GoBright

SMART WORKPLACE SOLUTIONS

FLEXIBLE WORKSPACE IMPLEMENTATION CHECKLIST

A practical guide to launching your flexible workspace strategy — step by step.

PHASE 1 - ANALYSE: Understand your current situation

- [ ] **Audit current office space utilisation**
  Which zones are overbooked, underused, or consistently empty?
- [ ] **Collect employee occupancy pattern data**
  How many days per week are people in the office? When are peak times?
- [ ] **Map existing room and desk types**
  Categorise spaces: focus, collaboration, meeting, informal.
- [ ] **Identify friction points and pain points**
  Talk to facility managers, team leads, and employees directly.
- [ ] **Review real estate costs per workspace**
  Calculate cost per m² and cost per allocated desk.

PHASE 2 - DEFINE: Set your goals and principles

- [ ] **Define your flexible workspace objectives**
  e.g. reduce costs, support hybrid teams, improve space visibility.
- [ ] **Establish desk-to-employee ratio targets**
  A ratio of 0.6–0.8 desks per employee is common in hybrid setups.
- [ ] **Agree on booking and desk-use policies**
  Will desks be bookable in advance? What are the no-show rules?
- [ ] **Define rules for permanent vs shared spaces**
  Which teams or roles (if any) need dedicated space?
- [ ] **Set KPIs to measure success**
  e.g. occupancy rate, booking utilisation, employee satisfaction scores.

PHASE 3 - CHOOSE TOOLS: Select the right technology

- [ ] **Select a desk booking system**
  Look for calendar integration, mobile access, and ease of use.
- [ ] **Choose a room booking solution**
  Ensure it includes no-show detection and real-time availability.
- [ ] **Implement occupancy sensors or analytics**
  Real-time data helps optimise space over time.
- [ ] **Set up digital signage for space navigation**
  Room panels and floor maps help employees find spaces quickly.
- [ ] **Ensure integration with existing tools**
  Microsoft 365, Google Workspace, Active Directory, etc.

PHASE 4 - PREPARE: Get your office and people ready

- [ ] **Redesign floor layout to support flexible zones**
  Include focus areas, collaboration zones, and informal spaces.
- [ ] **Add clear wayfinding and space signage**
  People need to easily find available desks and rooms on arrival.
- [ ] **Create a clean desk policy**
  Define expectations for personal items, cleaning, and end-of-day protocols.
- [ ] **Brief facility and IT teams**
  Ensure infrastructure supports remote login, hot-desking, and AV in all rooms.

PHASE 5 - LAUNCH: Roll out and communicate

- [ ] **Run a pilot with a selected team or floor**
  Test the setup before company-wide rollout.
- [ ] **Communicate the change clearly to all employees**
  Explain the why, the how, and what is changing for them.
- [ ] **Provide training on booking tools and new processes**
  Keep it short and accessible — video walkthroughs work well.
- [ ] **Set up a feedback channel for the first 30 days**
  Make it easy for people to report issues or confusion.

PHASE 6 - OPTIMISE: Monitor, adjust, and improve

- [ ] **Review occupancy and booking data monthly**
  Are people using the spaces as intended?
- [ ] **Gather employee satisfaction feedback**
  A short quarterly survey is enough to track trends.
- [ ] **Adjust space allocation based on usage patterns**
  Convert underused meeting rooms to focus zones, for example.
- [ ] **Revisit desk ratio and booking policies annually**
  Your hybrid mix will shift — your workspace should too.