

About this guide



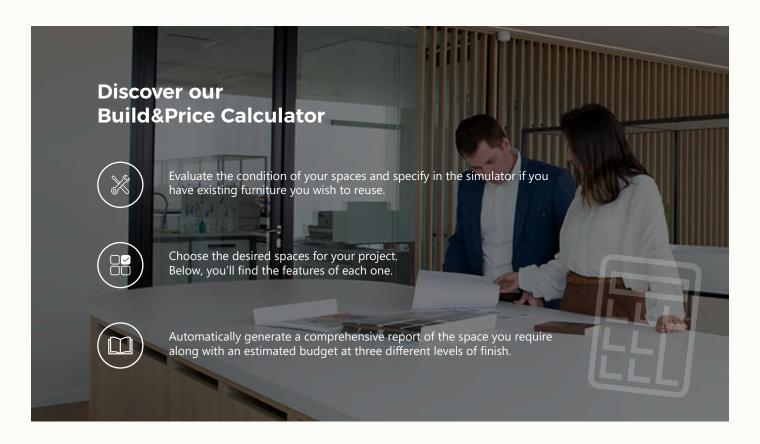
I am delighted to introduce our new tool, the **«Build&Price» Calculator**, designed to assist you in the planning or redesign of your workspace.

We are not your typical office design company. At **ARCH. DESIGN**, we are committed to guiding you throughout your Workplace project. With our in-house team of experts, we can support you in the following phases: **Workplace Strategy, Design** and **Planning, Construction,** and continuous **Change Management**.

Attracting and retaining talent remains a top priority, and it has been proven that the office environment plays a significant role in fostering a culture that encourages staff to join and stay with an organization.

Feel free to contact me for more information: stephane@arch.design

Stephane Picq CEO & Co-founder



Site Category

Whether it's a new site or a renovation, our Design&Build firm is here to guide our clients through every phase of the process, from the initial design to the complete execution of the project, ensuring that their office space aligns perfectly with their needs and expectations.



New or Equivalent

A 'New or Equivalent' site refers to a blank or newly constructed space that has never been occupied before. Typically, this is an entirely empty space with no pre-existing infrastructure or installations. In this case, the design and construction process involves starting from scratch, offering maximum flexibility to create a fully tailored workspace. However, this often requires a larger investment in terms of construction costs and timelines, as everything needs to be designed and built from the ground up.



To renovate

A 'To Renovate' site refers to an existing building, previously occupied office space, or a commercial area that has already been outfitted. Renovation involves altering the layout, updating existing facilities, modernizing finishes, and addressing new functional requirements. Compared to a new site, renovation work may pose additional challenges, such as dealing with existing structural constraints or electrical and mechanical systems. However, renovation can also offer cost and time advantages, as some infrastructure elements may already be in place.

Furniture Reuse

0%

Means that you want to start from scratch, entrusting us with furniture recommendations for your new office spaces. This includes material selection, as well as delivery and on-site installation.

100%

Means that you want to retain and reuse all of your existing furniture from your previous offices. In this case, we will adapt the design of your new space to incorporate the existing furniture and ensure its seamless integration into the new layout.

You also have the option to select an intermediate recovery percentage based on your preferences and project needs. This allows you to reuse specific furniture elements while adding new items to complement or update your workspace.

Operational Air Conditioning

If the site <u>already has a functional air conditioning system</u>, it means that you already have infrastructure in place to regulate the temperature and ensure thermal comfort in your workspace. In this case, it is possible to consider this existing installation when planning the project, which can result in cost and time savings.

However, if the site <u>lacks functional air conditioning</u> or if the existing system needs an <u>upgrade</u>, additional costs will need to be considered for the installation of a new air conditioning system. This work may involve the installation of air conditioning units, ducts, temperature regulators, and other necessary components to ensure a comfortable working environment.

Workspaces



Executive Office

A prestigious and functional space reserved for top management, accompanied by a meeting area (formal or informal) to facilitate effective decision-making. High-quality furniture that blends comfort and style.



