



OFFICE FURNITURE TIPS

When purchasing furniture for your office, McShane's has put together the following tips to consider before taking the next step...

➤ **Create a plan.**

Evaluate your office furniture needs, and ask your employees for their input as well. Keep in mind how much and what kind of office furniture you need, factoring in any plans for hiring additional employees or changing the layout of the office.

➤ **Know the size of your office**

Before you start buying furniture for your office, make sure you know the dimensions of your office. Knowing the measurements helps you to decide what size of tables, bookcases and file drawers you should purchase.

➤ **Check the comfort level**

Keep comfort in mind as you choose your office furniture. For example, make sure any workstation you are considering has enough leg room for the people who will be sitting there all day.

➤ **Quality Chairs**

The chairs which you are going to purchase for your office should provide a platform for healthy posture and body position.

➤ **Placement of furniture**

The placement of furniture should promote communication among your office, privacy when necessary, and easy access to common areas of the office (such as a break room, file cabinets, copy center, etc).

➤ **Size of Tables**

Tables should be purchased according to your office size, as too small or too big tables can dampen the looks of your office and make the area uncomfortable for employees. Make sure that the tables should have a sufficient working area.

