

CHAPTER FIVE

SUMMARY OF FINDINGS CONCLUSION AND RECOMMENDATION

5.1 Introduction

This chapter presents the summary, conclusions and recommendations made concerning the findings and objectives of the study.

5.1 Summary of findings

Office environment can be related to the environment where people especially employees work together for achieving organizational objectives. The office environment is a system, “processes, structures and all tools which interact with employees and affect in positive or negative ways on employees' performance. An attractive and supportive office environment provide conditions that enable employees to perform effectively, making the best use of their knowledge, skills and competencies and the available resources to provide high-quality organisational service”. The findings from the survey help in identifying the importance of the office environment on the performance of an administrative worker. The findings as suggested by the majority of the respondent indicates that:

- i. A good office environment boosts the social interaction between employees with different or the same intellect.
- ii. A good office environment increases the employee's involvement and creates a more comfortable working environment.
- iii. A good office environment promotes more time in spending and shuffling through the mess than getting the actual work done.
- iv. A good office environment promotes easy supervision of employees in an office.

- v. A good office environment promotes more time in spending and shuffling through the mess than getting the actual work done.

The office environment can be related to the environment where people especially employees work together for achieving organisational objectives. The office environment is interlinked and influence employees' overall performance and productivity. The office environment of an organization plays a vital role in workers' performance. Based on the study the following were the findings on the factors in an office environment that influence the administrative worker's performance:

- i. Poor lightening system in the office influence their performance. Thus, improper lighting in the office result's to low output and low satisfaction.
- ii. An unclean office equipment's and environment of the office influence their performance.
- iii. The poor weather conditions at the office influence their performance.
- iv. Poor spacing in the office influence their performance.
- v. The unsafe and noisy equipment's in the office influence their performance.

Finally, the findings suggested the following as ways to improve the office environment to promote better administrative workers' performance. Below were the findings based on the study:

- i. Improving office layout to promote better performance.
- ii. The office environment can be improved by reducing office workloads to present overcrowding in the office.
- iii. The office environment can be improved by installing an adequate lighting system.

- iv. The office environment can be improved by ensuring proper siting of the office to promote better sanitation.
- v. The office environment can be improved by the regular replacement of unsafe and noisy office equipment.

5.2 Conclusion

The study sought to investigate the impact of office environment on Administrative workers' performance. From the data collected, analyzed and the findings got, this study has come to the following conclusions. In every organization, there is no doubt administrative workers play a vital role in the productivity of the organization as a whole and the inability to discharge their duties well shall harm the image of the organization. The working environment where the administrative workers perform their task affect their performance and productivity in the organization. The excessive noise, poor ventilation and air quality, lighting, colour and inappropriate office layout have a negative influence on the performance of administrative workers. These problems identified by the study cause distraction leading to reduced job performance and satisfaction on the administrative workers. Therefore, developing a good office environment devoid of this identified problem enable Administrative workers to work efficiently and effectively.

5.3 Recommendation

Based on the finding of the study, the following recommendations were made;

1. The organization should encourage a good working environment by designing a good layout with the offices that even promote efficiency and effective working relations among workers toward achieving organizational goals.
2. The organization should ensure a reduction in workload at the office to prevent overcrowding.
3. The organization should practice a culture of maintaining office equipment to prevent the use of unsafe equipment at the office.
4. Also, the study recommends that the organization should conduct more studies on how to improve the performance of administrative work through the development of a good office environment.

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