

Forma 5 esPattio

HEALTHY
WORK

It is estimated that we spend a third of our lives working. If that is the case, why not turn that time into an experience that makes us feel good? For years, we have normalized discomfort, fatigue, and tension at work, yet they do not have to be inevitable. Our workplace can be a space that enhances both performance and well-being.

HEALTHY WORK proposes a necessary shift: placing people at the center of workplace design. This book is an invitation to understand how our bodies function and how they respond to prolonged posture, poor lighting, constant noise, and everyday clutter.

You will discover why your spine suffers, why natural light is so important for your mood, and why excessive noise can be more exhausting than an intense day of work. You will also understand why new workplace concepts are not a contemporary trend, but key tools for a more human and effective way of working.

Because working well is not only about working more comfortably; it is about working in a place where taking care of yourself feels as natural as breathing.

Where the office does not drain you, but nourishes you.

Where every space becomes a tool for living better.

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Ergonomics is no longer a concept associated solely with user comfort. Today, it is understood as a strategic tool capable of improving company productivity, preserving health and enhancing the overall well-being of employees. Its aim is to adapt spaces, tools and working methods to the physical and cognitive characteristics of those who use them, so that each task can be carried out **more efficiently, safely and naturally**.

In a work environment designed according to ergonomic criteria, the individual is placed at the centre of all decisions. Every element, from the height of a desk to the tilt of a screen, is defined to minimise physical effort, reduce the risk of injury and support concentration at work. The result is a **more productive workplace that fosters motivation, creativity** and sustained commitment to the organisation.

Think Before seating

Ergonomics in the workplace



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The benefits of applying ergonomic principles go beyond individual well-being. Companies that integrate this discipline into interior design and workstation planning see significant **improvements in team efficiency**, reduced absenteeism, and an overall increase in satisfaction and talent retention. In addition, an ergonomically optimised space helps to create a responsible corporate image, conveying care and professionalism both internally and externally.

The reality of your posture at work

We spend a large part of our lives sitting, yet this posture is far from natural for the human body. **Our bodies are designed to move, walk and remain active**. However, contemporary work environments often require long hours at a desk. A sustained lack of movement creates physical and mental imbalances that, over time, **can lead to health problems** and reduced performance.

In offices, this reality is even more pronounced: **long working days, poor posture and inadequately adapted spaces** combine to create a sedentary environment that directly impacts well-being. Ergonomics, understood as the science of adapting work to people, makes it possible to identify these risks and offer solutions that help restore the body's natural rhythm.

CONSEQUENCES OF SEDENTARY WORK IN THE WORKPLACE

Prolonged work in a seated position affects multiple systems of the body, among the most common effects.



Reduced energy and concentration

Postural stagnation decreases oxygenation and slows brain activity, affecting attention, mood and productivity.



Back and spinal pain

Continuous pressure on the lumbar area and lack of adequate support alter the natural curvature of the spine, causing discomfort in the lower, middle and upper back.



Long-term risks

Without preventive measures, chronic contractures, herniated discs and joint disorders may develop, limiting mobility and quality of life.



Muscle tension

Shoulders, neck and arms accumulate tension due to maintaining static or inadequate postures for long periods.

Circulatory problems

Immobility reduces blood flow in the legs and feet, increasing feelings of heaviness, fatigue and the risk of varicose veins.

Get to know your spinea

The spine is an essential structure of the human body. Through its different segments, it distributes body weight, absorbs impact and supports the foundation of all our mobility.

The main regions that make it up are described below:

Cervical vertebrae

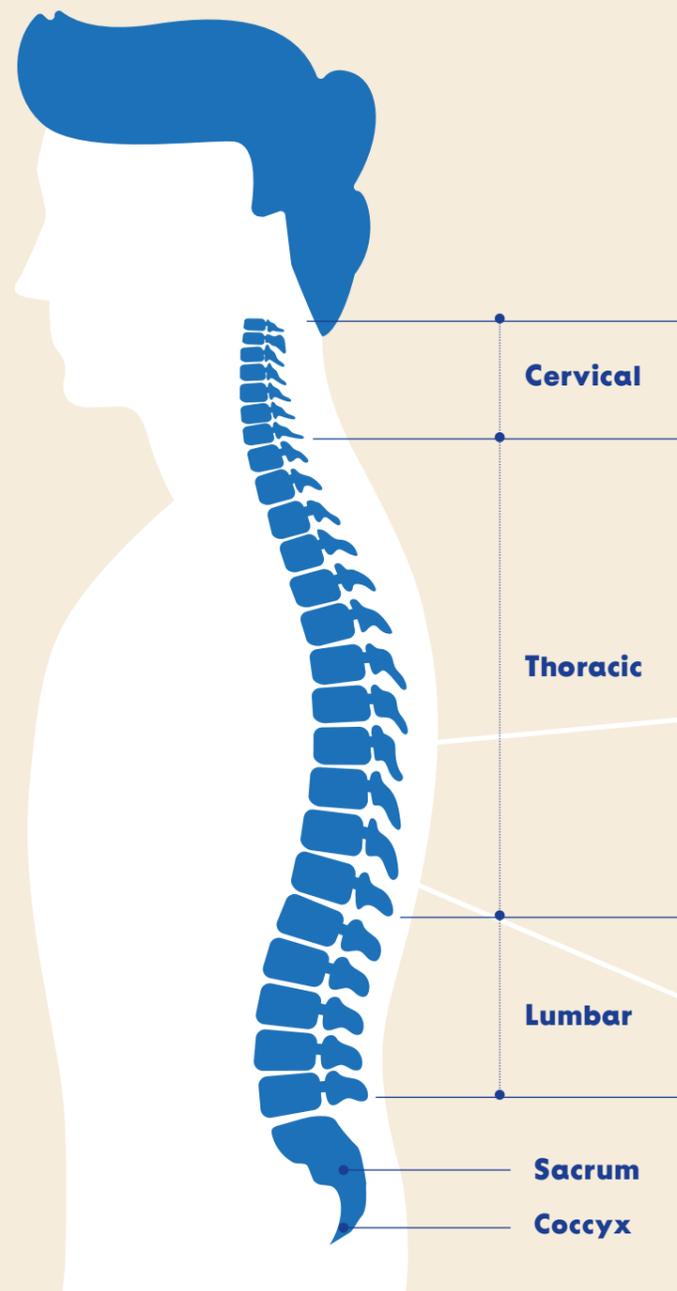
Seven small but highly flexible bones that support the head and allow movement in multiple directions. Despite their size, they perform a vital function by **balancing the skull and facilitating the connection between the central nervous system and the rest of the body**. They are both the most delicate and the most exposed to postural strain and repetitive stress

