

1. What is an Office Layout?

An **office layout** reflects the corporate statement of your business. More than that, it creates a wholesome environment that can make everybody at ease but efficient in their work at the same time. Hence, it is best to plan your office floor plan as per the atmosphere you want to create in your office.

The term office layout deals with the design and décor of an office. It takes into account all the equipment, supplies, accessories, and designs an arrangement needed for the proper functioning of an office. All are within the available floor space so that all procedures and personnel can work efficiently and effectively.

In simpler words, it is the blueprint of the office floor, and hence, called the **office floor plan**. An office layout can be practical only when it makes your employees more efficient in their tasks. Let's say, for example, an office floor plan where all the employees in your accounts department get grouped into one area or floor depending on the space available. It will help them to carry out their tasks more efficiently as they can now communicate within themselves much better than before.



Image Source: [EdrawMax Online](#)

2. Main Objectives of Office Layouts.

There are a few aspects you need to consider while designing a good office floor plan or layout. There are some minimum standards or objectives that an office layout needs to suffice. The main aim, however, remains to be the streamlined workflow, keeping in mind employee satisfaction. The following are the main objectives of an office floor plan:

- To ensure proper and effective use of the floor space available;
- To facilitate managers with better supervision and control of their workforce;
- To ensure steady and effective workflow to increase production;
- To provide a wholesome environment to employees to make them feel safe and comfortable at the workplace;

- To facilitate better inter-communication between various departments by interlinking them as needed;
- To provide adequate privacy for your staff working on confidential projects;
- To ensure a disturbance-free working environment by insulating the office floor from external noises;
- To include provisions for future expansion of the company.

A whole amount of planning makes an excellent office floor plan needed for satisfying the high standards or objectives is always favorable to your business.

3. Different Types of Office Layouts.

1. Open-Plan Office Layout

In an **Open-Plan office layout**, there are no walls or separators between workstations. Instead, they get defined by furniture in the office area, including cupboards, shelves, cabinets, etc. The desks may get stacked up side-by-side or replaced altogether with work-tables capable of facilitating multiple employees at one go.

Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> ✓ Reduces cost and saves space; ✓ Encourages collaboration and communications among team members; ✓ Flexible seating arrangements and easily reconfigurable. 	<ul style="list-style-type: none"> A lot of distractions; Lack of privacy; Increases anxiety among employees for being watched continuously.



Image Source: gstatic.com

2. Private Office Layout

A **private office layout** uses a cellular style workstation, with the interior walls reach up to the ceiling. It means that these parts are completely sealed off from the rest of the office floor. It is the most widely preferred seating arrangement for the senior managers of an organization. Sometimes more than one manager would share a private office.

Pros & Cons:

Pros	Cons
<ul style="list-style-type: none">✓ A lot of privacy for confidential projects and discussions;✓ Concentration is uninterrupted;✓ More comfortable to work on projects that require time and focus.	<p>Uses a lot of space and it is very uneconomical;</p> <p>Communication with the rest of the teams and subordinates become a bit hampered;</p> <p>Supervision becomes tough as you are somewhat isolated from your underlings.</p>

