

## Top Ten Tips For Renting Your Deskspace

### **1) How much space do I need per person?**

The standard rule of thumb for office space in London is 100 square feet in total per person. This is split into 50 square feet for the deskspace and 50 square feet allocated to the kitchen, meeting room and communal areas.

### **2) Where can I buy desks and chairs that look great and don't cost the earth?**

Ikea, Ebay and Viking Direct all have great deals. No need to spend a fortune. As long as they look good, are comfortable and function well that's what counts.

### **3) Keep renters happy - get a cleaner!**

Keeping the office clean will keep your desk renters happy and make you look professional.

### **4) Make sure that your broadband is up to speed and the access code is easily available.**

Many businesses have decent broadband speed these days. Check yours here:

<http://www.broadbandspeedchecker.co.uk/>

Use these tips to speed it up if necessary:

<https://www.broadbandchoices.co.uk/guides/speed/boost-your-internet-speed>

### **5) Ensure the area is well lit, either with natural light or good artificial lighting.**

A smart way to improve productivity and well being in areas without sufficient natural light is to use daylight bulbs.

### **6) Offer tea and coffee for free, and consider filtered or bottled water as well.**

A great working environment is essential and enhancing the atmosphere by offering free tea and coffee is a sound move.

**7) Use a code of conduct that's both fair and reasonable. This sets both parties on the right path and reduces the chance of any issues.**

Studies have shown that people who agree to a code of conduct behave better overall.

**8) Respect the desk renters working time, be polite and don't unnecessarily interrupt them.**

People are often escaping from interruptions when they use desk space, it's their time to concentrate and be productive.

**9) Make sure the toilets/bathroom facilities are clean and easy to access.**

Let renters know exactly where bathroom facilities are located to avoid any embarrassing questions later!

**10) Keep the noise down. Nothing is more distracting and disruptive than annoying, repetitive noises.**

Being respectful of renters desire to work in an environment where they can concentrate is both helpful and professional.