

Returning to Work Spaces



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Tips for Success

All non-speaker lines will be muted during the presentation.

Enter all questions in the chat box; it will be monitored as we move through the presentation.

Slides will be shared following the session.

Thank you Rogue Networking Groups!



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Returning to Physical Work Spaces

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Speaker Lineup

[Robin Chapekis](#), SHRM-SCP, Founder and Consultant, SVELTE HR

[Eva Kent](#), Business Development, Office Furniture Solutions

[Bridgette Ronnisch](#), Project Manager, Ronnisch Construction Group

[Kevin Tamer](#), Vice President, Team Core



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OSHA 3990-03 2020

Guidance for the required
Preparedness and Response Plan.

5-21-2020 Next Normal Learning
Series Episode:

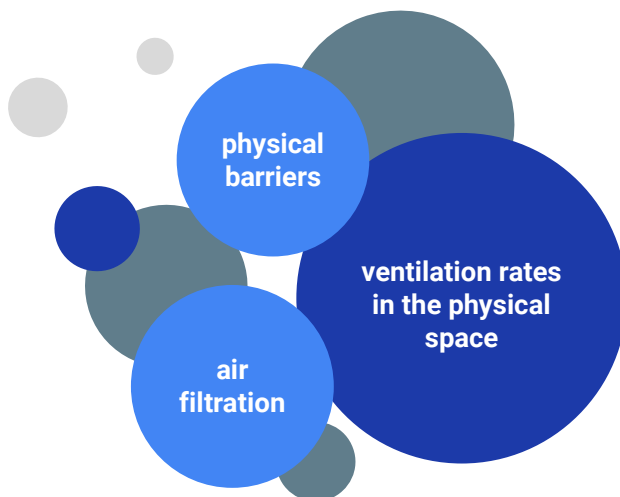
- Administrative Controls
- PPE

Today:

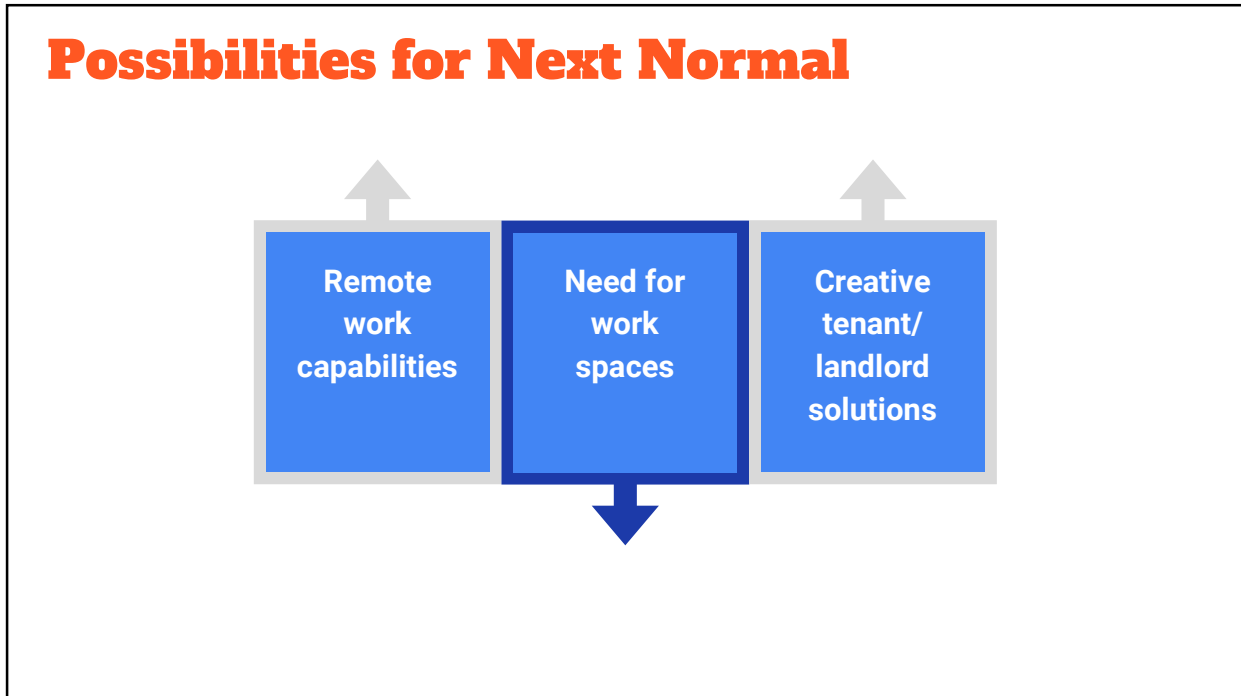
- Engineering Controls
-

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Engineering Controls



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Eva Kent

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OFFICE FURNITURE SOLUTIONS



Metro Detroit's leading full-service contract furniture dealer for today's modern office