Closed Office

A private and confidential environment providing a quiet workspace for focused work. Often assigned, it can also be transformed into a small meeting room with one or two visitor seats.

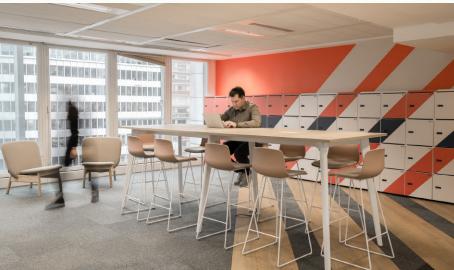


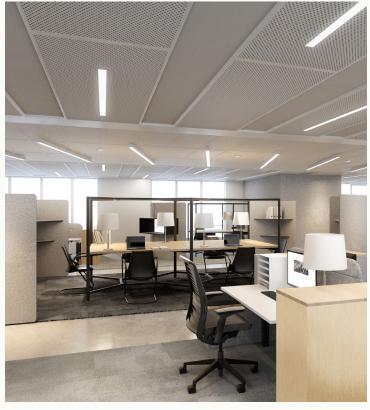
Openspace

A dynamic open environment designed to facilitate interaction and communication among team members, fostering creativity and cooperation. Depending on the budget, workstations may or may not have height-adjustable options, enhancing ergonomics and user comfort. The open plan often includes several other spaces, such as alcoves, phone booths, lockers, or temporary workstations.

Workspaces









Transit Office

An adaptable and versatile area, situated in proximity to openspaces, intended for employees who frequently travel. It offers a functional temporary workspace to enhance productivity. Options include a spacious central table, semi-open alcoves, a high table, or individual one-person workstations.



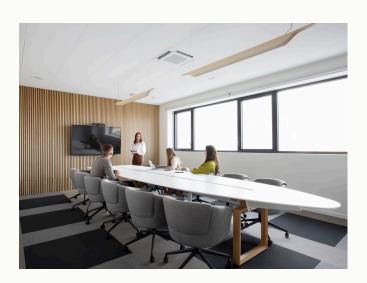
4p. Meeting Room

A compact yet functional space for intimate meetings, encouraging direct interactions and productive discussions.



8p. Meeting Room

A comfortable space equipped with video conferencing technology, facilitating efficient meetings with a limited and/or remote team.



12p. Meeting Room

A generous and technologically equipped room for medium-sized meetings, fostering dynamic exchanges and active participation.



18p. Meeting Room

A large meeting room (flexible or not), ideal for team meetings and presentations, providing a comfortable and functional space for group interactions.



24p. Meeting Room

A vast and adaptable space for larger meetings or company events, accommodating a large number of participants in a professional environment.



Board room

A high-end and prestigious meeting room, equipped for executive meetings or important gatherings, reflecting the status and professionalism of the company.



Innovation Hub / Brainstorming Space

A dynamic and versatile environment crafted to nurture creativity, innovation, and brainstorming sessions, equipped with tools and features to stimulate idea generation (video projector, writing wall, interactive board).







Agora

An open and versatile central area conducive to informal interactions, spontaneous discussions, and group gatherings. Typically furnished with modular furniture: mobile stage, stackable chairs, poufs, interactive screen, or writing board.







Hotspot

An open or semi-open area located near the openspace, designed for brief and informal communication sessions.



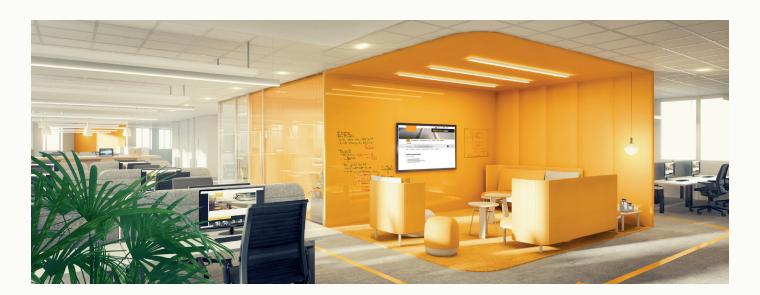
Alcôve

A semi-enclosed and inviting space that balances privacy with concentration and tranquility, suitable for individual tasks or small meetings.