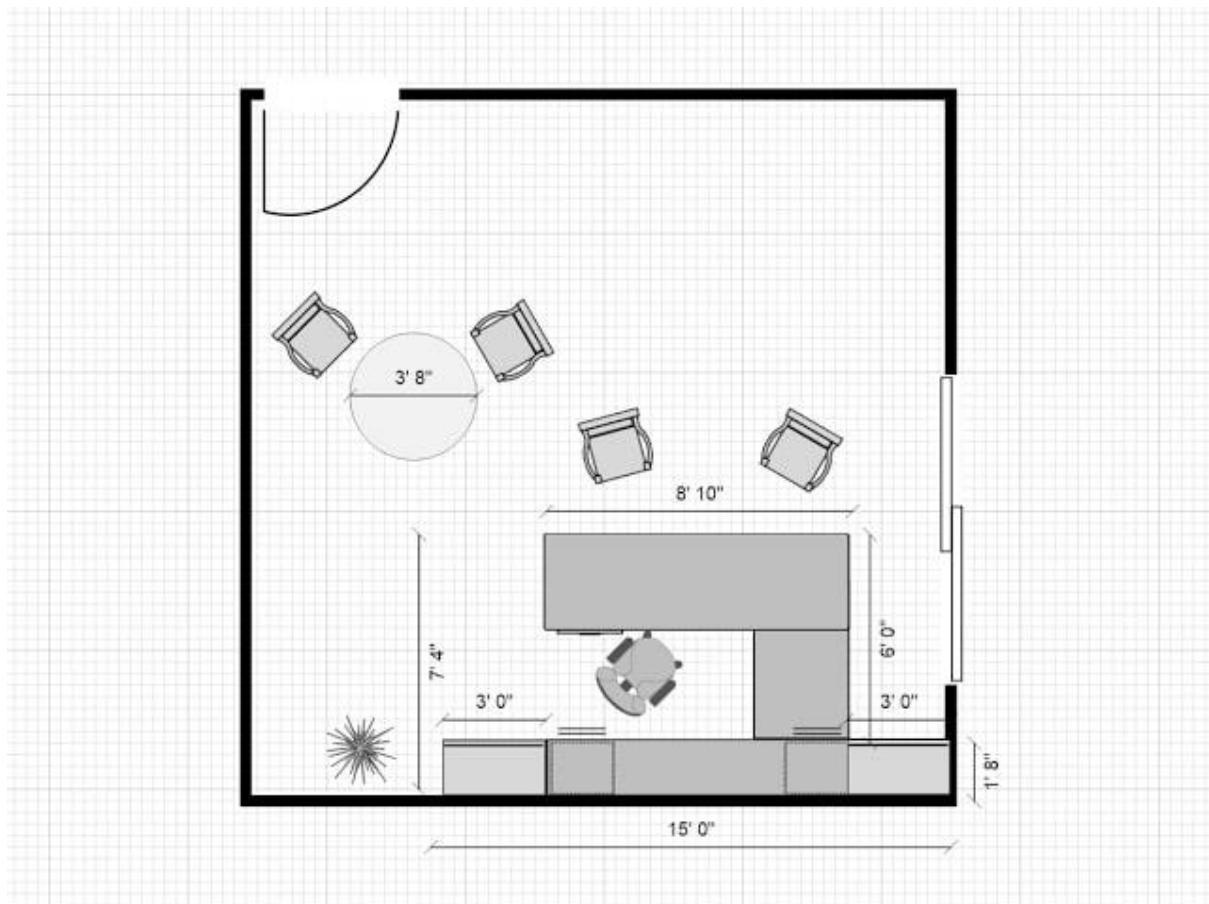


Image Source: gstatic.com

3. Cubicle Office Layout

A **cubicle office layout** is the most used type. It is a type of open plan layout where the workspaces are separated from one another using partitioning walls to form a shape of a cube, hence cubicle. It is the most cost-efficient type of office layout. You can see this type of plan in combination with private offices for senior staff and built-in meeting rooms.

Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> ✓ Provides more privacy at the workstation; ✓ Allows for a personalized workstation; ✓ Very much cost-efficient. 	<p>Hinders interactions and communications between employees;</p> <p>Claustrophobic people may feel uncomfortable;</p> <p>Not suitable for a supervisor as it provides a visual barrier.</p>

