

ABSTRACT

The expansion of an office building can be caused by increased activity within the company so that extra employees are needed. This case can have an impact on employee's productivity in the company. The fact is paying attention to health, safety, human welfare in work, and the beauty factor in office arrangement is a company's responsibility in designing it's office. However, not everyone care and understand about this. This case are match with all problems that exist in the head office of PT. Holcim Indonesia Tbk. The location of the office is in the Talavera building in South Jakarta, which is a rental office with 7 floors. Primary and secondary data collection has been analyzed until finally got an "Eco Design" concept with based on the GBCI's (Green Building Council Indonesia) standard, as well as new facilities such as conference rooms, open discussion rooms, and telephone booths according to the needs of office employees which has not been achieved so far. The new design of the head office is believed to be able to provide innovation, increase the work performance and productivity of employees and pay more attention to the factors of comfort, safety and occupational health of employees.

Keywords : Expansion, Office, Employee, New Design