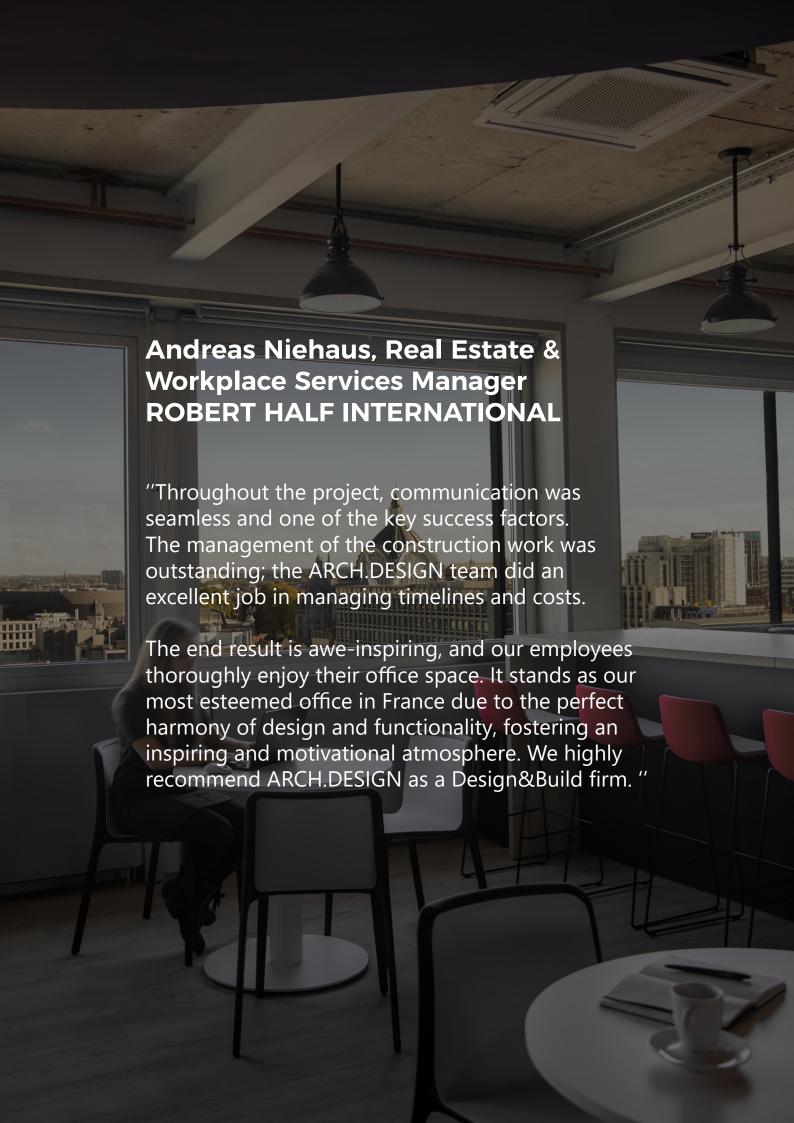
Phonebox

A soundproof and private space specifically designed for phone calls and confidential conversations, offering a quiet and isolated environment within the workspace.



Informal Space

A relaxed and friendly environment that offers a casual alternative to traditional workstations, promoting creativity, informal exchanges, and spontaneous collaboration.



Wellness Spaces







Lounge area

A comfortable and laid-back environment where employees can convene for informal chats, relaxation, or quick breaks. Typically found near the Workcafé or Pantry area.

Wellness Spaces



Refreshment Nook

A specialized small area, located in closer proximity to workspaces than the Workcafé, where employees can relax and savor a break or engage in informal chats while enjoying a hot beverage.



