# Introduction

The office can be not only a place for work, but also means of advertising. The main thing - to allocate criterion function of the company. The designer does not display the validity, and creates the new form in which concludes corporate spirit of the company. The way of expression of it can be allocation by color, light, the invoice of a material or creation sculptural go a floristic composition.

With careful consideration and inspired design its implementation should nurture a productive and contented workforce, whilst reflecting, and enhancing an organization's culture and image.

Comfort's expertise is in providing designers with an unreservedly diverse and flexible range of office interior products. The tools, in fact, to create space dividing solutions to resolve the most challenging of requests.

# The office is a face of the company

The dominant - the object allocated on a background of all other interior and concentrating attention of people included in a premise is created. For example, at office of the company obtaining a granite, create a mosaic floor from this material.

Being reflected in a mirror ceiling, the mosaic creates impression of validity, informs on a structure of firm still before the first words are made. For expression of spirit of the company it is possible to use hyperbolic images. So, the firm selling the writing goods, could use as office talisman a huge paper clip, having exposed her at itself in a hall.

Creation of modern office is an ergonomic problem. The set of psychological and professional factors of interaction of employees of the company should be taken into account. Starting work above an interior of office, it is necessary to lead zoning, definition of groups of employees on a professional accessory and their correlation to sites of office space. The will of the head finally defines corporate style of the company and is reflected in an interior of office.

There are two features: on the one hand, the person aspires to protect the working zone from associates, with another – the success of activity of firm is impossible without constant effective interaction between employees. Low partitions, beautiful-form associates of the person of the form of table-tops create impression of security and do not interfere with business dialogue. The arrangement of workplaces and their device should correspond to professional work and features of the person. The general rule – to not have a workplace a back to open space – is connected to subconscious desire to be protected, and first of all to protect a back.

## The cabinet of the head

The cabinet of the head in many cases carries out a role of a hanger with which all begins. Potential clients, employees, partners and sponsors, contracts, credits both all possible and impossible prospects - begin, develop or irrevocably perish here. Therefore the choice of conditions and furniture for a cabinet of the head is of great importance for the enterprise or firm as a whole.

First of all the general interior of a cabinet of the head - his style is estimated. To construct a faultless interior of a cabinet of the head it is possible only in the certain premises adequate by the form and the sizes to some rules. The main place in a cabinet of the head borrows the Table to which the conference tables can be put. The furniture for a cabinet of the head necessarily should include an armchair - a comfortable place for thinking and decision-making. Other subjects of furniture and interior in a cabinet of the head should emphasize style and a working atmosphere.

For today among the Russian prevailing style tendencies in registration of a cabinet of the head - a combination of modern "techno" and "hi-tech", allowing to take the most of advanced achievements of a science and technics, with classical traditional elements which introduce habitual convenience and a cosiness, heat in an interior and quiet equal adjust.

The first question which arises at registration of a cabinet of the head is the area on which sizes much depends, and also the form of a premise. The head should realize, that the faultless interior is possible, only if the area of a room makes not less than 20 square meters. It is rather desirable thus that the cabinet was rectangular or quadrangular - but not extended. In the latter case to create a harmonious interior it will be practically impossible.

Certainly, the central subject of a cabinet of the head - a table. His majesty a table serves as a honourable pedestal for signing contracts by high contracting parties the Table of the head big and is great, than other office tables. Also it is distinguished with massive legs and curbstones, the solid table-top, as a rule, in 2 times is thicker usual. Frequently the Table decorates bjuvar, trimmed with a natural leather or other modern expensive materials.

The armchair of the head carries out the major role: sitting in it, the chief should feel like extremely comfortably - that nothing prevented during considering and acceptance of strategic decisions. Therefore the armchair of the boss differs: а) in height and massiveness, б) technical perfection. More often such armchairs are made of strong traditional materials - for example, a natural leather or high quality substitutes and are equipped with the pneumatic mechanism of rise of sitting. Besides the Main armchair, are available also others - for example conferences-armchairs which under the characteristics are not so perfect, but should not be beaten out from the general style of an interior.

Cases in a cabinet not the main thing, and as a rule, they do not borrow especially a lot of place, however and they carry out the certain function in creation of necessary conditions: accurately placed magazines and books in good relieves subordinates or partners leave good impression at visitors, whether it be. With this role glazed, sliding doors in the bottom branches, and also racks and floor curbstones perfectly consult.

