

OFFICE AUDIT

2026 Office Ecosystem Audit Checklist

For Law, Finance and other Professional service companies.

iQ Workspace

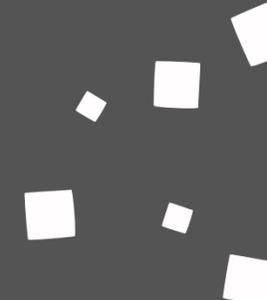


Introduction to Human Capital

Welcome to the 2026 Office Ecosystem Audit Checklist, designed to enhance Human Cognitive Capital in Law and Finance firms.

Optimising office environments promotes well-being, productivity, and innovation, ensuring your workspace is ready for the future.





Human Cognitive Capital

Enhancing workforce potential and performance.

By fostering an environment that prioritises cognitive function, well-being, and productivity, organisations can effectively unlock your teams' full potential and drive innovation long term.

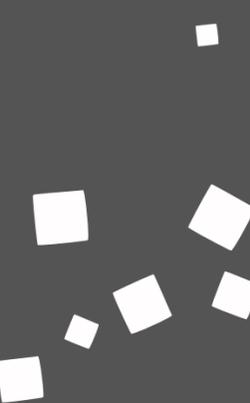




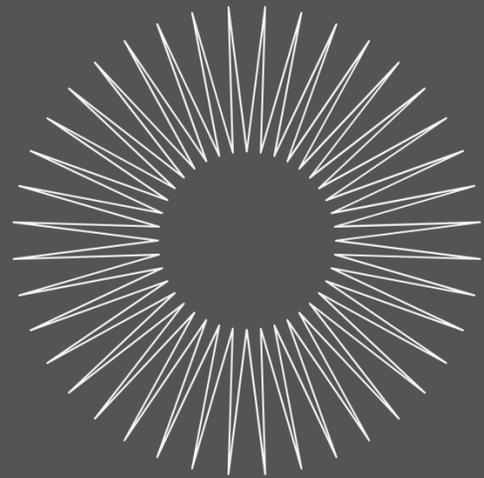
Elevating Cognitive Capital

Human Cognitive Capital refers to the collective mental resources and capabilities of an organisation's workforce.

The office of the future is not just a place to work, but a strategic asset that empowers employees and drives innovation.



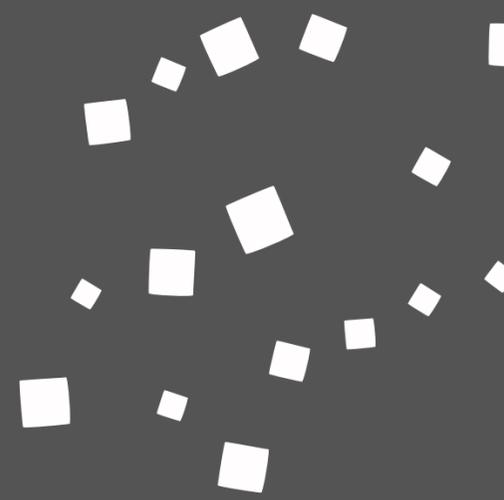
Key Areas of Focus



Essential Aspects of Modern Offices

- Cognitive-friendly spatial arrangements.
 - Adjustable workstations for comfort.
 - Noise reduction strategies in design.
 - Incorporation of natural elements.
 - Embracing sustainable practices.
 - Smart technology integration for efficiency.
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Cognitive & Neuro-Inclusive Design



GOAL: TO CREATE SPACES THAT SUPPORT DIVERSE COGNITIVE NEEDS, REDUCE DISTRACTIONS, AND PROMOTE OVERALL WELL-BEING.

Assess your office layout based on the 3-Zone Model, which divides the workspace into distinct areas.

- Zone 1: Focus Zone: Dedicated quiet spaces for individual work requiring deep concentration.
- Zone 2: Collaboration Zone: Open and flexible areas that encourage teamwork and communication.
- Zone 3: Social Zone: Informal spaces for relaxation, socialising, and informal meetings.

Checklist:

- Noise-cancelling solutions implemented in focus zones.
- Natural light optimisation throughout the office.
- Biophilic design elements integrated (plants, natural materials).
- Adjustable lighting systems to cater to individual preferences.
- Variety of seating options to promote movement and comfort.
- Dedicated wellness rooms for relaxation and mindfulness.

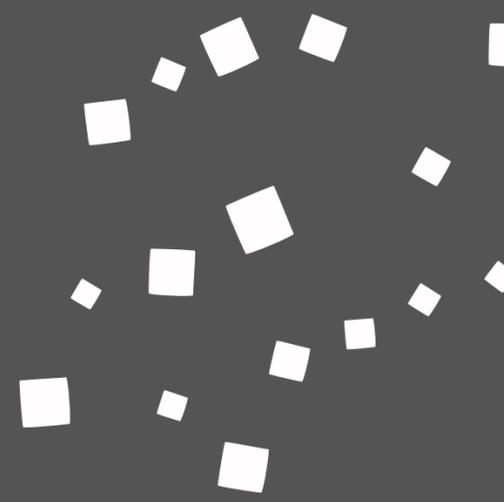
Sentient & Ergonomic Infrastructure

GOAL: TO IMPLEMENT SMART TECHNOLOGIES AND ERGONOMIC SOLUTIONS THAT ENHANCE COMFORT, HEALTH, AND ENVIRONMENTAL QUALITY.