- Interior Design & Space Planning
- Sales & Order Management
- Project Management
- Delivery & Installation

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STAY SAFE

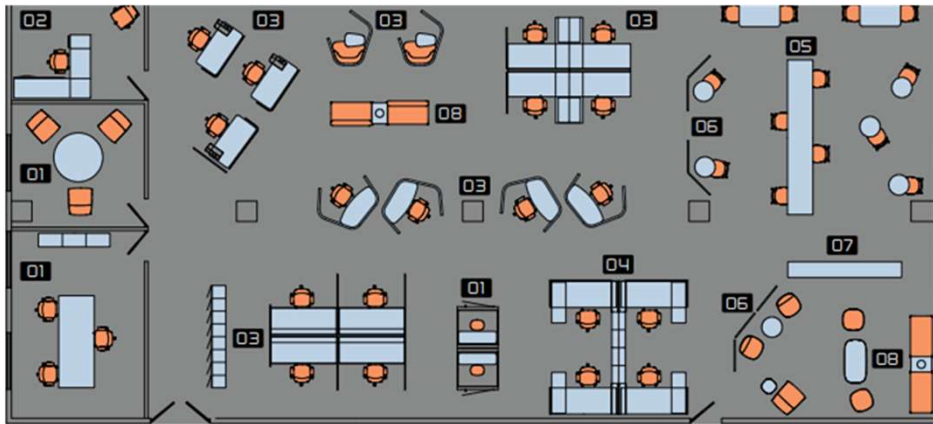
SOCIAL DISTANCING IN THE OFFICE

At Office Furniture Solutions, nothing is more important to us than the health and well being of you and your staff. As we prepare to return to the workplace, we want to help create a space where you feel safe and inspired to work. Due to Covid-19, the need for social distancing has become increasingly important. Office Furniture Solutions is here to offer planning and products in the workplace that allow for physical separation while still promoting a collaborative environment.



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WORKSPACE PLANNING



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PANEL ADD ON SCREENS

Stack Kits



Channel Glass



Clip-On Mount



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DESK MOUNT SCREENS

User Divider



Desk Edge Glass



Desk Edge Wrap Around



Enclave Panels



Wellness Screens



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FREE STANDING SCREENS

Enclosure Panels



Urban Wall



Mobile Boards



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CEILING MOUNT SCREENS



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HOW OFS WILL MOVE FORWARD TOGETHER IN GOOD HEALTH

- All employees are screened daily using a thermometer. Anyone who registers a temperature above normal must return home and remain home until cleared to return to work.
- Face masks are required. Employees receive instructions on how to correctly wear the mask.
- Disinfecting materials and guidelines are provided for individual use at workstations.
- To prevent crowding, we are limiting lunch/break room occupancy by providing fewer chairs at tables.
- If possible, do not share tools and equipment. If sharing is necessary, tools must be disinfected before/after each use.
- High traffic shared devices such as door knobs have been replaced with open passage or kick plate door openers.
- We encourage employees to maintain a 6' spacing in the office. Meeting room and public space furniture re-organized to ensure.
- Guests/Suppliers/Contractors must complete a questionnaire to document any coronavirus symptoms or any exposure to COVID-19 illness.
- We will screen Guests/Suppliers/Contractors using a touch-free forehead thermometer to detect any fever. Masks will be provided to all visitors.

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Questions?