Rather frequently in a cabinet put a sofa. Certainly, first of all it is office sofa - but on a class it will always differ from the colleagues the raised convenience and exclusive quality of materials. Here again on the first place - certainly a leather and natural wood. The sofa in this case incurs a role of a classical, traditional subject of an interior - places where it is possible to relax or reduce a distance in searches of a consensus in necessary cases. The possible variants are: two, three-local sofas, spacious "corner", some armchairs for rest - the choice depends on presence of an empty seat and desire of the owner.

# Decorating home offices

Decorating a home office space can be a challenge of integrating required technical equipment with efficient storage space to make an attractive home office workspace.

It is becoming more and more common for people to work out of their homes. Creating a home office space can be a challenge of integrating required technical equipment with efficient storage space. Both of these items need to be addressed while at the same time decorating your home office in a manner that will make it a pleasing area to work that is efficient and well lighted.

Sound overwhelming? Let's take it one step at a time, starting with storage options.

Having adequate storage is the key to having an efficient workspace that is not cluttered. Choose furnishings that can perform double duty jobs like an armoire that can store files and house the media equipment at the same time. If you home office needs to accommodate drop in houseguests you may need to decorate around a hide-a-bed couch as well.

Computers, faxes and scanner equipment is a necessity for home offices. Center your decorated and storage budget around suitable housing for those items. Some desks and work centers allow the computer to be concealed inside the glass desk top or have built in cabinet doors to close when not in use. A roll top desk is an attractive alternative for the computer center as well.

Try and integrate office technology with the style of your home by choosing storage options that look more like furniture than stark office equipment. For example, I chose stackable wicker and wire file baskets instead of purchasing a cold, metal, filing cabinet. Waste paper baskets are another item that is available in a wide variety of colors and materials that can soften a utility workspace. Use large screens to disguise unsightly equipment.

Warmth can be quickly added to your workspace with well placed lighting options. An adjustable desktop lamp can look decorative and inviting while reducing glare to your computer screen.

Make sure you do not close yourself off to the outside world. Choose window shade and fabric treatments that allow you to control the amount of light into your workspace. Use soft, translucent window shades to reduce glare but give you a view outdoors.

Have fun decorating your space. After all there are not any corporate rules to follow - you are the boss! Include some of your personality into the decorative furnishings and colors. Strive for a look that is somewhere between residential and commercial by choosing patterns that are soothing and warm rather than harsh, stark or cold.

Choosing a base color the rest of the home is decorated with can help tie your office to the residential part of the house. You may choose to paint the walls in a darker tone than the rest of the home or add a glazing technique over the top to promote the reflection of additional light. Don't be afraid to use lots of wood molding or rich wallpaper. Hang inspiring artwork or use mirrors to reflect any interested focal point of the room to keep your energy flowing while you work. Large houseplants or trailing vines in a basket can also help bring nature in to your office space.

An overstuffed chair and ottoman can not only add a space to read up on a report or review your work but can add an inviting look to your room. Add a chenille throw or a couple of pillows to create a cozy warm setting.

Painting walls is a chore, and one that you will want to get right the first time around. Failure to paint the wall properly will cause the colors bleeding, running and you will have to add many coats of paint to cover these mistakes.

Place drop cloths on the area around where you are painting. Some paints say they wash up with soap and water, and the paint still is hard to remove.

Purchase paint brushes for oil paints or latex, depending on which paint you are using. Same thing goes for the paint roller. It should have a medium nap. If preferred, you can use a paint sprayer and can purchase one at your local hardware center or home improvement center.

You can paint oil based paints over latex, but you can't paint latex based paints over oil based paints without first prepping the walls. You can buy an etching solution or use a primer to seal in the oil paint. After you have primed the wall, you can begin painting.

First you will want to start with your ceilings. Feel free to paint over the edges because when you paint the walls, you'll cut your corners in.

Next is your wood work. Sand and prime before you paint. Use a satin paint on your trim and a flat finish paint on your walls. Trim being doors, moulding etc.

Now that you have finished the ceiling, you can paint the walls. Cut in first with a paint brush. You do this by painting the corners and areas that the paint roller will not reach.

Roll out two coats on your walls, being sure you let the first coat dry thoroughly first. Be sure to have a window or fan for proper ventilation. If it's cold outside, make sure the heat is on in your home to help dry the paint.

Be sure to use a quality paint. If you have children, you will want to make sure the paint can be washed. Also make sure the paint has a warranty for at least 5 years or longer.

After painting, be sure to clean the brushes, roller and roller pans for your next project.

