Returning To The Office

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During the height of the pandemic, most companies put off renovations and relocations due to the uncertainty surrounding the economy and real estate market. Some companies even let their leases lapse. Now that there is light at the end of the tunnel, employers are starting to plan for their workforce's return to the office. Many are contemplating whether they should adopt a home-office hybrid work model or if they should lean towards a more flexible, wellness and tech-focused space. Regardless of whether the workspace size is increased or decreased, new renovations can take advantage of the current real estate market.

As with any transition, change can be difficult. Companies can manage transition decisions easier through Programming and Change Management services. Through a set of phases, Programming and Change Management services create a solid project foundation that walks employers through the decision-making process of their transitions. These phases provide a helpful framework to make the right decisions on every aspect of a transition, from determining the required workplace size to creating a plan for employee engagement.

Start Planning

Whether you're looking to renovate or relocate, the project length can vary from 6-18 months. Start your project planning early to stay on schedule.

Programming & Test-fits

Change Management

Tours & Lease Negotiations

Scope of Work & Budget

Design Documents

Bidding & Negotiating

Construction

Furniture Management

Project Completion / Return to the Office

KEY

Minor Renovation (New Furniture, Minimal Demo)
Timeline: 6-8 Months

Major Renovation (Relocation, Extensive Demo)
Timeline: 12-18 Months

Dynamic Workplace

Integrating dynamic areas into the office will be key for companies adopting a more flexible work-from-home policy. With more employees working from home 1–2 days a week, employers will need to adapt their workspace to fit the needs of the new in-office workday. Flexible design can create more space for collaboration and head-down work while still accommodating all employees on company-wide days.

KEY

|			
1	Reception	**6**	Collaboration Zone
2	Conference	**7**	Open Meeting
3	Meeting / Office	**8**	Open Phone Area
4	Workstations	**9**	Cafe
5	Hotdesking	**10**	Support
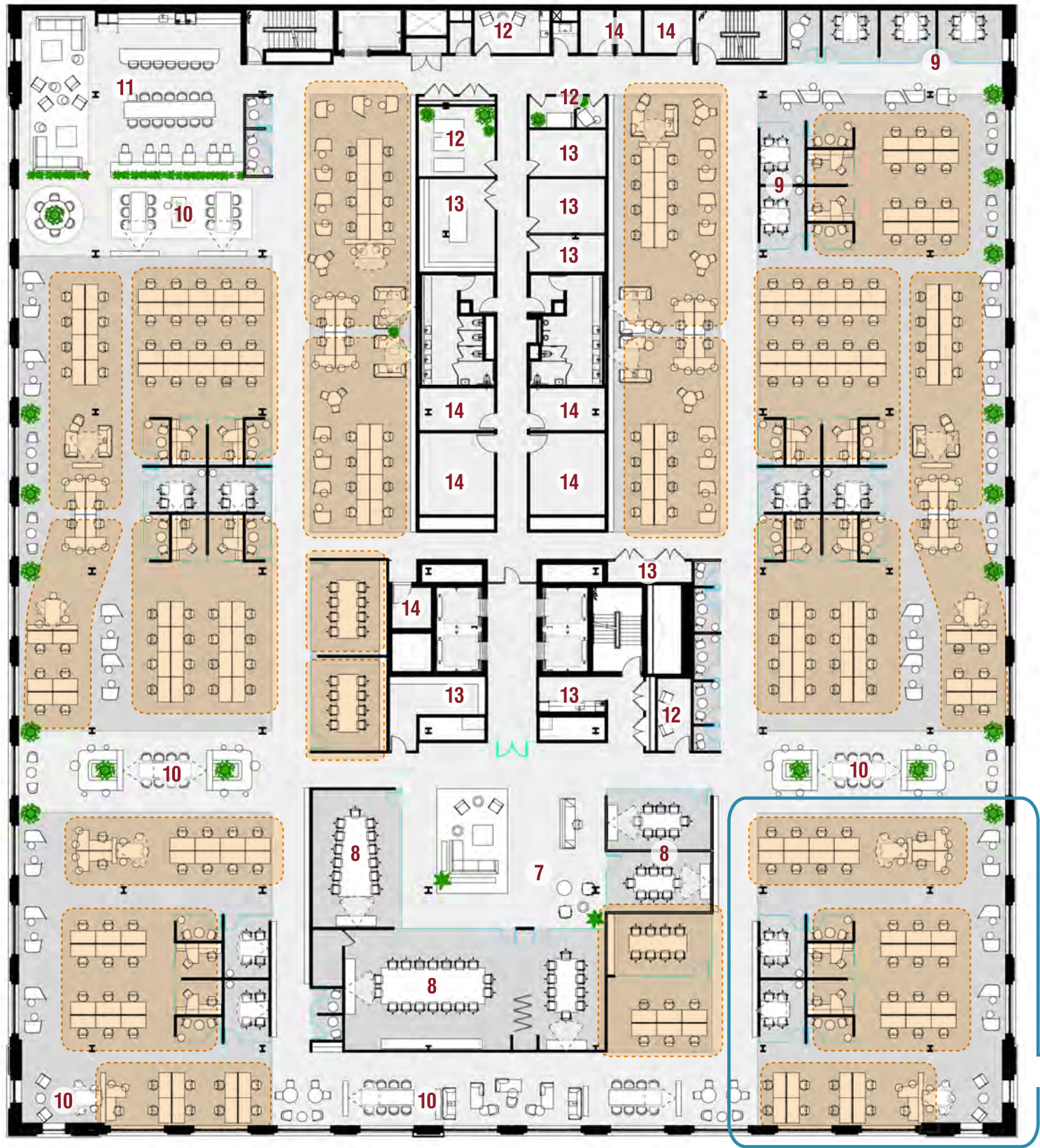
Pod Based Workplace

