

modern office



comfort and convenience in a flexible office design

A major accounting firm introduced the concept of flexible office design at its Manhattan location several years ago. The concept worked well and the firm's leadership decided to expand on it when they moved to a new office at Times Square. In this approach to workplace design, the vast majority of employees aren't assigned a permanent office or cubicle. Instead they choose the work environment that best suits their changing needs throughout the day.

For instance, a junior accountant might reserve a conference room for a few hours of collaborative work in the morning, then use a “phone booth” to join a conference call after lunch, and spend the rest of the day at a workstation. Only a few senior partners have permanently assigned offices.

Because most employees don’t have offices or cubicles, they need secure, reliable space to store their personal belongings, laptops, and other supplies and equipment. Day Use Lockers are designed to accommodate a variety of items.

In a modern workplace committed to employee well-being, day use lockers provide visual interest and peace of mind.



shaping the office landscape



The lockers would be accessed multiple times a day by nearly every employee, so reliable, trouble-free operation was an essential consideration as the design team weighed their options.

Staff had been using “gym style” temporary lockers with keys at the old location, but that proved to be cumbersome. Staff would place their belongings in an available locker, turn the key, and take the key with them. At break time or at the end of the day, they would use the key to unlock the locker and the key would stay in the lock, indicating the locker’s availability. Because staff got a new key every time they used a locker, the keys were often lost or misplaced. That led to inconvenience and wasted time.

The design team selected permanently assigned lockers with combination locks for the new office. In addition to the combination locks, office services staff have a master key that can unlock any locker. To help prevent lockouts, the office services manager keeps a roster of every employee, their assigned locker, and their combination.

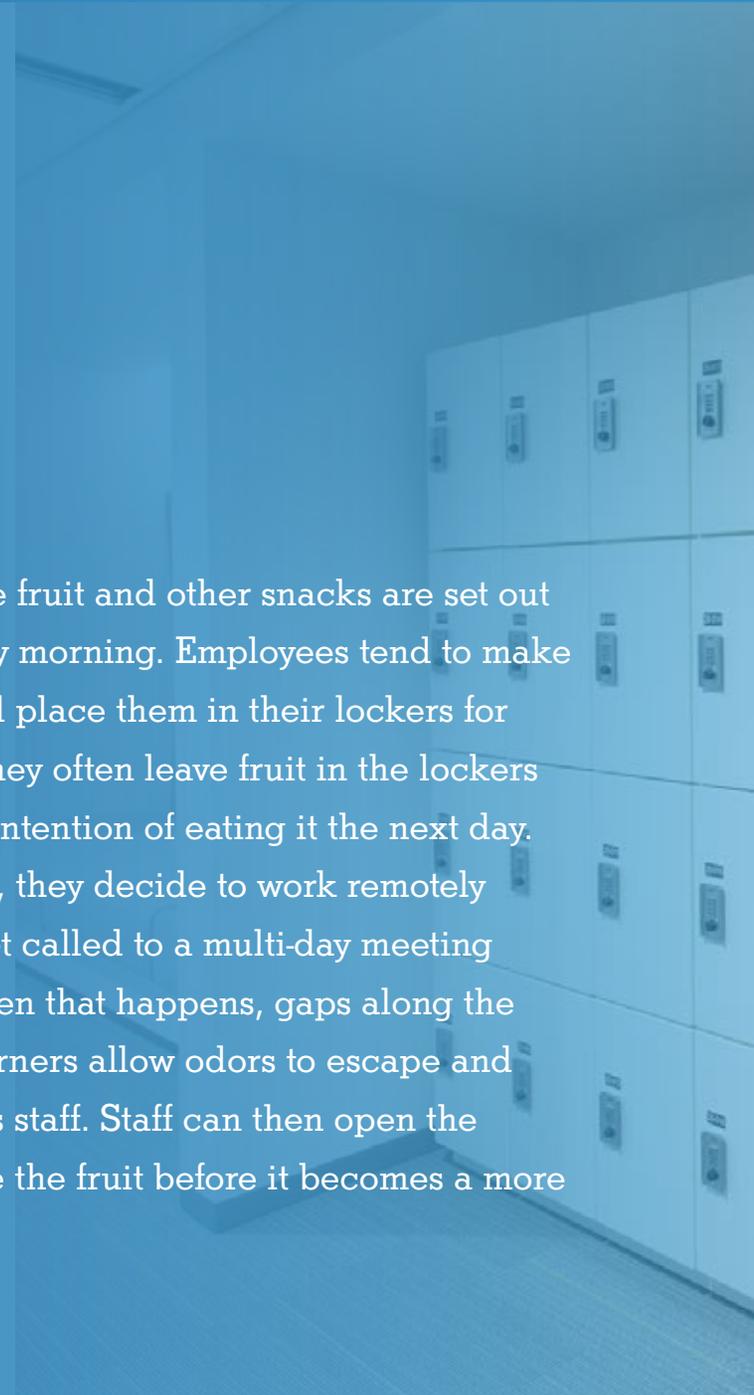


unexpected benefits

Many of the firm's employees shop online and have packages delivered to the office. The problem is that the small mailrooms on each floor have limited space and are not equipped to handle boxes. That's why the lockers have become an extension of the mailroom. When a package arrives for an employee, office services staff use the master key or the combination from the roster to unlock the locker and place the parcel inside.

The lockers' internal ventilation has also been useful. As part of the firm's commitment to employee health

and well-being, free fruit and other snacks are set out for employees every morning. Employees tend to make their selections and place them in their lockers for safekeeping, and they often leave fruit in the lockers overnight with the intention of eating it the next day. Sometimes, though, they decide to work remotely for a few days or get called to a multi-day meeting in another city. When that happens, gaps along the lockers' interior corners allow odors to escape and alert office services staff. Staff can then open the lockers and remove the fruit before it becomes a more serious problem.





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