Thoracic vertebrae

Twelve larger, stronger vertebrae located in the middle of the back. They articulate with the ribs to form the rib cage, **protecting vital organs such as the heart and lungs**. Although they have less mobility than the cervical vertebrae, they provide structural stability and essential support to the torso.

Lumbar vertebrae

Five robust vertebrae located in the lower back. They bear much of the body's weight and provide flexibility for bending and rotation movements. The L3 vertebra is often considered **the body's point of balance**, where the main forces of load and movement converge.



Sacrum

A triangular bone formed by the fusion of five vertebrae, acting as the base of the spine and supporting the weight of the torso. Its articulation with the pelvis facilitates the transmission of forces between the upper and lower body, playing a crucial role in **stability and movement**.

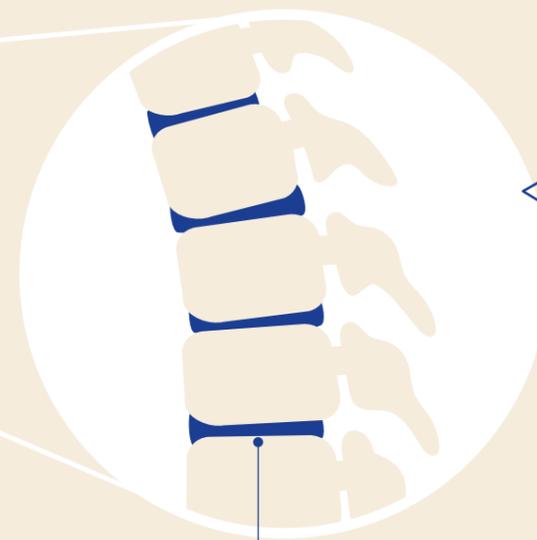
Coccyx

A small terminal bone, a vestige of evolution, that contributes to balance and acts as a shock absorber when sitting. Although discreet, it directly influences **comfort and proper weight distribution in a seated posture**.

Intervertebral discs, the shock absorbers of your spine

Between the cervical, thoracic and lumbar vertebrae are the intervertebral discs, essential structures that allow the spine to **combine firmness and flexibility**. They act as a cushioning system that distributes body loads, protects the vertebrae from wear and **facilitates movement in everyday actions**.

Each disc is made up of two distinct parts: an outer fibrous ring, formed by layers of tough cartilage that limit extreme movements, and an inner nucleus pulposus, with a soft, gel-like texture that **absorbs impact and provides the elasticity needed to bend**, rotate or tilt the body without damaging the bony structure.



Intervertebral discs

THEIR MAIN FUNCTIONS

Absorbing impact

They act as natural shock absorbers that distribute the pressure generated when walking, running or lifting weight, reducing the risk of injury.

Facilitating movement

They allow controlled flexion and rotation of the vertebrae, ensuring smooth and stable mobility.

Providing stability

They maintain vertebral alignment, preventing improper displacement and contributing to overall balance.



Muscular system and ligaments, the shield of your spine

The spine does not work alone. Around it, a complex system of muscles and ligaments acts like **a living armour that protects, stabilises and moves the entire body axis**. These soft structures, although less visible than bones, are essential for maintaining posture, absorbing loads and allowing controlled movement. Muscles provide strength and dynamism, while ligaments offer support and limit excessive movement, ensuring the stability of each vertebral segment. Together they form a perfect balance between rigidity and flexibility, essential for well-being and injury prevention.

Their main functions are:

Protecting and stabilising

They reinforce the structure of the spine, keeping it safe from sudden movements or prolonged loads.

Allowing movement

They facilitate flexion, extension and rotation of the torso, enabling everyday actions such as bending, turning or reaching.

Supporting an upright posture

The deep muscles of the back and abdomen maintain body alignment, helping to sustain a balanced position both when walking and when working seated.

Reducing pressure on the intervertebral discs

A well-trained muscular system takes on part of the body's load, reducing stress on the discs and preventing premature wear.

Maintaining pelvic balance

Pelvic stability is key to proper force distribution throughout the spine, improving posture and movement coordination.

Why does health problems arise in the office?

Spending hours sitting in front of a computer may seem harmless, but **the human body is not designed to remain immobile for long periods**. Sustained sedentarism affects the spine, muscles, blood circulation and even concentration and overall energy levels. **As the hours pass, the body begins to suffer**: discomfort appears, tension builds up and a feeling of fatigue sets in, directly impacting work performance.

The good news is that **small changes in daily habits can make a big difference**. Adapting the work environment and adopting a more active attitude not only helps prevent physical ailments, but also improves productivity, attention and emotional well-being.

In this regard, there are certain strategies for incorporating movement into the workday.



Regular active breaks

Standing up every hour, stretching or walking for a few minutes helps relax muscles, stimulate circulation and clear the mind. These brief breaks are an investment in energy and concentration.