The pod model is a rising trend in workspace design for those embracing the hybrid office. Pod based workplaces shift the typical office/workstation zone inwards to create neighborhoods for team use. Each pod includes areas for the different tasks required throughout a typical day and can be reserved by team leaders for their team's in-office workday.
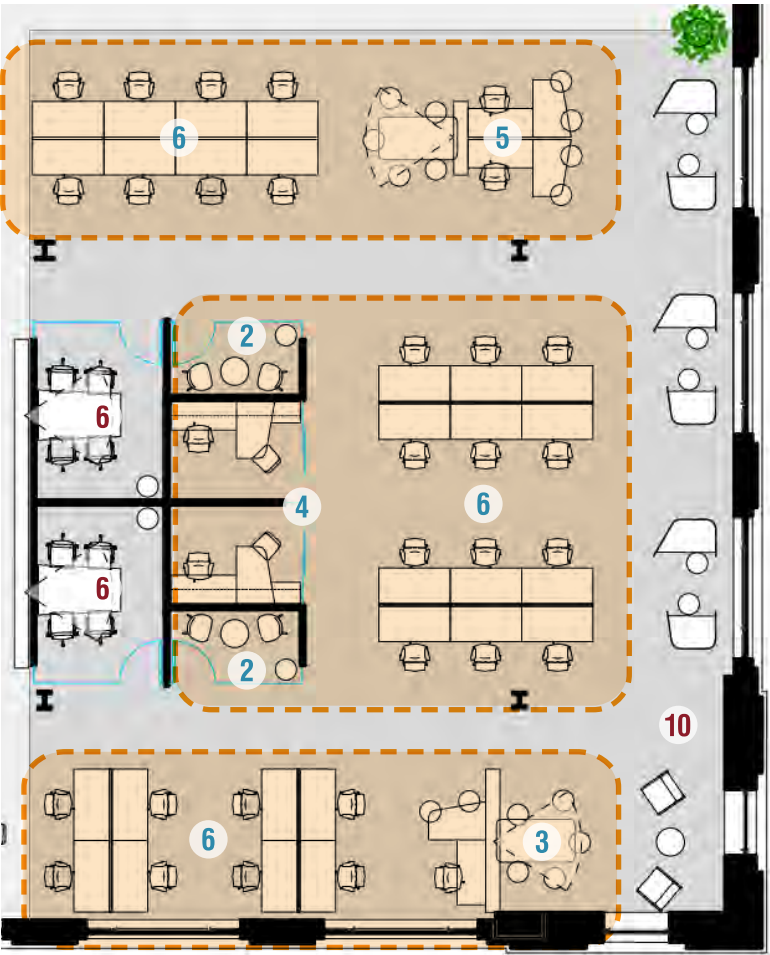
KEY

Work Pod

Work Pod Components

1 Small Meeting
2 Phone Rooms
3 Collaboration Area
4 Enclosed Station
5 Open Large Station
6 Open Station

Support Spaces

7 Reception
8 Conference
9 Meeting
10 Collaboration Zone
11 Cafe
12 Wellness Area
13 Support
14 HVAC / Electric

Change Management

While renovating, relocating, or changing workplace standards, change management aims to guide companies through the transition process. For employers with little experience or little available time, transitioning to a new work model can be a daunting task and for employees with little input in the process, the change can have a toll on productivity and wellbeing. MADGI and MDA can walk your company through these challenges, creating a plan specifically for your workplace, reducing disruptions and increasing acceptance rates.

Programming

Programming is the process of gathering information about a company's needs and requirements and reorganizing that information to inform the future workplace. Through discussions with the client, MDA and MADGI gather data on ideal space sizes and adjacencies between departments and listen to company goals and growth patterns. This process will produce a unique program for each workplace and will provide key information to evaluate the current workplace or future relocation opportunities.

Goals   Growth

Workplace Performance   Security + Technology

Values + Image   Flow

Sustainability   WELL Being

How Can
We Help?

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With over 30 years of experience, we understand the ever-changing facets of the workplace. We are equipped with years of experience and will work with you to discover the identity of your space.

We look forward to the challenges the changing workplace presents and encourage our clients to see us as a guiding light through the process.

Montroy ■ DeMarco Architecture LLP   Montroy ■ Andersen ■ DeMarco