



# Smart Office: 14 Steps to a User-friendly Office

*Judith Verity*

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This guide explains how to set up an office and maintain a happy and efficient atmosphere. Chief topics discussed include: pros and cons of different machinery, from computers and the post room to photocopiers and drinks machines; health and safety issues, including problems with the environment - VDU screens, RSI, "sick office" syndrome, ozone, emissions, first aid, insurance, "green" products; organizing conferences and entertainment, making individual travel arrangements and running the company's own fleet; decision-making and networking to get the most from any office situation; hiring the right staff, firing the wrong ones and different management strategies to keep them working happily and efficiently in between. Each chapter also includes useful names and addresses, and information on trade magazines, where relevant.



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