Workcafé

A multifunctional and welcoming space where employees can gather for meals, coffee breaks, or informal work, creating a relaxed atmosphere that fosters social interaction.



Gym

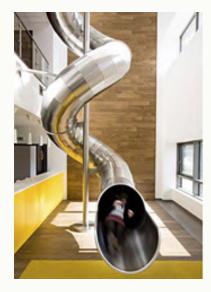
A fitness area dedicated to physical activity and wellness, equipped for employees to engage in exercise and maintain a healthy lifestyle without leaving the company premises.



Regeneration

A well-being and relaxation area with amenities designed to encourage relaxation, meditation, or physical and mental refreshment (bed, massage chair, lighting effects).

Wellness Spaces

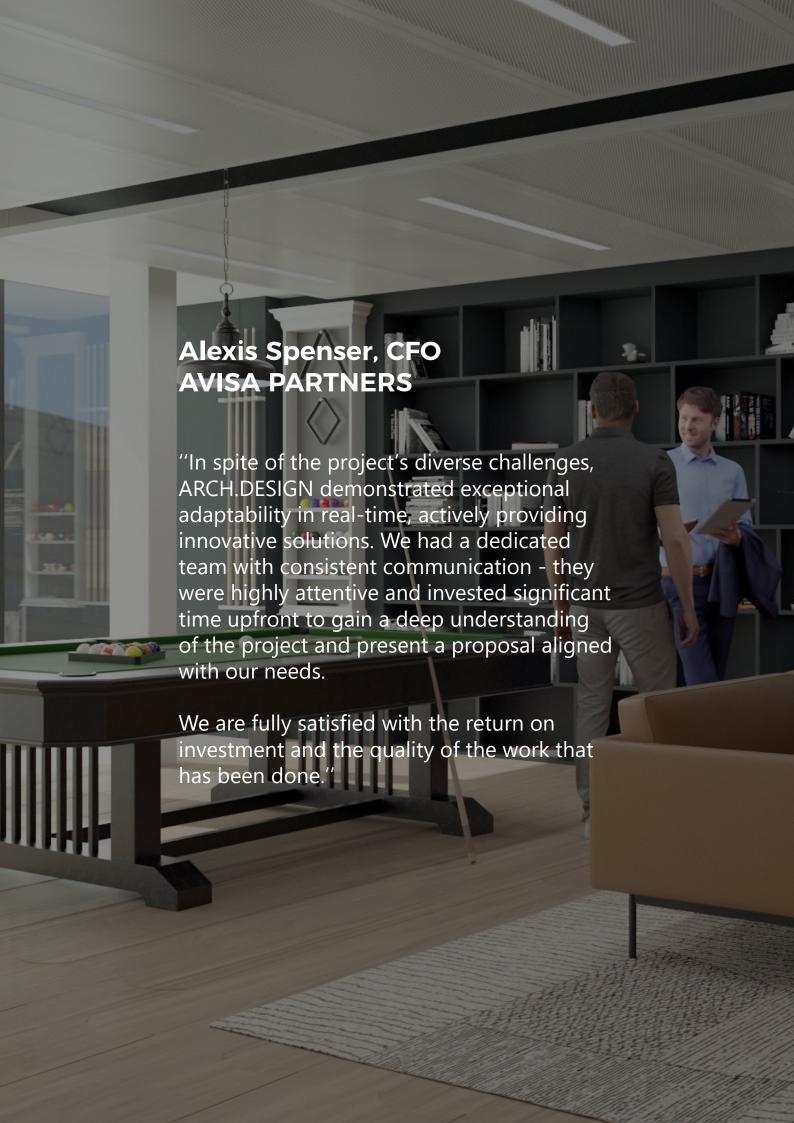




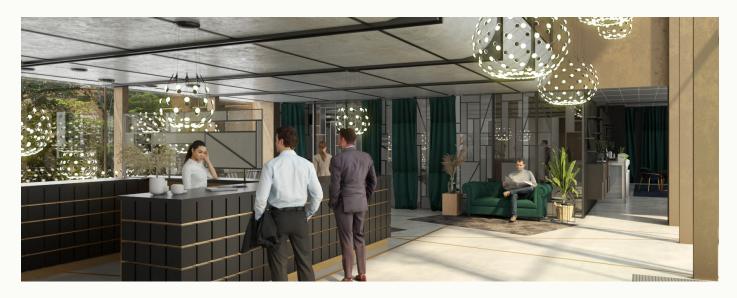


Game room

An entertainment room equipped with games and playful activities (Table soccer, Table tennis, Slide, Darts, Pool, Piano), offering employees a space to relax, have fun and strengthen team bonds.



Support Spaces



Reception / Waiting Area

A welcoming and inviting space where visitors can be greeted, and employees can wait, creating a positive initial impression of the company and a comfortable spot to relax before meetings.



Server Room

A secure and climate-controlled space designed to host the company's computer equipment and servers, ensuring the availability and stability of IT systems.



Reprographics

A dedicated area for document reproduction and print management. Ideally located in soundproof nooks to minimize printing noises in the workspace.

Support Spaces







Lockers