Height-adjustable desks

Alternating between sitting and standing reduces pressure on the spine, encourages mobility and activates metabolism. This type of ergonomic furniture has become one of the most effective solutions for combating workplace sedentarism.

Ergonomic chairs

They provide lumbar support, facilitate the natural alignment of the spine and minimise the muscular effort required to maintain posture.



Workstation organisation

Positioning the screen at eye level, keeping the keyboard and mouse close, and placing frequently used items within easy reach avoids forced movements and unnecessary strain.

Simple exercises at the workstation

Gentle movements of the neck, shoulders, wrists and ankles can be performed without interrupting the workday, helping to maintain flexibility and release accumulated tension.



Let's exercise!
Tips and furniture for working in a healthy way

Design with Light

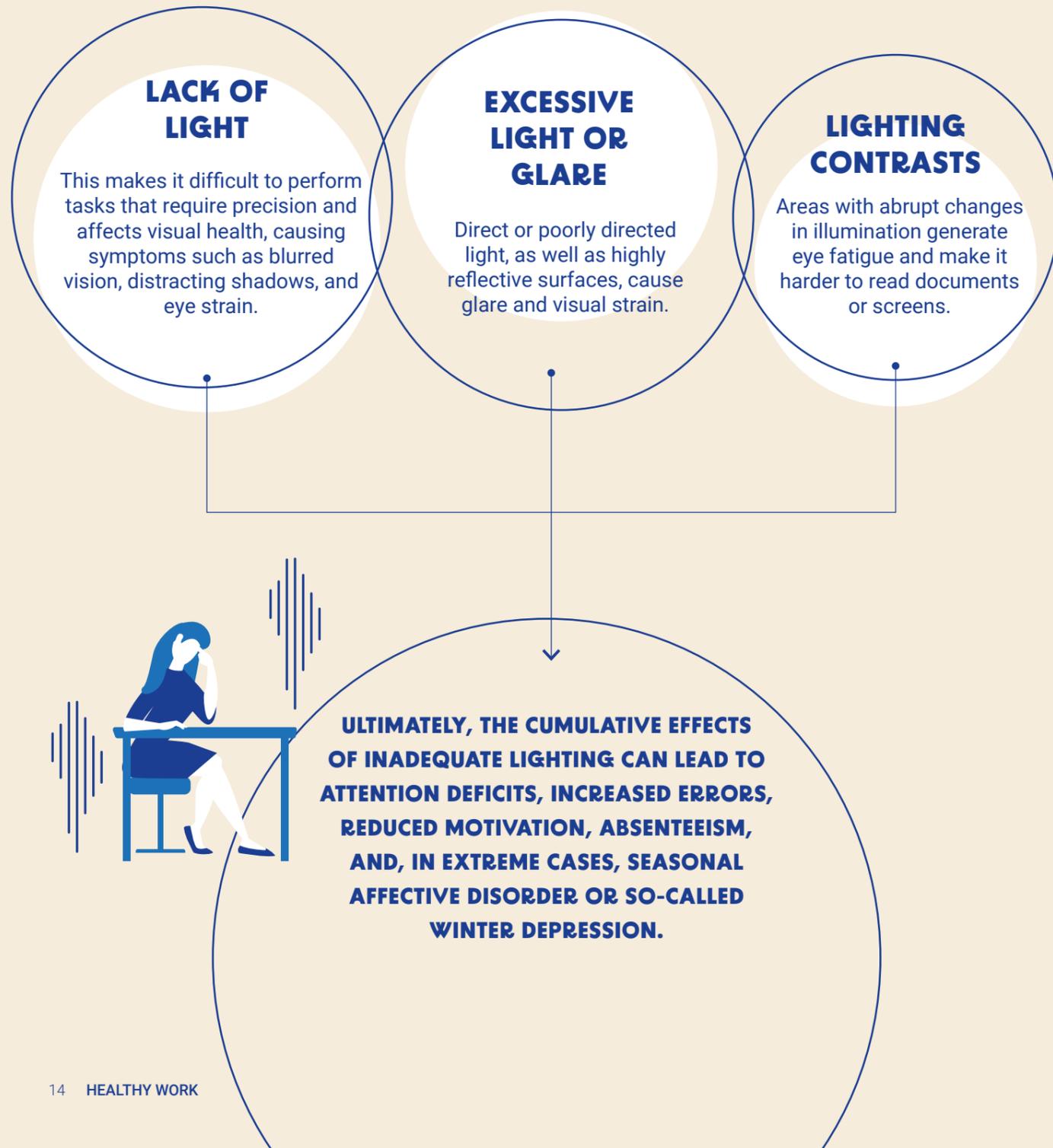
Natural light has evolved from being a simple environmental resource in office projects to becoming a fundamental element that **directly influences workers' health and productivity**. The circadian rhythm—the system that regulates our physical, mental, and behavioral changes in approximately 24-hour cycles—is synchronized with light and darkness, enabling our bodies to be active during the day and rest at night.

Exposure to appropriate lighting during the working day not only enhances productivity and concentration, but also has a **direct impact on performance and the overall well-being** of the workforce.

Effects of light on health and work performance

Numerous studies show that **the lack of natural light in an office can lead to fatigue**, drowsiness, and attention problems. Workers exposed to natural light report fewer headaches and reduced visual fatigue. Conversely, **overexposure to direct** or poorly distributed light, as well as reflections on screens and surfaces, **can also impair vision**, cause headaches, and increase stress.