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Bridgette Ronnisch

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RONNISCH
Construction Group



Honesty & Integrity - Improving the Reputation of the Building Industry




Areas of Expertise:

- Commercial
- Education
- Industrial
- Multi-Tenant Housing
- Medical
- Retail/Restaurants

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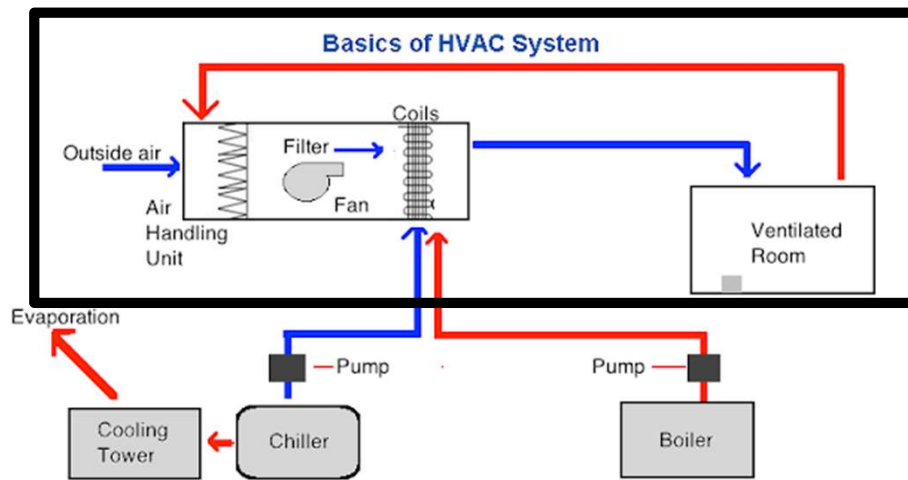
Indoor Air Quality (IAQ)



- Mechanical Systems
- COVID-19
- Mitigation Techniques

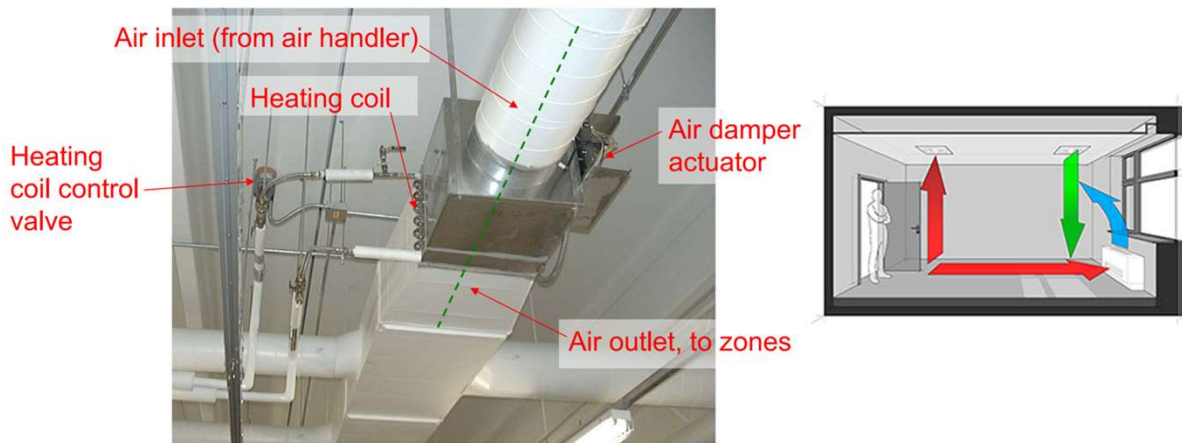
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IAQ & Mechanical Systems



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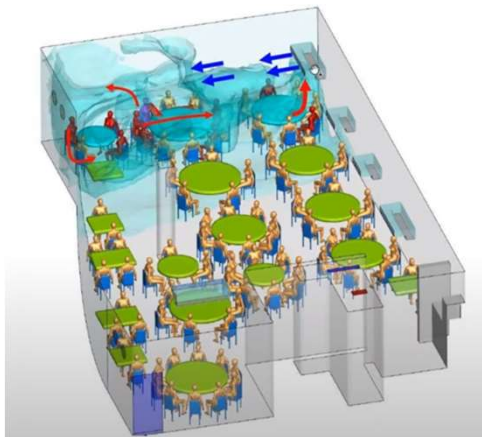
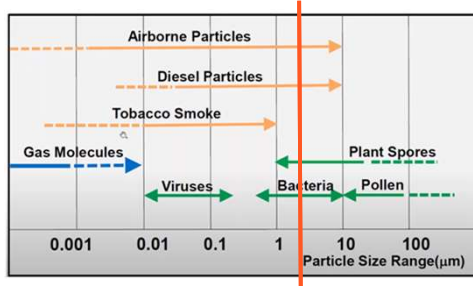
IAQ & Mechanical Systems



