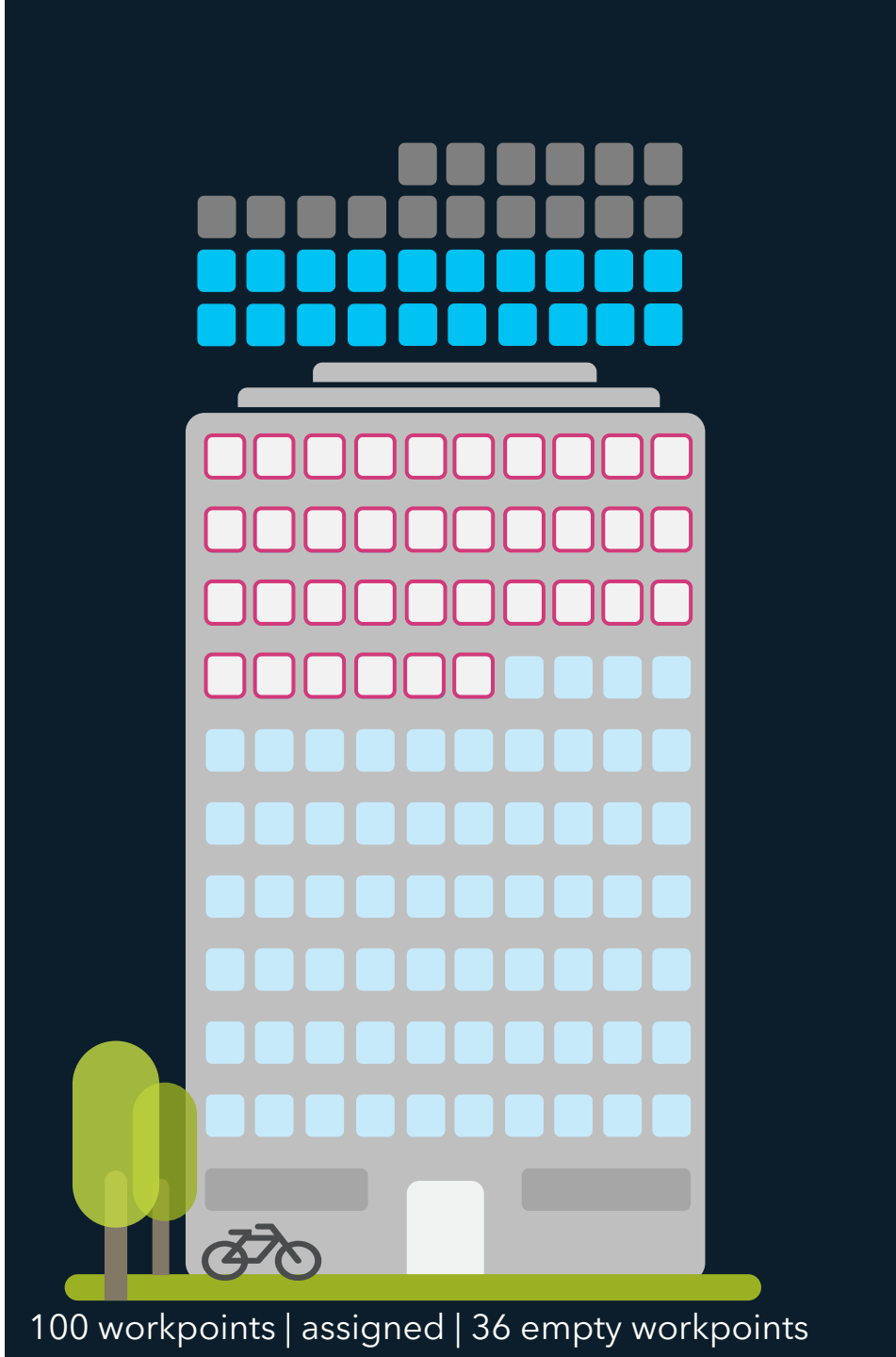
- working in office
- absenteeism (16%)
- working remotely (20%)

With hybrid work, employees are expected to work 80% of the time in the office, and 20% from home...That results in only 64 out of 100 workpoints used on a typical day.

- Vacant primary workpoints **= wasted space**

↓ Utilization is down to 64%



100 workpoints | assigned | 36 empty workpoints

The fix: Unassigned Seating + Hybrid work model

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With unassigned seating, the population with access to the space can increase to better utilize the vacant spaces created by absenteeism and remote work...