The most common issues include:

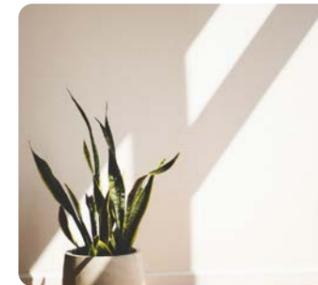


STRATEGIES TO OPTIMIZE LIGHTING IN WORKSPACES

The best way to create a healthy work environment is to **combine natural and artificial light in a balanced manner**, adjusting intensity, direction, and distribution according to the needs of the space and the team. Some of the most effective measures include:

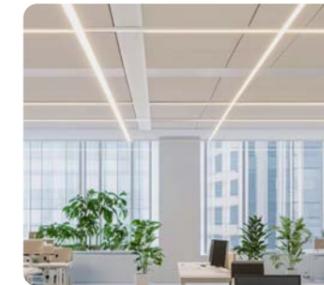
Making the most of natural light

Maximise light entry through large windows and surfaces that prevent glare.



General or ambient lighting

Distributing light evenly to avoid shadows and overly intense light points.



Task lighting for specific activities

Installing adjustable light sources at workstations that require close attention to detail.



Controlling glare

Orienting light sources properly and using filters, blinds, or curtains when necessary.



Regular breaks

Encouraging breaks to rest the eyes and prevent visual fatigue.



TECHNOLOGY CAN MAKE THE DIFFERENCE

More and more office projects are demanding **lighting innovations** that integrate solutions focused on protecting workers' health while boosting workforce productivity. **Some state-of-the-art solutions include:**

Dynamic circadian lighting

Dimmable LED luminaires that replicate the natural variation of sunlight throughout the day by adjusting intensity and color temperature.



Smart windows

Tintable glazing that reduces glare while maintaining visual comfort without sacrificing visibility.



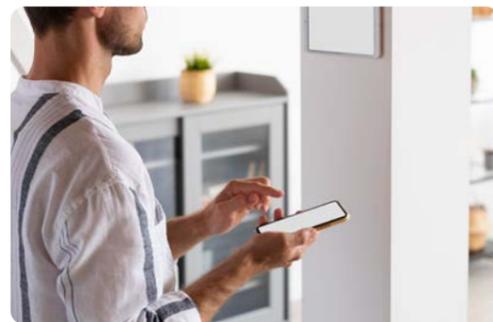
Faux skylights and virtual windows

Systems that simulate natural light in interior spaces without direct access to the outdoors, such as basements.



IoT lighting sensors

These automatically adjust lighting based on occupancy and available natural light, optimizing energy consumption and visual comfort.



Well-being & productivity

Good lighting is not an expense, but a strategic investment in team productivity and well-being. Designing spaces that combine natural light with intelligent solutions helps reduce errors, improve concentration, decrease fatigue, and create more attractive and healthier work environments.

In practice, this means considering the type of task, the visual requirements of each position, and the interaction between different areas of the workspace. Adequate lighting contributes not only to the health and motivation of employees, but also to the success and competitiveness of the company.

What is Noise?

Noise is a **sound** perceived as unwanted or inappropriate for a given context, **capable of causing discomfort or annoyance**. All noises are sounds, but not all sounds are perceived as noise, as this perception depends both on the environment and on each person's characteristics.

Among the qualities of sound—**pitch, timbre, duration, and intensity**—intensity has the greatest influence on our perception of discomfort. Measured in decibels (dB), controlling noise intensity in the workplace is essential for protecting hearing health, promoting concentration, and ensuring the comfort and well-being of workers.

Decibel scale

Traditionally, human hearing is considered capable of perceiving sounds from approximately **0 dB (the threshold of hearing) up to around 140 dB (the threshold of pain)**. In the workplace, sound levels above 60 dB may be perceived as loud and therefore more likely to cause discomfort or distraction.

To guide the design of workspaces, the following decibel scale can be considered:

							
LOWER SOUNDS	LIBRARY	OFFICE	OFFICE	ALARM CLOCK	TRAIN	TRAIN	PAIN THRESHOLD
0 dB	20 dB	40 dB	60 dB	80 dB	100 dB	120 dB	140 dB

The optimal range of 50–60 dB for open-plan offices is established as a practical reference, based on acoustic comfort and concentration criteria, allowing productivity to be maintained without compromising employees' auditory health.

Noise in contemporary office

Noise in an office is a complex phenomenon that can originate from multiple sources: conversations between colleagues, phone calls, video conferences, office equipment, HVAC systems, or the movement of people, among others. Its effects go beyond the auditory sense, **directly impacting concentration, comfort and workforce productivity**.

Although it is often assumed that external sounds barely affect the interior of the office, in practice this is not always the case. Other occasional factors, such as nearby construction work or sound tests within the same building, are also frequently overlooked. In this scenario, **the human factor** (people talking, moving or using equipment) **is usually decisive in the sound environment, while the technological factor** (equipment, building acoustics) **tends to have less influence**.

Contemporary corporate policies, aimed at **flexible communication and collaboration**, have driven the proliferation of **Open Office layouts**, where employees move freely between workstations, encouraging transparency and the flow of information. In addition, the reduction of physical barriers often implies **lower construction or refurbishment costs**.

The challenge is that this free flow of interaction increases noise generation. It is not easy to concentrate when colleagues' conversations can be clearly heard, especially during tasks that require deep focus. This problem is exacerbated by reduced space per employee, increased occupancy of shared areas, and the growing presence of calls, video conferences and virtual meetings.



Recent studies show that **nearly 75% of employees perceive that noise affects their performance**. Likewise, 47% consider the office too noisy to concentrate, and only 29% believe that the acoustics of their workspace meet their needs.

The well-known “white noise”, used to mask conversations and support concentration, has become less common in modern offices due to the silencing of many devices, improved ventilation systems and changes in work patterns. **Today, the challenge is not so much constant noise as sound peaks**, interrupted conversations, lack of acoustic privacy and open environments with insufficient separation.

