

QLS Innovation Committee – Hybrid work taskforce

Considerations for your physical office

What does it look like

- ☐ What do your **people need to do** in your office e.g. is it a place to meet clients, collaborate with your team, host events, do focused client work? Can any of these things be done offsite especially if they are not frequent e.g. events. Does your building offer a booking and 'user pays' option for these types of facilities?
- ☐ **What sorts of spaces are required** to support what you need to do in your office.
- ☐ Can spaces be used for **multiple purposes** e.g. a meeting room used to meet clients, for an internal meeting and also a quiet space for staff who need to concentrate on a complex drafting.
- ☐ For **client and team interactions**, are they in person or online, what VC and other technology do you need? Should all meeting rooms be VC enabled, do you need extra sound proofing.
- ☐ If you are encouraging **electronic files**, can you manage with less printers and utility bays, less stationery, and reduced file storage areas – can existing spaces be repurposed.
- ☐ Do you need a **kitchen**, servery or tea point, especially there's a café in your foyer or nearby.
- ☐ Do you need a **library**, and if you have one can the collection and required area be downsized for materials accessible online.
- ☐ Do you need an **onsite safe custody** area, or can you move documents offsite and discourage future retention of these documents.
- ☐ Is your **IT infrastructure** 'on prem', in the Cloud or at a data centre, and how does this impact on your office requirements.
- ☐ Do you still need the same **amount of space** – can you downsize or sublease?
- ☐ What **staff amenities** do you need (e.g. showers, change rooms, bike storage)?

Hot desking v designated office space

- ☐ Do you have **enough space** for all of your team to be in the office at the same time?
- ☐ How often is **everyone in the office together**, and when they are do they need access to particular items in the office e.g. paper files, IT equipment, a cheque printer.
- ☐ Do you need a **booking system** for desks or is it 'first in first served'?
- ☐ If teams are not **co-located**, how does this impact on collaboration and effective working?
- ☐ Is hot desking an option to support **growth** without acquiring more space.

Your footprint

- ☐ What is the **rating** of your building, does it provide **environmental initiatives** e.g. recycling
- ☐ Can you incorporate **energy saving into your fit out and equipment** e.g. motion sensed LED lights, timers on equipment e.g. photocopiers

Shared space

How do you comply with your professional obligations of confidentiality and e.g. maintain privilege if you share space with others