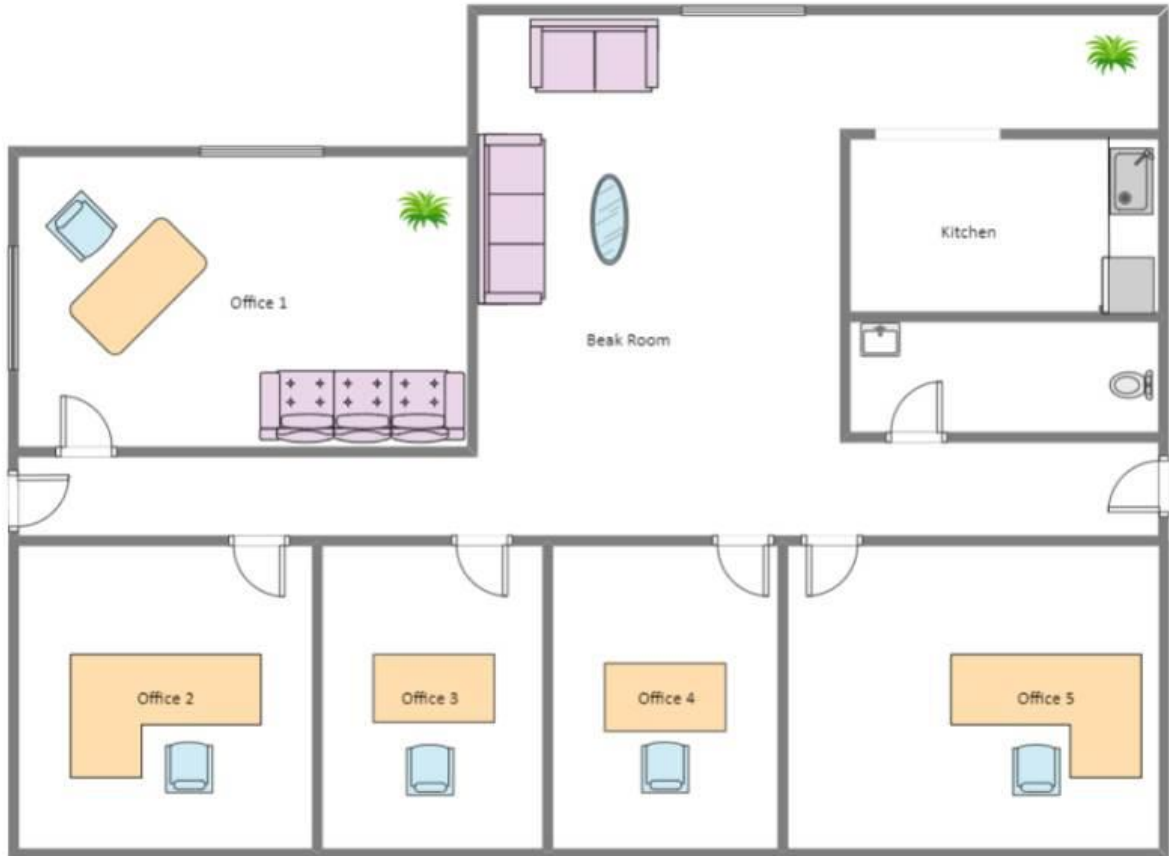


Image Source: [EdrawMax Online](https://www.edrawmax.com/)

4. Co-Working Office Layout

It is one of the greatest innovations in office layout designing in this century. These plans are best for the self-employed who generally are mobile with their work. What's more, is that you don't need to create this workspace; but pay a small fee and find a workstation you like or a spot on the lounge.

Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> ✓ Flexible plans, costing and space options; ✓ Best suited for start-ups and freelancers; ✓ Higher chance of networking and prospect networking. 	<p>Too many distractions;</p> <p>Lack of customization of the workspace that can lead to a negative impact on work;</p> <p>The cultural growth of a company might be affected by the culture of the workspace.</p>