The challenges of noise in the office

Continuous exposure to **acoustically unhealthy environments can have direct consequences for employees' health** and, consequently, for their performance and company productivity. In many cases, hearing-related problems develop silently, going unnoticed by both workers and those responsible for workplace design.

Among the most common negative effects are **long-term hearing loss, ringing or buzzing in the ears; sleep disturbances, stress and irritability**; and difficulties concentrating or communicating effectively. In addition, high noise levels increase the likelihood of errors, accidents and conflicts among colleagues, directly impacting efficiency and overall office well-being. Although acoustics experts warn that there is no single or definitive solution to office noise, it is the responsibility of the company, the space designer and each employee to prevent and mitigate risk factors. **An acoustically comfortable environment promotes concentration and, therefore, productivity.**

To achieve this, **it is essential to consider acoustics from the space planning stage**, including aspects such as workstation layout, activity zoning, the use of sound-absorbing materials, the installation of acoustic barriers, the treatment of conversation hotspots, or the measurement of noise peaks.



The selection of appropriate furniture and materials to absorb or reflect sound, the creation of quiet zones or focus booths, and the implementation of sound masking systems or low-intensity background music make it possible to intervene in acoustic comfort in a practical and intelligent way. Recent studies show, for example, that the introduction of well-managed background music **can reduce stress**, improve working memory and increase overall well-being in open-plan offices..

How to create the right acoustics for a productive office

Based on the above, **an acoustically productive office is one in which employees feel comfortable, without their performance being disrupted by annoying sounds**, with a clear spatial layout according to function and an appropriate selection of materials and furniture.

When an Open Office layout is properly designed, it can become a powerful business tool; otherwise, noise can act as a brake on productivity. It is essential to consider the diversity of employees' needs: people who require concentration, people who make calls or video conferences, or people with special needs (neurodiversity). **To this end, respectful-use policies and dedicated spaces must be established for everyone.**

The goal is not to achieve absolute silence, which could feel oppressive, but to create a balanced acoustic environment that allows both collaboration and concentration, supporting the health, well-being and performance of the workforce.



REGULATIONS AND ACOUSTIC STUDIES

In Spain, Law 31/1995 on Occupational Risk Prevention and its regulatory framework establish limits for noise exposure at work, in line with Directive 2003/10/EC. Royal Decree 286/2006, which transposes this Directive, sets **daily exposure limit values at LAeq,d = 87 dB** (adjusted according to hearing protection) and **a maximum peak level of Lp = 140 dB**.

Action levels are set at 85 dB for LAeq,d (with an upper level of 85 dB and a lower level of 80 dB) and 137/135 dB for Lp. **Below 80 dB, no specific intervention is considered necessary.** These regulations require the identification of risks and the adoption of preventive measures, such as the use of hearing protection equipment or the reduction of sound emissions, thereby ensuring a safer and healthier working environment.

Despite this, Spanish official and **technical bodies recommend much lower noise levels in offices to ensure comfort, concentration and employee health.** The 2022 INSST Guide for the assessment of noise-related risks updates ergonomic criteria, and NTP 503 (INSHT, 1999) had already warned that:

Noise, even at levels far below those that cause hearing damage, can lead to physiological alterations, distractions or psychological disturbances.

For this reason, **it is considered optimal to keep continuous ambient noise below approximately 50 dB.** For example, the UNE-EN ISO 11690-1:1997 standard suggests levels of 45–55 dB for routine office tasks, and only 35–45 dB for meeting rooms or tasks requiring high concentration.

NTP 503 itself recommends that **noise from ventilation systems should not exceed 35 dB**, reduced to 30 dB for tasks requiring maximum concentration. All these guidelines and standards are indicative, but they reflect scientifically validated best practices that contribute to a healthier and more efficient working environment.

Several recent European studies quantify the impact of office noise on mental health and work performance. An experimental study by the University of Cambridge (2021) showed that noisy environments in open-plan offices increase stress indicators such as heart rate and skin conductance, and negatively affect employees' mood, even when immediate performance in cognitive tasks is not significantly altered.

In Spain, recent surveys by the company Jabra (2024) reveal that **74% of workers consider working in noisy offices to be "mentally exhausting", and that 63% perceive noise as reducing their motivation.** Sector associations such as BPIE estimate that **improving acoustic comfort could increase labour productivity by 2–3%**, which is equivalent to approximately €1,600 per employee per year.

From a public health perspective, **the WHO and the EEA link prolonged exposure to noise with cardiovascular disorders** (hypertension, stroke), sleep disturbances, anxiety and chronic stress, highlighting the importance of appropriate acoustic design to protect both employee well-being and business efficiency.

Care for the Environment, Care for Everyone

Maintaining a **clean, tidy and healthy** workspace is a collective task that reflects respect and commitment. Well-being begins in our environment: an organised space enhances concentration, improves efficiency and promotes collaboration. Every gesture counts, from keeping our workstation tidy to taking care of personal hygiene and common areas, because when we take care of our environment, **we also take care of those who share it with us.**

Order and cleanliness in the workplace

Maintaining an organized and hygienic workplace is essential for efficiency and employee health. Recent studies highlight that a clean and orderly environment **increases workplace productivity and contributes to the safety and well-being of workers**. In fact, hygiene practices have been shown to reduce the risk of occupational illnesses, as well as the much-feared issue of absenteeism.

According to a study by the **National Institute for Occupational Safety and Health (INSST)**, “cleanliness and good organization are fundamental to maintaining productivity and are also essential to ensuring employee safety and health.” In this sense, applying simple organizational methods saves time and resources, improves communication among colleagues, and avoids unnecessary distractions during the working day.