Additional population
100x56%=156 (56% more than primary workpoints)

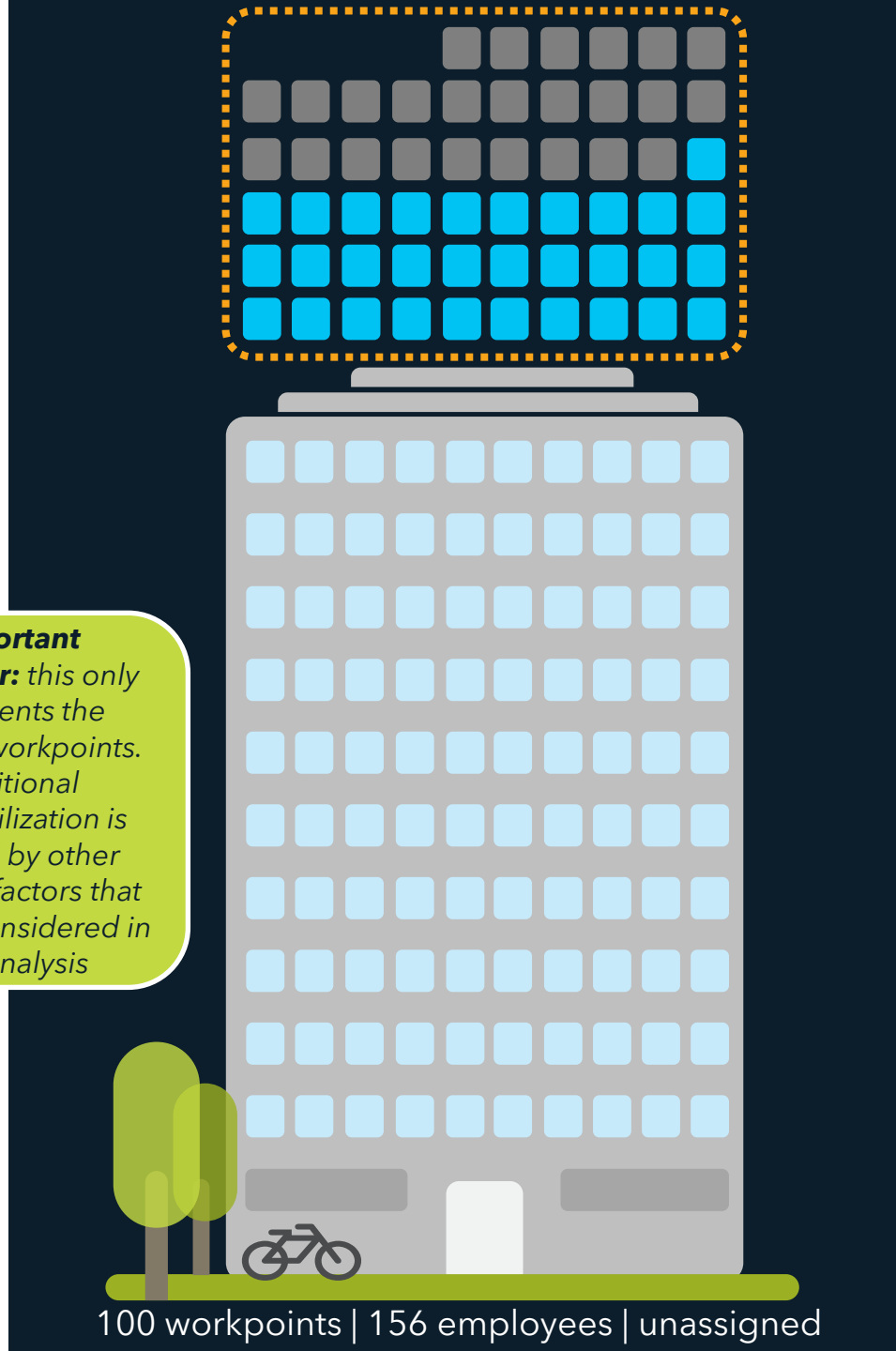
Of those 156 people... 36% of them will be absent or working from home. Leaving 100 people for 100 primary workpoints.

absenteeism (16%)

working remotely (20%)

Important reminder: *this only represents the primary workpoints. Additional underutilization is created by other mobility factors that are not considered in this analysis*

↑ Utilization is up to ~100%



100 workpoints | 156 employees | unassigned

The bottom line DRAFT

Same workplace. Same 100 workpoints. Very different results.

Unassigned seating enables the **consolidation of employees** to an existing space by taking full advantage of the vacant spaces created by hybrid work and daily absences.

	ASSIGNED SEATING	UNASSIGNED SEATING
Number of workpoints	100	100
People it can serve	100	**156** (+56%)
Workpoints used daily	64 out of 100	100 out of 100
Daily utilization	64%	Up to 100%
Wasted workpoints/day	36 daily	0

Example:
A space that used to accommodate 100 FTE's can now safely serve a population of 156 FTE's.

- 20% Working remotely **= 31 FTE**
- 16% absenteeism **= 25 FTE**
- 64% working in office **= 100 FTE**

Unassigned seating doesn't mean more people in the office at once. It means the same space is being used more efficiently, by implementing some simple utilization strategies.

Key assumptions & considerations

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- This example uses simplified, standardized assumptions to demonstrate the concept of unassigned. It is not a substitute for a site-specific analysis.
- We have not taken into considerations the 5-day return to office for executives in the equation, due to the small percentage they represent.
- Work from home day schedules must be put in place to ensure attendance is equally dispersed across the 5-day work week to avoid spaces at overcapacity during ‘peak’ attendance days
- This only considers the primary workpoints. Additional workpoints are available in the workplace such as meeting rooms, collaboration areas, phone booths, etc, which create additional pockets of available space within the workplace.
- This assumes a 100% unassigned workpoints. If partial assignment of workpoints is required (DTA, executives, etc), this could reduce the efficiency gains demonstrated in the calculations.