

DESIGNING FOR A MULTIGENERATIONAL WORKPLACE

— Designer Evaluation Checklist

07

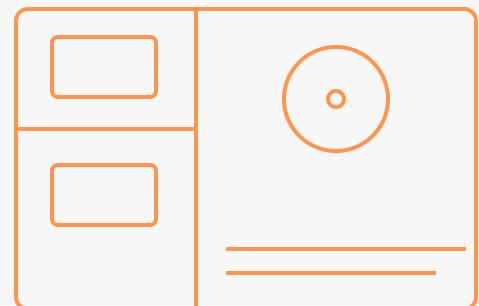
AREAS OF EVALUATION

29

DESIGN QUESTIONS

01

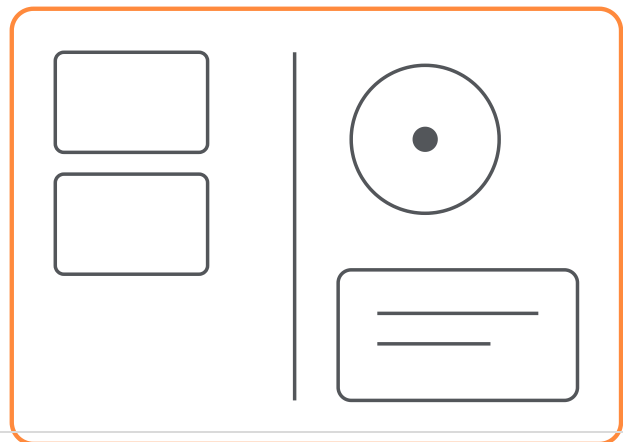
SHARED PHILOSOPHY



A WORKPLACE BUILT FOR PEOPLE, NOT ERAS.

Successful workplace design isn't about creating separate spaces for different generations. It's about designing environments that support a wide range of people, abilities, workstyles, and career stages.

Use this checklist throughout the planning and design process to help create workplaces that are adaptable, inclusive, and future-ready.



01 Accessibility & Inclusion

02 Ergonomics & Physical Comfort

03 Focus & Acoustic Comfort

04 Collaboration & Knowledge Sharing

05 Flexibility & Choice

06 Technology & Power

07 Long-Term Adaptability

ACCESSIBILITY & INCLUSION



Environments that everyone can navigate, reach, and use — comfortably, and without a second thought.

01

- Are circulation paths wide, clear, and easy to navigate?

- Can employees of varying abilities comfortably access shared spaces, meeting rooms, and amenities?

- Are frequently used tools, storage, and power easily within reach?

- Does the workplace support physical, sensory, and cognitive accessibility, not just mobility?

ERGONOMICS & PHYSICAL COMFORT



Furniture and layouts that adapt to the body – not the other way around.

02

- Are height-adjustable workstations available where appropriate?

- Does the furniture support a range of body sizes and working preferences?

- Are employees encouraged to alternate between sitting, standing, and moving throughout the day?

- Have glare, lighting quality, and visual comfort been considered?

- Are workstation layouts designed to reduce physical strain over long periods of use?

FOCUS & ACOUSTIC COMFORT



Quiet when it's needed, privacy without isolation, and the freedom to choose.

03

- Are quiet areas available for focused or heads-down work?

- Are acoustic products incorporated to reduce speech distraction?

- Do employees have access to privacy without feeling isolated??

- Can employees choose environments that match the type of work they're doing?

COLLABORATION & KNOWLEDGE SHARING



Spaces that bring people together – for planned meetings and the conversations that just happen.

04

- Are there spaces that encourage mentoring and informal conversations?

- Do meeting spaces support both planned and spontaneous collaboration?

- Is technology integrated to support in-person and hybrid meetings?

- Can collaborative areas easily adapt to different Team sizes?

- Does the workplace encourage interaction without compromising focus?

FLEXIBILITY & CHOICE



A variety of settings so people can choose how — and where — they work best.

05

- Are employees provided with a variety of work settings rather than a single workstation type?

- Can individuals choose between open, enclosed, seated, standing, individual, and collaborative spaces?

- Can furniture and layouts be reconfigured as organizational needs evolve?

- Does the workplace support different workstyles throughout the day?

- Will the design remain effective as workforce demographics change over time?

TECHNOLOGY & POWER



Power and connectivity built in wherever work happens — never an afterthought.

06

- Is power conveniently located wherever work occurs?

- Are meeting rooms equipped with intuitive, accessible technology?

- Does technology support collaboration without creating barriers?

- Have wire management and charging needs been integrated into the furniture and workplace planning?

- Are monitor arms available to improve screen mobility and visibility?

LONG-TERM ADAPTABILITY



Systems that evolve with the organization, without demanding a full renovation to keep up.

07

- Can the workplace evolve without requiring a complete renovation?

- Have modular systems and flexible furniture been incorporated where appropriate?

- Does the design support future organizational growth and changing Team structures?

- Have durable materials been selected to support long-term performance?

BEFORE FINALIZING YOUR DESIGN

Before finalizing your design, ask yourself:

01 Does this workplace support people rather than stereotypes?

02 Would employees with different ages, abilities, personalities, workstyles, and career stages all be able to work comfortably here?

03 Does the environment provide choice, flexibility, accessibility, and opportunities for both focus and collaboration?

If the answer is yes, you've moved beyond designing for generations and created a workplace designed for people.