In addition, **an orderly environment conveys a professional image** both internally and externally. Organization and cleanliness reflect a culture of respect, care, and shared responsibility, in which every employee contributes to collective well-being. When the workspace is kept in optimal condition, **it generates a sense of comfort and motivation** that has a positive impact on creativity, concentration, and job satisfaction. Ultimately, order and hygiene not only enhance efficiency but also strengthen the sense of belonging and commitment to the company.



Set in order - SEITON

Once unnecessary items have been removed, essential elements must be placed so that “there is a place for everything and everything is in its place.” Frequently used materials should be arranged logically so they can be found quickly. For example, important documents or work tools should always be stored in predefined, accessible, and visible locations.

Shine - SEISOU

This involves keeping the environment clean on a daily basis. It is not enough to clean sporadically; the goal is to prevent dirt from accumulating in order to make the office a hygienic and healthy space. This includes cleaning desks, equipment, and floors, as well as performing basic maintenance of facilities. A clean workplace not only reduces germs, but also reinforces employee motivation.

Standardize - SEIKETSU

This step focuses on unifying and documenting the previous stages. Organizational and cleaning standards and routines are established, such as checklists, color coding, and cleaning schedules, to ensure that order and cleanliness are always maintained in the same way. This prevents disorder from reappearing over time and makes it easier for anyone to follow the correct procedure.

Sustain - SHITSUKE

Finally, this step aims to turn habits of order and cleanliness into a permanent routine. Employees are trained in these practices, promoting long-term adherence to the 5S method. This includes regular supervision and rewards for compliance, so that order ceases to be a one-off task and becomes part of the company culture.

5S METHODOLOGY



The 5S methodology, which originated in Japan in the 1960s, helps maintain an organized and safe work environment, improving efficiency, quality, and safety through tidiness and cleanliness practices. **It consists of five steps aimed at optimizing the workspace:**

Sort - SEIRI

This step involves distinguishing between what is useful and what is not. Anything that is not absolutely necessary is removed or discarded. Keeping only what is essential frees up space and resources, making daily work easier.

Our experience since **implementing the 5S methodology at Grupo Forma 5** is that it generates real and measurable benefits. Its application has allowed us to increase productivity, efficiency, and hygiene in the workplace. In short, maintaining a tidy and clean environment optimises our employees' time and energy, reduces stress and promotes a more professional, safe and productive working environment.

As you can imagine, **storage solutions are essential in this regard**, as they allow materials to be organised according to their level of use and relevance: frequently used items should be easily accessible, while those used occasionally can be located in more remote but equally functional spaces.

At Grupo Forma 5, we offer a wide range of storage solutions, including built-in credenzas at workstations, functional cabinets that keep everything within reach of the user, and a wide variety of shelving and modular systems with different configurations and dimensions. All of this allows the space to be **efficiently adapted to the specific needs of each work environment**.



Workplace hygiene

Keeping the workspace clean is **essential to ensuring the well-being and productivity of a company**. A clear and disinfected environment promotes health, concentration, and efficiency among work teams. It is advisable to **implement clear policies that encourage individual responsibility** for maintaining order and hygiene in each workplace, which involves actions such as removing unnecessary items from desks, emptying trash cans frequently, and regularly disinfecting contact surfaces such as keyboards, telephones, and rotating workstations. Similarly, it is important to maintain constant cleanliness in common areas, such as shared bathrooms and kitchens, ensuring an adequate supply of toilet paper, soap, and towels.



Keeping your workplace clean and tidy goes beyond aesthetics: **it helps reduce the risk of bacterial contamination and promotes concentration**. It has been proven that a tidy work environment promotes well-being and mental clarity, helping you to perform your tasks more efficiently. In addition, **a hygienic space reduces the risk of disease transmission**, which translates into fewer absences from work and a healthier, more motivated team.



In practice, this is achieved through simple but effective routines, such as regularly ventilating the office, disposing of trash frequently, and performing periodic general cleaning of carpets, curtains, and surfaces. **By following the principles of the 5S methodology**, especially the Cleaning step, you can promote an organizational culture that prioritizes hygiene and well-being. This ensures a pleasant, healthy work environment that is conducive to creativity and productivity.

Healthy habits and personal hygiene

Personal hygiene is an essential component of maintaining a healthy and respectful work environment. Beyond physical tidiness, individual care habits contribute directly to the well-being and comfort of the entire team. In this regard, **simple and responsible practices are recommended for everyone in the workplace**, such as maintaining daily personal hygiene, washing hands frequently, especially before eating or after using the toilet, brushing teeth, and taking care of personal appearance by wearing appropriate and clean clothing.

Likewise, **the balanced use of deodorants or fragrances is advised**, avoiding overly intense scents that may be annoying to others. Similarly, encouraging respectful behaviour, such as avoiding smoking in common areas or consuming strong-smelling foods in shared spaces, contributes to a more pleasant and professional environment.

These actions reflect a culture of mutual care and consideration. **Promoting personal and group hygiene is part of a comprehensive philosophy**, as a healthy team is the foundation of a more motivated, collaborative and efficient work environment.

Commitment to occupational health



Organisation, hygiene and personal care not only transform the physical space, but also the way we work and interact with our colleagues. A clean and tidy environment inspires concentration, collaboration and well-being, as well as being key to moving towards the office of the future. Encouraging these habits means building a culture in which each person feels valued and can develop their full potential in a healthy and motivating environment.

Spaces that Evolve

The working environment is no longer static; it has become a **dynamic ecosystem** capable of adapting to new forms of collaboration, creativity and wellbeing. Every space, from individual workstations to interaction areas, is **designed with flexibility and the experience of the people who use it in mind**, while reflecting the company's culture and values.