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IAQ & Mechanical Systems

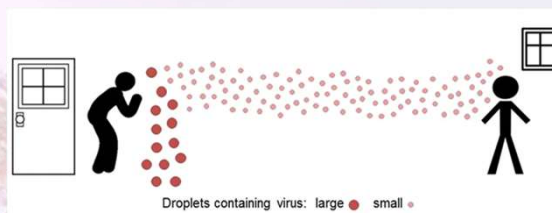
- **Ventilation Rates**
 - Can be estimated by CO₂ measurements
 - Commercial space = ~17 cfm/person
 - Hospitals = ~76 cfm/person
- **Average Filtration Sizes**
 - Commercial = 3-10 μm



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IAQ & COVID - 19

- **What we know:**
 - Infectious for at least 3 hours
 - Masks help, but are not 100% effective
 - Size ~600x thinner than hair
 - Humidity & temperature have minimal effect on virus stability
- **What we *don't* know:**
 - Airborne?
 - Filter effectiveness



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Mitigation

- **Inspect Mechanical Equipment**

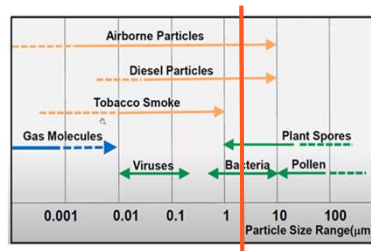
- Clean exhaust vents
- Ensure all fans are running properly

- **Air Filtration**

- No less than **MERV-8** (90% of 3-10 μ m)
- **MERV-13** is becoming more widely available (90% of 1-3 μ m)
- **HEPA** is the most effective, but significantly reduces air flow
- *Filter replacement must be done with proper PPE*

- **Increase Ventilation Rate**

- Adjust mechanical system timers to start ventilation at least **2 hours** before building occupation
- Do not turn off system, leave on low when unoccupied
- Keep windows open and kitchen hoods on



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Mitigation

- **Avoid Re-Circulation**

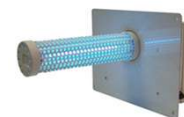
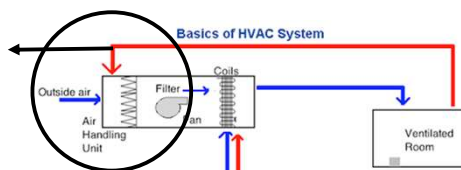
- Turn off fan coil units that use local recirculation to avoid resuspending virus
- If you cannot turn these off due to heating/cooling needs, keep them running at all times
- Switch air handling units/dampers to recirculate 100% outdoor air

- **Bathrooms**

- Keep exhaust fans on at all times
- Close bathroom lids when flushing
- Avoid open windows in bathrooms to ensure proper flow direction

- **In-Duct Air Purifiers**

- **Commercial/Tabletop Air Purifiers**



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Kevin Tamer

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Team CORE



Michigan's Commercial Real Estate
Advisors. Bringing the "Team" approach
to the commercial market.

- Brokerage and Advisory
- Property Management
- Project Management

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Returning to Work Spaces

Commercial Real Estate Tenant and Landlord Perspective

Office Space Focus

- Right sizing your space
- Landlord & Tenant relations
- Your return

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Space Efficiency and Right Sizing.

- The next 3, 6, 12-months, office demand.
- Where we were at.
- What can you do as a Tenant?

“By the end of April, 69% of companies had plans to shrink their office footprint in accordance with increased remote work, according to a CoreNet Global survey. Similarly, a survey of over 300 chief financial officers by Gartner, an S&P 500 research and advisory company, found that 74% of companies intend to shift at least 5% of their workforces to remote work. For most of those companies, at least 10% or 20% of workers are expected to remain remote.”