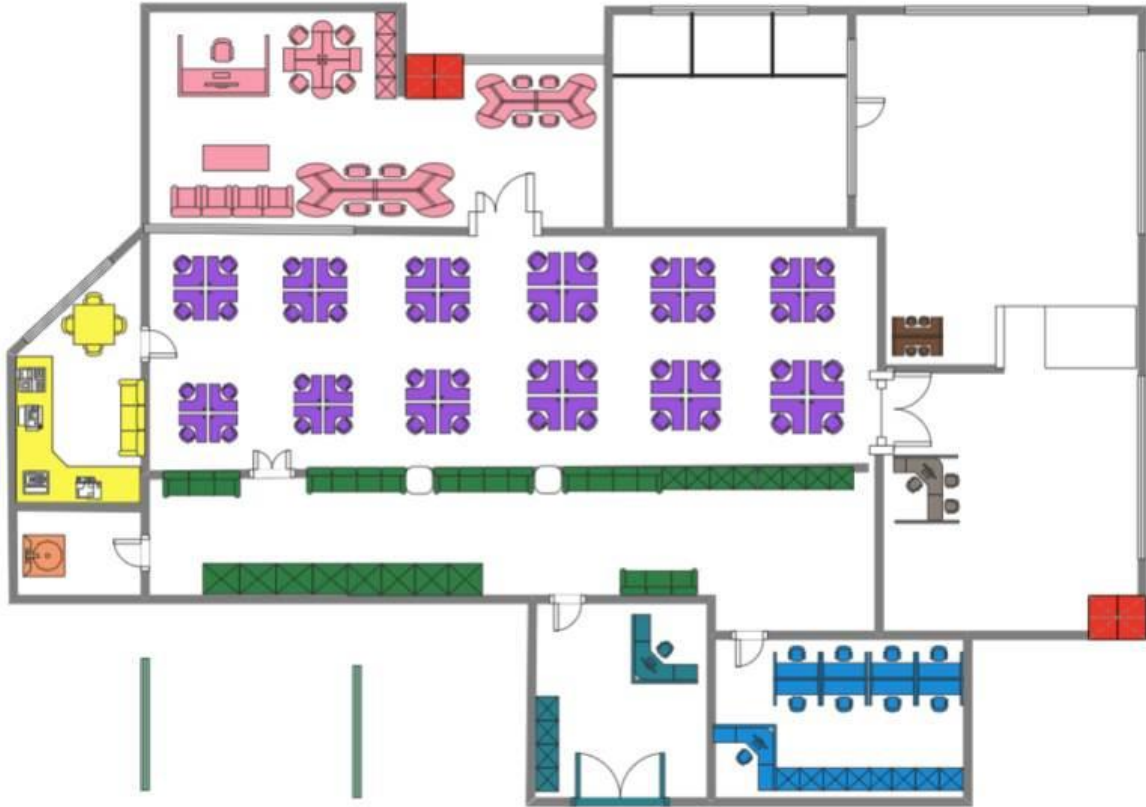


Image Source: [EdrawMax Online](#)

5. Home Office Layout

Suppose you have space at your home, then you can design a **home office layout** for yourself. You have to follow no specific format to create your home office. You can use as much space as you want and anything in your office. Your home office layout must have a good chair and a work table. If you have clients at your house, you can add sofas and other chairs. Include a cupboard for files and documents, and color your walls to your liking.

Pros	Cons
<ul style="list-style-type: none"> • A home office is comfortable. • You can work and rest anytime. 	<ul style="list-style-type: none"> • You can't communicate much with colleagues.

- You don't have to use a commute to get to your office

- You can easily get distracted at your home office.
- Always sitting makes you lazy.

6. Small Office Floor Plan

You can use a **small office floor** plan when there are fewer employees in your company. This type of office layout only works when your company only has ten employees. Small offices are the best for collaboration and communication between colleagues. You can only have limited space in a small office, so when new employees are at your company, you either have to change office or re-model.

Pros

- Good for communication.
- Employees can do their tasks without wasting time.
- It creates a positive team environment.

Cons

- Chit chats can distract employees from work.
- Employees get no privacy.
- It might give anxiety.