Inspiring offices

In recent decades, **the concept of the office has undergone a profound transformation.** Digitalisation, flexible working and the growing need to promote collaboration have altered not only the way we work, but also the way we understand and maintain the workplace. Today, there is no modern office that is not conceived as an environment that **directly influences people's productivity, creativity and well-being.**

Companies, architects and interior designers are looking for versatile solutions that integrate different types of spaces **according to the specific needs of each team or project.** The classic concept of closed offices and formal meeting rooms has begun to coexist with spaces that prioritise interaction between people, transparency and the ability to quickly change their configuration, such as open spaces, coworking spaces, flexible workstations, individual concentration corners, acoustic booths or areas for rest or socialising. **Each environment requires different usage habits in order for its maintenance to be truly effective.**

The coexistence of **these areas responds to the new reality of work, where moments of individual work alternate continuously with group dynamics,** short meetings, creative sessions or tasks that require silence and focus. Each type of space offers a different value and contributes to the balance between functionality and comfort, allowing employees to choose the environment that best suits the activity they are carrying out at any given time.

All of this makes it essential to **transform workspaces into living ecosystems** capable of adapting to organisational and technological changes while reflecting the culture, identity and values of each company.



Workspace

OPEN OFFICE

COLLABORATION:	●●●●●
PRIVACY:	●●●●●
NUMBER OF POSITIONS:	●●●●●
DURATION OF ACTIVITY:	●●●●●

Open spaces are one of the most popular layouts in contemporary office design. Their main purpose is to **facilitate interaction and collaboration between people**, while optimising the use of available space and reducing the need for fixed structures that fragment the office.

They are designed for teams that combine individual tasks with a constant flow of communication, promoting agile working dynamics in collaborative projects. They are generally organised into benches or combinations of work tables, often separated by low panels or discreet dividers that ensure a degree of privacy without breaking the visual connection between colleagues.

This type of space is **extremely flexible**, accommodating a large number of workstations and collaboration areas, covering almost any specific project need. In addition, **its design promotes a feeling of spaciousness** and allows the office to be perceived as a dynamic environment, where collaboration and creativity flow naturally between different team members.



Workspace

TEAM SPACES OR ROOMS

COLLABORATION:	●●●●●
PRIVACY:	●●●●●
NUMBER OF POSITIONS:	●●●●●
DURATION OF ACTIVITY:	●●●●●

When a clearer delimitation of a team within the office is required, it becomes necessary to create **specific spaces for work groups**. These environments allow team communication to flow smoothly, while maintaining a medium level of concentration, all within a clearly defined area separated from the rest of the office. This is **a practical solution for organizing departments or sectors within the same workplace**.

These spaces are usually designed for groups of 2 to 6 people, either arranged in a bench system or distributed across several desks. Depending on the required level of isolation or confidentiality, divider panels can be incorporated around the workstations, or the team can even be located in an independent room specifically designed for this purpose. This configuration allows for **a balance between interaction among colleagues** and the privacy and concentration required for certain tasks.



DYNAMIC SPACES

COLLABORATION:	●●●●●
PRIVACY:	●●●●●
NUMBER OF POSITIONS:	●●●●●
DURATION OF ACTIVITY:	●●●●●

These types of workstations are particularly useful when seeking to **facilitate spontaneous collaboration between people**, as they encourage open and agile communication whenever confidentiality is not required. They are normally designed for groups of 2 to 6 people and are used for short **activities that require quick and direct interaction between participants**.

These spaces can be located in virtually any area of an open office, as they are open or semi-open areas, delimited only by low panels that allow a sense of connection with the surroundings to be maintained. Their furniture is usually simple and functional: a small table accompanied by comfortable armchairs, designed to create an informal environment that **encourages creativity and the immediate exchange of ideas**.



Workspace

PRIVATE OFFICE



These positions are ideally individual, generally located in a separate room and **designed for executive profiles**. They usually feature a large executive desk and an executive armchair as the central elements of the space, reflecting both functionality and a presence that faithfully reflects the company's brand image.

Alternatively, **a larger room can be designed to accommodate several individual semi-executive workstations**, providing a lighter degree of confidentiality and a higher level of interaction. This type of setup perfectly combines the distinction of an individual workstation with the dynamism of open offices.

These spaces are often prepared to receive visitors, which is why they are typically complemented by additional guest chairs.



FOCUS BOOTH



For an office project, it is just as important to have spaces for free communication between people as it is to **provide specific areas** where workers can carry out tasks that require a high degree of concentration, such as analysis, reading, calculations, or situations that require **a moderate level of confidentiality**. These workstations are designed to offer a good level of isolation, especially when they are located within or near an **open office**.

Generally, the activities carried out in these spaces are short-term, so they are used as **temporary locations before returning to the usual workstation**. However, it is increasingly common for these booths or isolated areas to occupy larger spaces, adapting to additional uses such as small meetings, video conferences, or sessions that require group interaction without compromising privacy or concentration.



Workspace

TOUCH DOWN

COLLABORATION:	● ● ● ● ●
PRIVACY:	● ● ● ● ●
NUMBER OF POSITIONS:	● ● ● ● ●
DURATION OF ACTIVITY:	● ● ● ● ●

These types of **informal workstations are becoming increasingly common**, inspired by large public-use spaces and adapted to the office environment. They are designed for **very brief individual activities** that require only a few minutes and are typically carried out using a laptop or another electronic device, such as checking emails, finalizing a document, reviewing a calendar, or making a quick inquiry.