Search Analytics

REVENUE OF 91.9M
LEASING OPPORTUNITY OF 743K
12 MO NET ABSORPTION OF (446K)
12 MO LEASING RATE 12.3%
RENTAL REVENUE \$20.53
RENTAL PER SF \$104
RENTAL PER YR 9.3%

Key Metrics	
Availability	Inventory
Vacant SF 11.3M ↓	Existing Buildings 3.736 ↑
Sublet SF 862K ↓	Under Construction Avg SF 82.6K ↓
Availability Rate 16.1% ↓	12 Mo Demolished SF 15.6K ↓
Available SF 14.9M ↓	12 Mo Occupancy % at Delivery 53.8% ↑
Available Asking Rent/SF \$20.15 ↓	12 Mo Construction Starts SF 387K ↓
Occupancy Rate 87.7% ↑	12 Mo Delivered SF 61.4K ↓
Percent Leased Rate 89.8% ↑	12 Mo Avg Delivered SF 13.7K ↑
Sales Past Year	Demand
Asking Price Per SF \$76 ↑	12 Mo Net Absorp % of Inventory -0.5% ↑
Sale to Asking Price Differential -13.0% ↓	12 Mo Leased SF 3.9M ↑
Sales Volume \$214M ↓	Months on Market 18.7 ↓
Properties Sold 197 ↑	Months to Lease 12.1 ↑
Months to Sale 13.1 ↓	Months Vacant 12.8 ↓
For Sale Listings 223 ↓	24 Mo Lease Renewal Rate 62.0%
Total For Sale SF 4.4M ↑	Population Growth 5 Yrs 1.3%

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Space Efficiency and Right Sizing.

- Benefits: Cost Savings, employee support, culture.
- Great time to start working with your Landlord.

Step One: Understand your utilization and space efficiency with an analysis.

Example: Tenant "X"

Square Footage: 3,511	Current Monthly Rental: \$5,412.80/RSF
Current FTE: 11	Current Annual Rental: \$64,953.50/RSF
Seating: 15	Current Rate: \$18.50/RSF
Open Seats: 4	
Utilization: 26.6% Dark	
Sq. Ft. Per Employee: 351.10	

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Space Efficiency and Right Sizing.

Step Two: Understand your company's goals, objectives, and culture.

In this case, the company wanted to get to 210 square feet per employee for all the locations across the United states. Talent retention was key, and this will be an ongoing rightsize as their leases come due.

Same goes for a reduction in FTE working from home.

Example:

210/SF x 11 FTE = 2,310 SF/FTE

2,310SF x \$18.50 = \$42,735.00

\$22,218.50 worth of savings.

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Space Efficiency and Right Sizing.

Step Three: Work with a professional.

- Furniture vendor, CRE consultant, architect, etc.
- Circulation increase.
- Options during lease, renewal, or searching.

OFFICE SPACE NEEDS ANALYSIS WQ	
SPACE	# OF ROOMS
Reception/Waiting (typ. 8x10)	1
Lg. Conference Room (typ. 14x18)	1
Md. Conference Room (typ. 12x14)	2
Sm. Conference Room (typ. 10x12)	2
Executive Office (typ. 12x14)	7
Office (typ. 10x10)	10
Visiting Office (typ. 8x10)	6
Cubes (typ. 6x8)	22
Kitchen (typ. 10x10)	1
Kitchenette (typ. 6x8)	1
Training room	1
Server / Phone Room (typ. 8x10)	1
File Room / Storage	1
Closets - Reception (typ. 4x8)	2
Closets - w/shelves (typ. 3x6)	2
SUBTOTAL:	60
Circulation (typ. 30%)	30%
TOTAL USE:	90
x Load Factor (typ. 12%)	12%
TOTAL RSF:	1020

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Landlord and Tenant Relations

- Communication is key.
- Landlords to cater to a new norm.
- Tenant Improvement dollars. Everything is negotiable. Understand your lease and options when getting into a lease and work with a professional.
- Tenant Options. Fearful of rent payments? There are solutions.



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Returning to Work Spaces

- Work with your property managers.
- What are they doing to ensure Tenant safety?
- Each should have a “play-book” to share.
- Facility improvements and protocols.



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Thank You

For more information, feel free to reach out anytime to (734) 624-3729 or email at knt@team-core.com



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Questions?

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Hosted by Rogue Networking.

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Next Normal Learning Series

Thursdays at 12 noon eastern through the end of June, 2020.

June 4 Level Up Finance

June 11 Intellectual Property