

Uniqueness. This is what makes each of us individuals. It is essential to recognize this in our clients, as the best interior design comes from an in-depth analysis and understanding of what makes a particular company and its workforce unique.

Shared conference facilities.

- The interior designer needs to fully understand how conference rooms are used, what sizes are most functional, and who the users are. Once that is discerned, decisions can be made about whether there should be centralized or decentralized conference rooms or a combination, what services need to be adjacent, and if they are used by the public or not. The amount of real estate required for departmentalized conferencing is greater than for a central conference facility, but if departmentalized conference rooms are not of concern to the corporate culture, the additional cost may be acceptable.

Support spaces.

- These are the spaces that are critical to the operation of the facility and can consist of mailrooms, records storage, stockrooms, and catering kitchens. Again, the amount of real estate dedicated to their use has a cost impact, but their functionality is equally important. The company needs to assess where these spaces should be located and consider alternative solutions such as off-site storage or less costly basement or windowless space.

Communication areas.

- One of the most important programming objectives for today's companies is increasing communication among employees through spontaneous interactions and strategies such as teaming. Companies have found that the faster information is shared, the faster it is processed. The faster ideas are shared, the faster they are improved. Closed-door sessions are now rarely the preferred method of working. Thus, teaming spaces are often incorporated into the office design. These spaces vary in size and design depending on their purpose.

Amenities.

- Additional amenities and services within the workplace are becoming increasingly common. The following amenities may be incorporated into the design to raise worker satisfaction and productivity:
 - *Dry cleaners*
 - *Fitness center*
 - *Child care*
 - *Café*
 - *Cafeteria with take-home meals*