In offices, these spaces are **often used by employees whose roles do not require a fixed workstation**, allowing them to perform quick tasks without disrupting their colleagues' workflow. Their configuration is usually simple and functional: high tables or shelves placed along walls, accompanied by stools or even without seating, **encouraging the mobility and agility inherent to this type of temporary work.**



OPEN MEETING

COLLABORATION:	● ● ● ● ●
PRIVACY:	● ● ● ● ●
NUMBER OF POSITIONS:	● ● ● ● ●
DURATION OF ACTIVITY:	● ● ● ● ●

These spaces are designed for meetings where **confidentiality is not a priority**. They are located within offices or specific departments and intended for informal or semi-formal gatherings. **In some cases, high panels are incorporated**, not so much to guarantee absolute privacy, but to **clearly define the meeting area within the working environment.**

The size of these spaces depends on the available area and the dimensions of the meeting table, which usually constitutes the central element of the space. As a result, they can range from small setups for 2 to 4 people to larger areas capable of accommodating 10 or 12 participants, **depending on the specific needs of each team or project.**



Workspace

PRIVATE MEETING

COLLABORATION:	●●●●●
PRIVACY:	●●●●●
NUMBER OF POSITIONS:	●●●●●
DURATION OF ACTIVITY:	●●●●●

Unlike open meeting spaces, **private meeting rooms seek to ensure privacy from the rest of the office by being located in separate rooms.** They tend to be more formal and even executive in nature, especially when they are integrated into an executive office.

The size of these rooms varies depending on the space available and the meeting table that is installed. They can range from large rooms with long tables for around 12 people to smaller spaces designed for 2 to 4 participants, always adapting to the purpose and type of project.



AUDITORIUM

COLLABORATION:	●●●●●
PRIVACY:	●●●●●
NUMBER OF POSITIONS:	●●●●●
DURATION OF ACTIVITY:	●●●●●

Spacious rooms designed **for collective or large-group use.** They are enclosed and located away from the rest of the office so as not to interfere with daily activities. Their capacity depends on the available space and the number of users expected to be accommodated.

The furniture usually includes **auditorium seating.** These spaces are organised around a stage or central area, which is used for conferences, screenings or presentations. Their versatility allows them to be used for different purposes, such as training, press presentations, press rooms, exhibitions of press releases or even voting and large meetings.



MEETING POINT

COLLABORATION:	●●●●●
PRIVACY:	●●●●●
NUMBER OF POSITIONS:	●●●●●
DURATION OF ACTIVITY:	●●●●●

Spaces ideal for brief and spontaneous meetings, **without the need for special privacy,** and intended for small groups of 2 to 6 people. They are organized around high tables or in soft seating areas, allowing employees to **meet quickly to exchange information or discuss ideas.**



Complementary spaces

RECEPTION

It is the first room that visitors or employees arrive at when they enter the premises, and it is **an area specially designed to welcome them**. The space serves as a first impression and is often the visible face of a company, so care in decoration and **the predominance of corporate elements** is a constant to ensure a good image in the public eye.

A cloakroom area can be set up in this area for employees to leave their belongings. This is increasingly common in offices where workstations are nomadic and employees do not have a fixed position from which to perform their tasks.



DOCUMENTATION & STORAGE SPACES

These spaces are designed to **store documentation and materials** that workers use or consult on a daily basis. Reports, work, products or components related to the activity accumulate there, so they require periodic review to maintain order and ensure their usefulness, always conditioned by their validity.

The contents are usually organised in **cupboards, filing cabinets or specific areas** with large, uncluttered shelves, designed to allow for quick and intuitive searching. When it comes to documents or materials that are used more sporadically, these spaces are **deliberately located away from the main areas** so that they do not interfere with the daily rhythm or interaction that takes place in the more frequently used spaces.



WAITING AREAS

Spaces designed for visitors to wait before being attended to. By their nature, comfort becomes a key factor in their design. A common solution is to **incorporate furniture that combines design and comfort**, such as sets of armchairs or lounge chairs accompanied by low tables, useful for taking notes or temporarily placing personal items.

In addition, it is common to provide reading or reference materials, whether company documentation or external content such as magazines, catalogs, or brochures, to offer entertainment or information while waiting.



COFFEE SHOP / CANTEN / DINING AREA

Spaces equipped for staff breaks, whether for breakfast or lunch. These areas are **located away from work areas** so that noise and smells do not interfere with the normal working day.

The configuration of these spaces varies depending on the size of the project. They can be small coffee areas, equipped with coffee machines and food dispensers, or more complete kitchens with dining rooms with large tables. **In large offices, these areas may even have kitchen service to cater** for a larger number of employees.



Complementary spaces

RECREATION AREA

Leisure and relaxation areas are becoming increasingly common in office designs. Based on the idea that **employees perform better in a comfortable environment**, many companies are creating these spaces, either as separate rooms or integrated into the work environment.

These spaces can include armchairs and sofas for relaxation, video game areas, table tennis or billiards tables, among other entertainment options. Their purpose is to **allow staff to disconnect briefly to recharge their batteries and regain their concentration**, or to encourage interaction and collaboration at the end of the day, creating a positive and dynamic atmosphere within the team.



SHOWROOM

Spaces where companies can show visitors and customers the end result of their activity. This specific area is intended for displaying products or demonstrating services. These spaces allow companies to present their offerings in an orderly and attractive manner, facilitating communication and interaction with the external public.



Well-being at work does not happen by chance: it is built. It is designed. It is decided. Every adjustment to a workstation, every well-directed ray of light, every reduction in noise and every tidy space contributes to the same goal: making work more natural, more comfortable and more human. Ergonomics, lighting, acoustics and organisation are not isolated details, but a silent network that underpins the day-to-day running of a company.

In environments where people are cared for, productivity ceases to be a forced goal and becomes a logical consequence. Concentration comes effortlessly, ideas flow freely and energy levels remain stable. Well-designed spaces not only improve health: they improve attitude, relationships, creativity and even the way challenges are faced.

The key is to understand that every gesture matters. Adjusting a chair, lighting a workstation, tidying a desk, reducing noise... these are small actions that produce big changes. When work cares, everything works better.

And that is the true path to more sustainable, more efficient and, above all, more pleasant environments for those who experience them day after day.