# Report on office improvements

## Introduction

The aim of this report is to outline the deficiencies in our current workplace and make recommendations to improve it in order to make our day-to-day at the office much better.

## The office environment

At present, our old office suffers from a number of problems. Firstly, the kitchen is always a mess. We have only one microwave for the whole staff, employees do not clean their dishes and apparently, they are afraid to use the dishwasher, as a result, you can always find a pile of dirty plates over the sink. Finally, for some colleagues is really hard to concentrate due to loud conversations during meetings in other part of office.

## Staff suggestions

Staff were consulted and they made the following suggestions to improve our office: first, we need a second microwave in the kitchen and encourage the employees to clean their dishes after use. Also, name a colleague to be the responsible of the kitchen every week in order to keep the area clean. Meetings must be run only in rooms, and if they are not available, employees could have them by Skype as long as they speak more quietly.

## Recommendations

At a first measure, I would recommend is hiring personal for office cleaning, and buy at least two new microwaves. These two changes will have a direct effect on the tidiness of our workplace. Finally, as we have only three rooms to run the meetings, I think that we should start using a software or another mechanism to assign turns to their use.