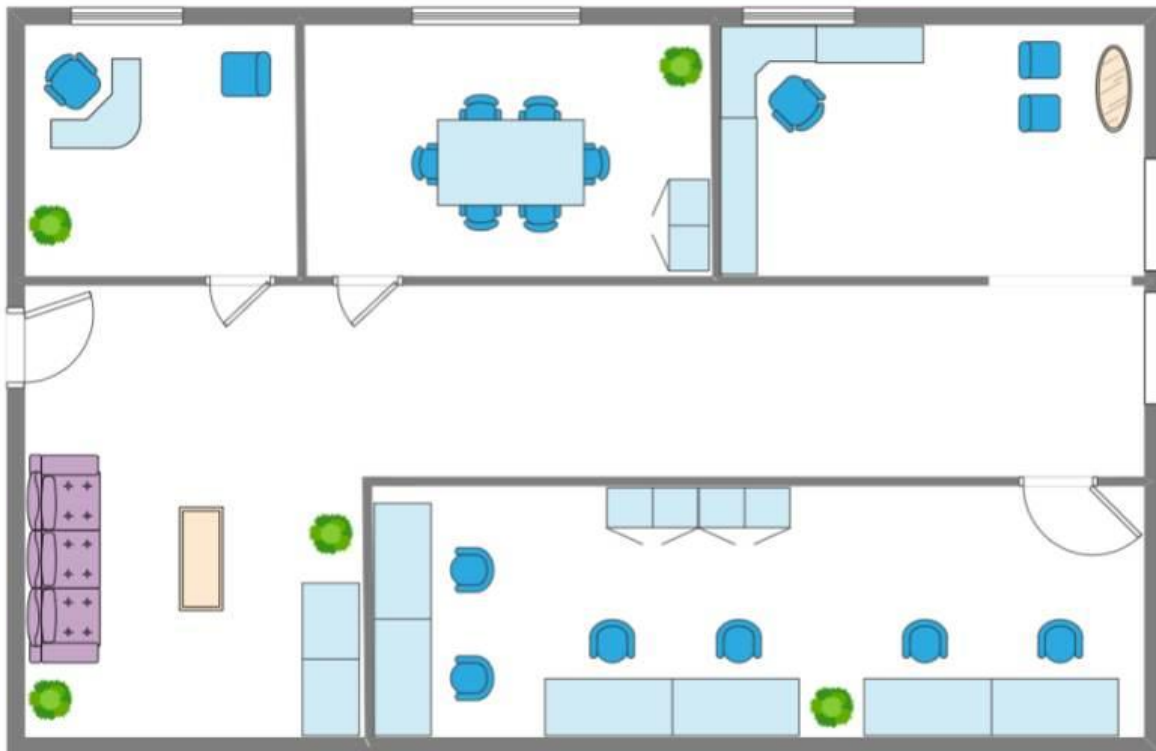


Image Source: [EdrawMax Online](https://www.edrawmax.com/)

7. Oval Office Layout

You can use an **oval office layout** if you have extra space and want a big and classy office. An oval office layout is different from a general office as you don't have any straight walls to design and place the furniture. You can place sofas and chairs along with your chair and table in the middle, and the sides must be empty for people to move around the office quickly. You can decorate the office walls and use small tables to place room décor.

Pros	Cons
<ul style="list-style-type: none">• An oval office layout makes lots of free space around the office.• It makes communication easier.• It gives a calm feeling to your employees.	<ul style="list-style-type: none">• It wastes too much space.• You can only have selective furniture in the office.• It is hard to change the layout of an oval office.

4. Benefits of Good Office Layouts

1. Economic stabilization of your business through cost reduction in office maintenance;

2. Better morale and goodwill with both employees and clients;

3. Improved workforce efficiency through the best possible use of office machines and equipment;

4. Improved production due to better supervision;

5. Enhanced inter-departmental communication through proper use of floor space.

These are just a few of the varied benefits of a proper and effective office floor plan.

5. Office Layout Ideas

There are many things to consider before you design your office layout. In the past, a cubical was a standard for every office layout, but nowadays, efficiency and best use of workplace is more important. You have to make sure that the office layout is best for your employees and you are optimizing the available space to accommodate all of your employees. You also need to add meeting rooms where employees will interact with clients. Please look at some of the popular **office layout ideas** down here, and they will help you pick a suitable layout based on your line of work.

1. More natural lighting by designing the layout in such a manner that the office faces either the North or the East;
2. Maximum utilization of available floor space to create a complete workspace environment by accurately placing computer consoles and worktables keeping in mind factors such as lightning, ventilation, etc.;
3. Ensuring proper flow of work by designing the layout after careful study of the sequence of tasks to be carried out daily and implementation of unidirectional workflow while designing;
4. To bring balance to the workflow by creating an aesthetically pleasing floor plan;
5. Improving employee efficiency by provisioning necessary processes and tools with easy access;
6. Enhancing employee morale by implementing provisions needed for every employee based on their tasks in the layout design;
7. Restricting the number of private offices by carefully and accurately asserting the need for such offices as they are quite costly to implement;
8. Inclusion of adequate exit routes in an office layout for safe

passage in case of an emergency, thus considering the safety of all;

9. Designing both informal and formal spaces in the layout, to set them accurately;

10. Provisioning for the scope of future expansion.

6. Office Floor Plan Examples: Traditional VS. Stylish.

In this section, we will take two examples of office floor plans: one traditional and one more modern and stylish. We will analyze the various features of these two examples, the style portrayed, and the advantages each possess. Find more [office layout templates](#).

Features:

Traditional Office Floor Plan	Stylish Office Floor Plan
<ul style="list-style-type: none">• Segregated departments according to their tasks;• Only a single private office for the manager;• An open-plan layout for the general offices.	<ul style="list-style-type: none">• More ad hoc designing with employees choosing their desks and workstation as per their satisfaction;• A private office plan only for the conference room;• Provisions to take rest in case of overnight tasks.