Most people automatically opt for wall to wall carpeting when choosing floor covering for their home. However, there are many alternatives to carpet that very appealing and easy to maintain.

If you live in an older home, chances are that you have hardwood flooring. During the 60's when wall to wall carpeting became the standard, many people covered their hardwood floors. Now is the time to undercover them. If there has been carpet on the floor for a long period of time, chances are that the carpet padding has stained the hardwood. While you can refinish your floors yourself, hiring a professional will guarantee a perfect finish in a minimal amount of time and at a relatively inexpensive cost. Hardwood floors are very easy to maintain and keep clean and add a touch of warmth and elegance to any room. If you like the look of hardwood floors, but aren't lucky enough to have them, you can install them yourself as they are available in a variety of wood finishes. New hardwood floors, however, can be expensive.

The easiest and most inexpensive floor covering is self-stick tiles. Even a beginner can lay self-stick tiles as they are easy to match, easy to work with and easy to cut. High quality self-stick tiles work best in a kitchen as they are easy to clean, and hold up well in this high-traffic area.

If you still prefer carpet, why not opt for a room size carpet that can be bordered, either by hardwood floor or tile? The advantage of area carpets is that you can move them from room to room to give each room a new look whenever the redecorating mood strikes you.

In sum, whether you're a do-it-yourselfer or prefer professional installation, look at all of the options to enhance your floors, from the contemporary look to the country look of wood; and if you really can't decide incorporate a little of each!

# Design a home office

Design a home office successfully by reading this article.

There are several different aspects to take into account before you rush headlong into creating a home office. Don't make the mistake of buying a plethora of equipment, only to find you didn't really need it, or that it wont fit into your designated area. Careful planning is absolutely essential.

First, you must choose a location in the house where you want your home office to be. A bedroom, attic or basement is fine, so long as you can be guaranteed a high level of privacy at times when you need it. Don't be tempted to base the home office in an area regularly frequented by other family members. Screaming kids may break your concentration at any time, or a customer on the telephone may view you as unprofessional, due to high background noise. Make sure the room has adequate lighting according to your needs, and that temperature and humidity levels are comfortable.

Once you have chosen an area for your home office, you will need to equip it. Think very carefully about what you actually need before buying, and check that it will fit into the space easily. It is better to buy the bare necessities and build on that, rather than buying a load of hi-tech equipment that you hardly use. Also, consider buying your equipment second hand, to save on some cash.

Next, you need to consider the layout. Most home offices will include a photocopier, a computer, a printer, a fax and a telephone. When installing these items, it is best to make sure each one is positioned in a practical fashion. Its no good everything looking neat and attractive if you have to twist uncomfortably to answer the phone. Generally, an L-shape or triangle layout is the most attractive, especially if you have a swivel chair with wheels, as all equipment and files are to hand.

An important consideration is comfort, and this is one area that you shouldn't be afraid to invest in. Buy a chair that you can sit in a working posture for a long time, and a desk that is at a comfortable height. The cash you invest in these quality items of furniture will be repaid many times over with a high rate of productivity.

Productivity will also be increased if the home office is organized. So make sure you set up a proper filing system that is easy to use. Consider the use of an answer phone for the times when you are not in the office and if you are using a computer, it is crucial that you back up your files onto floppies or a zip drive.

At the end of the day, part of the joy in creating a home office is that you get to choose the exact layout and location. However, by adhering to these fundamental basics, you can avoid falling into the most common traps. Follow these guidelines to obtain an effective home office.

# Conclusion

The modern office distinguishes an openness and functionality. In communication with many directors organize space of office by means of designs from the tempered glass. Advantage of glass designs - a transparency and elegance.

Companies are engaged without window-frames, that allows to increase a transparency and visual perception of office in the greater degree, maximum to penetrate light internal premises. Designs can be used in the most various architectural decisions and variants of a lay-out, to realize the most brilliant plans.

Business is assumed with dynamism, therefore office conditions should be such that she was easy for reconstructing and changing depending on problems of the company or separate employees. To make it the modular design of tables and cases allows. It is convenient, when chairs and tables are supplied with rollers. If the employee has no constant workplace, instead of it he has a mobile container for personal things and documents.

It’s necessarily to borrow a free table, drives the container with documents, connects a portable computer to beforehand brought communications. Creation of an organic interior is impossible without maintenance of uniform style of furniture and accessories. It is necessary to emphasize identity of office architecture to an interior with the help of furniture and auxiliary accessories.

# Literature

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