Secure, individual storage spaces for employees, enabling them to safely store their personal belongings during working hours. Ideally placed at entrances/exits of open workspaces or in spacious hallways.

Support Spaces



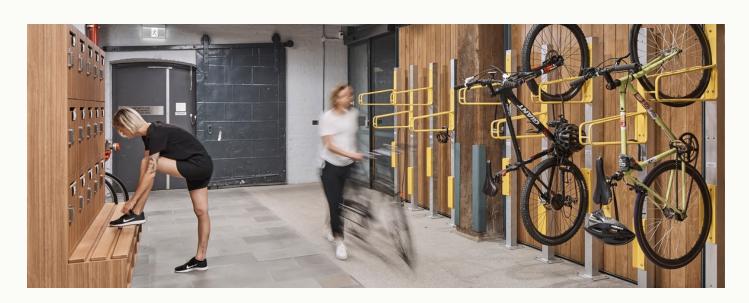
Storage

A dedicated space for the storage and organization of company documents and archives, provides a convenient solution for the safekeeping and accessibility of important files.



Changing rooms / Showers

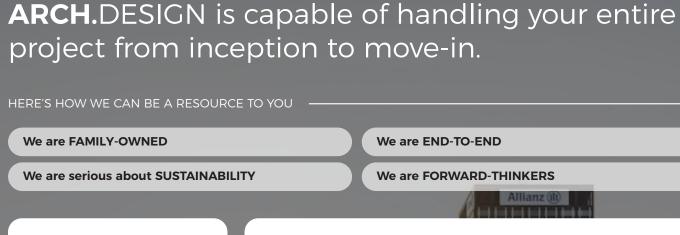
An area set aside for employees to store their personal belongings, change and freshen up, including locker and shower facilities for those involved in physical activities.



Bike Parking

A specially designed area for the safe parking and storage of employees' bicycles, promoting eco-fiendly modes of transportation and advocating for a healthy way of life.

ARCH.DESIGN is capable of handling your entire

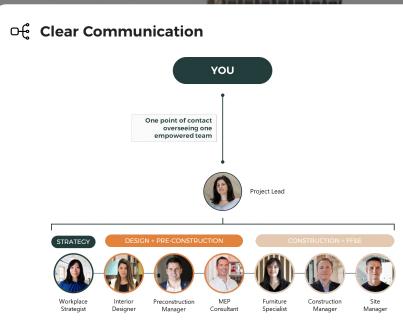




ARCH.DESIGN reduces project risk and uncertainty by effectively estimating costs, closely managing budgets and delivering robust solutions throughout the project lifecycle.

Shorter Timeline

By removing approvals, value engineering and bidding portions of the process, ARCH.DESIGN offers design and construction services that are up to 33% faster and more capital-efficient.



DESIGNED BETTER. DELIVERED BETTER



International experience. Local expertise.

We align with our clients to create environments that help them grow.

