**Company K Office Layout and Seating Plans**

**1. Purpose**

This document provides guidelines for the office layout and seating plans at Company K. It aims to ensure efficient use of office space, promote a collaborative work environment, and accommodate the needs of all employees.

**2. Scope**

This policy applies to all employees, contractors, and visitors at Company K, and covers the allocation and management of office space and seating arrangements.

### **3. Office Layout**

**3.1 General Layout**

**3.1.1 Description**

* **Open Plan**: Includes open workstations for general employee use to encourage collaboration.
* **Private Offices**: Designated for senior management and roles requiring privacy.
* **Meeting Rooms**: Equipped for team meetings, presentations, and collaborative work.
* **Common Areas**: Includes break rooms, kitchens, and lounges for informal interactions.

**3.1.2 Layout Map**

* **Availability**: A detailed office layout map is available on the company intranet.
* **Updates**: Contact the facilities department for the latest version of the map or any layout changes.

### **4. Seating Plans**

**4.1 Employee Seating**

**4.1.1 Allocation**

* **Procedure**:
  1. **Request**: Submit a seating request form to HR for specific seating preferences or needs.
  2. **Assignment**: Seating assignments are based on job role, department, and any special requirements.
  3. **Reallocation**: Requests for changes in seating due to job role changes or other needs are reviewed on a case-by-case basis.

**4.1.2 Hot Desking**

* **Description**: Some areas are designated for hot desking, where employees can choose an available desk each day.
* **Procedure**:
  1. **Booking**: Use the online desk booking system to reserve a hot desk.
  2. **Availability**: Check availability and book desks in advance if required.

**4.2 Visitor Seating**

**4.1.1 Allocation**

* **Description**: Dedicated areas for visitors, including reception and guest lounges.
* **Procedure**:
  1. **Reservation**: Visitor seating arrangements should be coordinated with the receptionist or host.
  2. **Use**: Ensure visitor areas are used for their intended purpose and are kept clean.

**4.3 Meeting Rooms**

**4.3.1 Booking**

* **Procedure**:
  1. **Request**: Use the online meeting room booking system to reserve a room.
  2. **Confirmation**: Receive confirmation of room availability and booking details.

**4.3.2 Usage**

* **Guidelines**:
  + **Capacity**: Adhere to room capacity limits.
  + **Setup**: Arrange meeting room furniture as needed and restore it to its original setup after use.
  + **Equipment**: Ensure all necessary equipment (e.g., projectors, teleconferencing tools) is in working order before meetings.

### **5. Special Seating Arrangements**

**5.1 Accommodations**

* **Description**: Special seating arrangements for employees with disabilities or specific needs.
* **Procedure**:
  1. **Request**: Submit a request to HR detailing any special requirements.
  2. **Assessment**: HR will assess and coordinate with the facilities department to accommodate needs.

**5.2 Remote Workspaces**

* **Description**: Designated spaces for employees who work remotely or need quiet areas.
* **Procedure**:
  1. **Request**: Contact HR to arrange for remote workspace access.
  2. **Use**: Ensure these spaces are used appropriately and booked in advance if necessary.

### **6. Office Space Management**

**6.1 Maintenance**

* **Description**: Regular upkeep and maintenance of office space.
* **Procedure**:
  1. **Reporting**: Report any maintenance issues or concerns to the facilities department.
  2. **Inspection**: Facilities team will conduct regular inspections and address reported issues.

**6.2 Changes**

* **Description**: Updates or changes to the office layout or seating plans.
* **Procedure**:
  1. **Request**: Submit change requests to HR or facilities department.
  2. **Review**: Requests will be reviewed, and changes will be implemented as appropriate.

### **7. Contact Information**

**7.1 HR Department**

* **Role**: Manage seating assignments and special requests.
* **Contact**:
  + **Name**: Susan Brown, HR Manager
  + **Phone**: (555) 234-5678
  + **Email**: hr@companyk.com

**7.2 Facilities Department**

* **Role**: Oversee office layout, maintenance, and space management.
* **Contact**:
  + **Name**: David Lee, Facilities Coordinator
  + **Phone**: (555) 678-9012
  + **Email**: facilities@companyk.com

**7.3 Reception**

* **Role**: Assist with visitor seating and meeting room bookings.
* **Contact**:
  + **Name**: Laura Green, Receptionist
  + **Phone**: (555) 345-6789
  + **Email**: reception@companyk.com

### **8. Continuous Improvement**

**8.1 Feedback**

* **Surveys**: Provide feedback on office layout and seating arrangements.
* **Suggestions**: Submit suggestions for improvements to hr@companyk.com or facilities@companyk.com.

**8.2 Review**

* **Updates**: Regularly review and update office layout and seating policies based on feedback and operational needs.