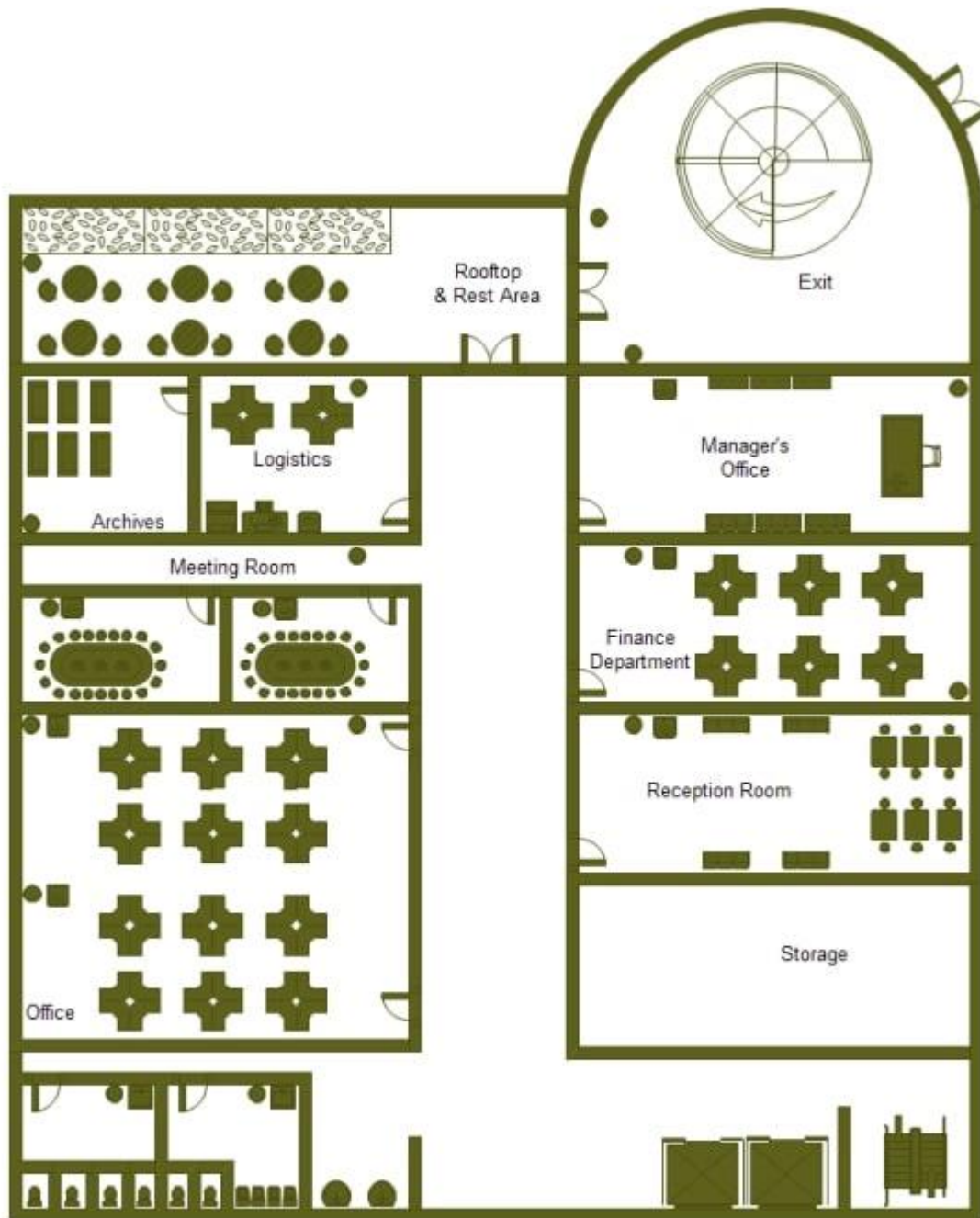


Image Source: [EdrawMax Online](https://www.edrawmax.com/)

Style:

Traditional Office Floor Plan	Stylish Office Floor Plan
<ul style="list-style-type: none"> • Very much like any other office floor; • Not aesthetically pleasant; • More productive style of design with departments sectioned as per their tasks. 	<ul style="list-style-type: none"> • Ad hoc design without proper segregation of departments; • Much pleasant to look at; • Very distracting design.



Image Source: [roomsketcher.com](https://www.roomsketcher.com)

Advantages:

Traditional Office Floor Plan	Stylish Office Floor Plan
<ul style="list-style-type: none"> • Very productive workflow; • Interdepartmental communication is solid; • Efficient workforce. 	<ul style="list-style-type: none"> • Much more pleasing environment to work; • The adequate provisioning of equipment with maximum space utilization; • Cost-effective design.

8. New Trends in Office Layout

Modern offices are more than just your workspace. They do not portray the traditional office environment. These offices are more focused on creating a wholesome and friendly environment for employees.

Biophilic designs go a long way to create a comfortable working environment. The integration of technology is another trend in 21st-century offices.