Checklist:

- Haptic Feedback: Integration of tactile elements in furniture and interfaces.
- CO2 Monitoring: Real-time monitoring and adjustment of CO2 levels.
- Air Quality: Implementation of advanced air purification systems.
- Ergonomic Assessments: Regular evaluations of workstation setups.
- Adjustable desks and chairs provided for all employees.
- Blue light filters installed on all screens.
- Regular maintenance of HVAC systems.
- Smart lighting systems that adjust to natural light levels.
- Integration of sensors to monitor and adjust temperature and humidity.
- Education programs on ergonomic best practices provided.

Circularity & Commute Justification



GOAL: TO EMBRACE SUSTAINABLE PRACTICES AND REDEFINE THE PURPOSE OF THE OFFICE IN A HYBRID WORK ENVIRONMENT.

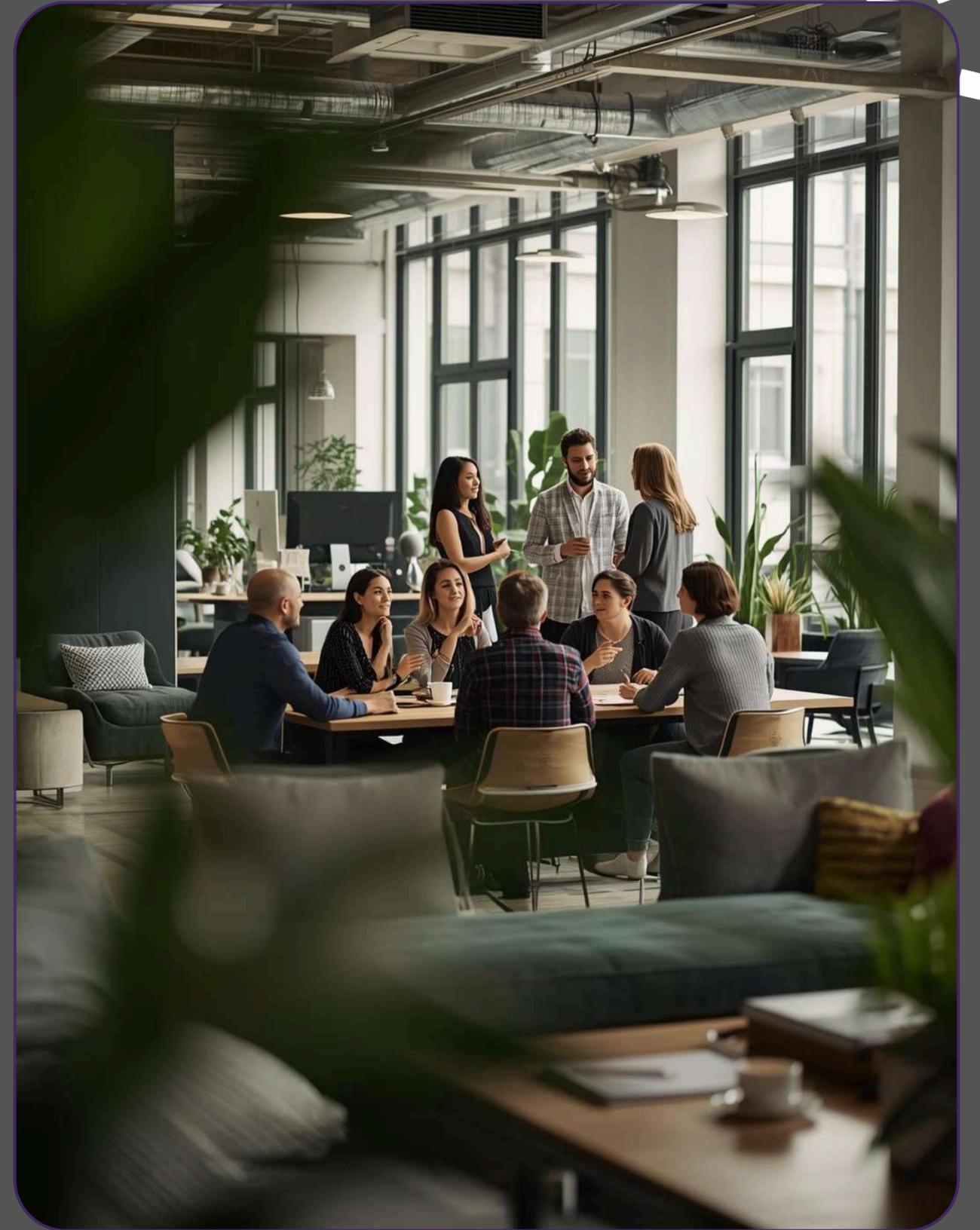
Checklist:

- Digital Product Passport (DPP): Implementation of a system to track the lifecycle of office assets.
- Mentorship Programs: Creating opportunities for in-person knowledge transfer and collaboration.
- Biophilic Integration: Incorporating natural elements to create a restorative and engaging environment.
- Waste reduction and recycling programs implemented.
- Use of sustainable and ethically sourced materials in office design.
- Partnerships with local businesses and suppliers.
- Flexible workspace options for hybrid teams.
- Regular team-building events to foster connection and belonging.
- Commute justification surveys to understand employee needs.



The Office of the Future

A well-designed workspace fosters collaboration, enhances creativity, and ultimately drives greater employee satisfaction and innovation.



Key Benefits of Cognitive Capital



Enhanced Innovation

Fostering creativity leads to breakthrough ideas and solutions.



Increased Productivity

Supportive environments boost efficiency and employee output.

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