

Home Office Planner – Supplemental Information

Additional notes and clarification on selected topics from the Home Office Planner Worksheet have been provided below:

A. GENERAL

4. Where will you meet with clients, colleagues, or vendors? Some people will be using their dining area, others have another flex space that can serve as a “conference room.” If you want to have such meetings in your home office, will those be with you at your workspace and visitors seated nearby, or will you have a separate table and chairs for meetings in your office?

5. Dedicated home office spaces can provide significant income tax deductions (*consult your tax professional on the deductibility*). But such spaces must be reserved for working from home, and not flex rooms, which are sometimes used as your home office and at other times a guest room. There are resale considerations as well. Many buyers still look for a minimum of three bedrooms. If you intend to purpose a third bedroom as your home office, consider free-standing workspace/furniture solutions rather than built-in countertops and cabinetry, which limit the use of that space to being a den/home office as opposed to the third bedroom future buyers may need.

5b. Some people will carve out an area within a larger space for their home office. The Finley Creek (#56910 at right) home design, for example, provides a spacious desk area in its great room.



7a. Perhaps you and your spouse will both work from home. Whether working from there at the same time or with differing schedules, T-shaped workspace layouts are a popular choice to provide individual work areas within one room. Or, are you looking for a pair of rooms that can be purposed as home offices, such as with the Leinart plan (#29336 at right)?

9. Additionally, the Leinart plan (#29336 at right) shows the secure shipping vestibule concept with its lockable door accessed by delivery drivers from the front porch. You unlock the interior vestibule door at your convenience.

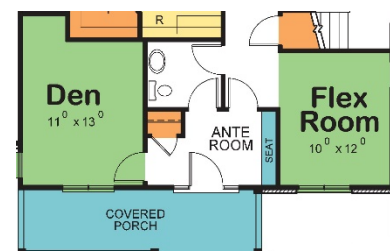


B. LOCATION

10. The Leinart plan (#29336 above right) also shows having an exterior entrance to the office from the front porch in addition to its interior entrance off the hallway

10. The Mackenzie Court plan (#43067 at right) illustrates an *ante room* entrance to its den/home office, providing a place for visitors to wait comfortably for your meeting as well as bathroom access, while not having them walking through your home’s living areas.

10. Loft areas can be a great space for working from home, but if the loft is open to living space below, noise from the first floor may be an issue when trying to concentrate.

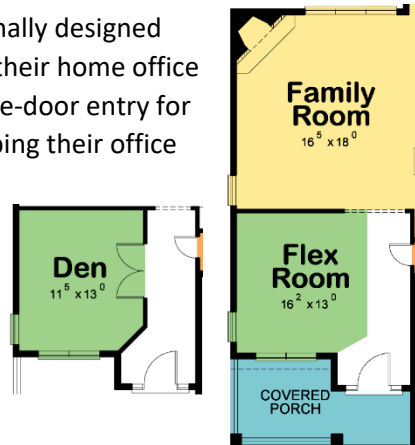


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10. Having a “window office” at your workplace has always been coveted, and officing from your home should be no exception. From keeping tabs on the weather to daylight’s effect on your body’s biorhythms, sunlight is key!

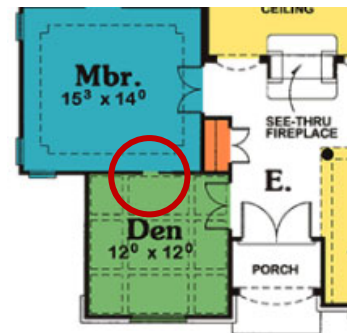
C. ACCESS – PRIMARY

13. Open or closed? The Moss Bluff II plan (#43066 at right) was originally designed with a Flex Room to the front. Some people would be fine setting up their home office in that open space. The Den option suggests adding walls and a double-door entry for privacy, or for individuals who don’t want to have to think about keeping their office tidy at all times.



D. ACCESS – SECONDARY

15. In addition to the main double-door entrance, perhaps you desire the convenience of a private secondary access to your home office directly from the owner’s suite. The Ellsworth plan (#5146 at right) achieves this via a pocket door from the bedroom.



E. NEAREST BATHROOM

16. It may be a mild inconvenience or even a welcome break to walk across the house to the bathroom, but the convenience of an adjoining or nearby bathroom can’t be overstated. And is that bathroom mostly dedicated to your home office? It can be quite stressful to keep your hall bathroom that’s used by your kids always tidy and presentable for business guests.

G. SEATING

20. Many people who office from home talk about the importance of office seating other than the chair at their desk. Something more comfortable. That simple change in posture can spark creativity!

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H. LIGHTING

23. Some people want office windows they can look out of and connect with their natural environment. Others know such views would be distracting, preferring instead transom windows high on the wall, letting in the sunlight but avoiding visual interruptions. These transoms can be fixed or operable (opening) as well as clear or obscure, such as acrylic or glass block. At right: Hy-Lite® Acrylic Block Awning Window delivers privacy, daylight, and fresh air!



Photo courtesy: Hy-Lite®

J. NOISE

29. As compared with typical, cheaper, hollow-core interior doors, solid-core doors block significantly more noise,

30. Perhaps your home office adjoins your laundry room. Will the noise from the washer and dryer interrupt your thoughts, irritate, or embarrass you? Talk with your builder about the many ways to soundproof your inside walls.

31. If your home office will be located near the street, you're more likely to hear traffic noise. Or perhaps it's loud neighbors or kids playing outside. Again, talk with your builder about ways to soundproof your exterior walls and window considerations.

K. STORAGE

32. Open shelving and cubbies allow you locate items with a quick scan.

32. Shelving units/systems that are adjustable (usually in 1-inch increments) allow you to tailor your storage to your specific needs, rather than having to work around fixed shelving's shortcomings.

33. Discrete (closed) storage cabinets offer a totally different appearance from open storage. Pull-out file drawers are common, pull-out wastebasket drawers (similar to what you see in kitchens), and even a pull-out drawer for your paper shredder.

L. HEATING & COOLING

36. Consider special heating and cooling not only for the location of your home office, but also if you sell a product and your inventory needs to be kept at a certain temperature.

37. Similar to heating and cooling considerations for your office location and product inventory is attention to the humidity level.