

# Configurations is There From Start to Finish, Providing Solutions for Every Area of Your Office

*Whether you're opening a new office or refurbishing your current space, Configurations can help create an environment to maximize your organization's productivity. We'll consult, design the layout, provide furnishings, and carefully install everything on time.*

## **Consultation**

Our philosophy at Configurations is that an efficient and effective office begins with a comprehensive survey of the individuals' needs in the workplace. We ask the right questions. We analyze the particular requirements of the workspace. We observe the complex interactions of people in their work environment to ensure that both people and information flow smoothly. In the sophisticated workplace of today, no one installation can solve the needs of every office. Each situation is unique, tailored by Configurations to ensure an attractive, comfortable and efficient office that maximizes productivity. At Configurations, the answer begins with a question. Putting space to work for people beautifully is the result.

## **Design**

From space planning, to total site design for single offices to multiple workstations, our design department has what you need, when you need it. Our design team can meet any or all of your needs with the following services:

- **Space Planning** - Analysis of your space, work processes and business goals to develop a functional solution, which maximizes the productivity of all employees.
- **Interior and Furniture Finish Selection** - Furniture, lighting, floor covering and floor finish material and color alternatives to create your unique identity, which integrates the quality, aesthetics, and style of your physical space.
- **Accessory Selection** - Coordination of plants, artwork, coat trees, clocks, etc., to complete the unique identity of your physical space.
- **Establish Corporate Standards** – Ensures that colors, fabrics, signage, and styles are consistent throughout your facilities.
- **Inventory Existing Furniture** - Count, measure and assess your existing furniture and equipment for possible reuse, sale, or disposal.
- **Window Treatments and Wall Coverings** - Selecting fabric material, quality and color of blinds, shades, or draperies for windows and determining fabric, vinyl, paint, or woodwork for wall applications.
- **Building Code Compliance** - Ensuring that your space layout meets the Americans with Disabilities Act and Building Code requirements.
- **Graphic Presentations** – Utilizing specialized software, we can help you visualize what your finished space will look like before it becomes a reality with plans, three-dimensional renderings, and detailed visual displays to make your decision easier.

Our talented professionals offer innovative ideas for ways to successfully utilize your space, creating a design that complements your image and enhances employee productivity.

## **Product**

From the executive boardroom to the training room to the cafeteria, we provide furnishings for every area of the workplace. We're experienced in specifying furniture that meets your performance needs, while also providing great value in every price range.



### **Open Plan**

In today's fast-paced business world, many companies are utilizing highly collaborative teams to accomplish tasks faster...better...smarter. Each job function requires a unique blend of interaction and autonomy. Using systems furniture, companies can tailor workspaces to meet each individual's needs.

### **Private Office**

While today's businesses are using teaming structures, some job types remain with limited interaction. For those "knowledge workers," private officing is a solution that provides a focused work setting. Effective private offices include components such as a desk, executive chair, credenza with overhead storage, and a conferencing area for small meetings.



### **Ergonomic Seating & Accessories**

Anyone who spends more than a few hours a day at a computer is at risk of suffering from a cumulative trauma disorder. In fact, OSHA predicts that by the year 2004, more than fifty cents of every dollar spent on corporate medical costs will go to the treatment of injuries related to repetitive stress.

### **Conference Rooms**

Conference rooms must reflect the overall image of the company, serve as a comfortable meeting area, offer privacy, and support technology such as video conferencing and computer presentations. An effective conference area includes components such as conference tables, seating, video carts, visual boards and video conferencing furniture.



### **Filing & Storage**

An effective workplace requires storage areas for easy access to files, computer printouts, back-up disks and reports. Storage cabinets and files must accommodate various items from personal belongings housed near a workspace for daily access, to shared files and office supplies in a centrally located area. Using products such as high-density filing and adjustable steel shelving, filing and storage areas can be tailored to any application.

## LAN/Network Rooms

Providing proper support for LAN/WAN networking equipment is essential to the success of any technology center. Furniture for technology centers features cable management, adequate ventilation, racking systems, and multi-level worksurfaces.



## Reception/Lounge Area

A first impression is a lasting impression. It's important to provide customers with a comfortable waiting area. A well planned reception area and lounge includes a reception desk with a standing height work surface for guests to sign-in, comfortable seating such as sofas or lounge chairs, and occasional tables.

## Training Areas

The increased use of technology in business today means companies must provide ongoing training to give their employees a competitive edge. Training rooms must be versatile by design to accommodate computer-based training and non-technical seminars. They include components such as tables with cable management to support technology, highly adjustable seating to accommodate all body types, and visual display boards for effective communication.



## Dining/Cafeteria Areas

Dining areas often serve as all purpose areas for impromptu meetings or company events. Any dining/cafe area, whether formal or informal, requires durable furnishings able to withstand everyday use and regular cleaning.

## Home Office

Working from home no longer involves clearing off the kitchen table. Creating an effective home office requires a dedicated workspace with ergonomic seating and worktools, lighting, support for technology, and privacy.



## Installation

Building an effective workplace begins with the design process and continues through proper installation of your new furniture. Our installers are specially trained to safely deliver and handle your workstations quickly, correctly, and professionally.

So whether you're reconfiguring space, adding new workstations, or repairing your current product, our installation team can help you retain the value of your furniture.

## **Typical Project Checklist and Timeline:**

Every furniture project has its own unique challenges and solutions, but the checklist below serves as a general guideline for how we approach most projects.

- Meeting for initial needs consultation
- Selection of product lines
- Floorplan is emailed to design department or field verified
- Design consultation
- Designer draws space plan with furniture
- Meeting to review plan
- Design revisions
- Proposal review
- Revisions
- Meeting for selection of finishes
- Proposal is finalized
- Proposal is approved
- Deposit is received
- Furniture orders are placed
- Manufacturer/s send order acknowledgements/ship dates to Configurations
- Product ships from manufacturer
- Product is in route to Configurations
- Product received at Configurations
- Product inspected for damage and staged in warehouse
- Site verified as ready for installation
- Product loaded, delivered, and installed on-site
- Punch-list created, sign-off
- Target completion date

## **Put Configurations to Work For You:**

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## Configurations Project Photos

(More photos are available upon request)



Executive Boardroom



Private Office



Workstations



Workstations



Workstations



Workstations