

ELEMENTS OF OFFICE ENVIRONMENT THAT MOST
CONTRIBUTE TOWARDS EMPLOYEE'S PRODUCTIVITY
AT WARISAN JENGA HOLDINGS SDN. BHD.

NUR MAZLYANA BINTI AHMED NAIM
BACHELOR IN OFFICE SYSTEM MANAGEMENT
(HONS.)

UNIVERSITI TEKNOLOGI MARA (UiTM)
FACULTY OF BUSINESS MANAGEMENT

JANUARY 2014

TABLE OF CONTENTS

LIST OF TABLES	i
LIST OF FIGURE	ii
CHAPTER 1	
INTRODUCTION	1
Background of the Study	1
Statement of the Problem	3
Research Objectives	4
Research Questions	4
Significance of the Study	5
Limitations of the Study	5
Theoretical Framework	6
Terminology	6
CHAPTER 2	
LITERATURE REVIEW	9
Introduction	9
Lighting	10
Noise.....	11
Color.....	12
Air Quality.....	12
Employee’s Productivity	13
CHAPTER 3	
METHODOLOGY	15
Research Design	15
Sampling Frame	15
Population.....	16
Sampling Technique.....	16
Sample Size	16
Unit of Analysis.....	16
Data Collection Procedures	17

Instrument.....	17
Plan of Data Analysis.....	19
CHAPTER4	21
CHAPTER 5	42
Recommendation.....	42
Conclusion.....	43
References.....	44
Appendixes.....	46

List of Table

Table 3.0 Activity's Schedule.....	17
Table 3.1 Plan For Data Analysis.....	19
Table 4.0 Gender.....	22
Table 4.1 Age.....	22
Table 4.2 Marital Status.....	23
Table 4.3 Education Level.....	23
Table 4.4 Lighting.....	24
Table 4.5 Lighting.....	24
Table 4.6 Lighting.....	25
Table 4.7 Lighting.....	26
Table 4.8 Lighting.....	26
Table 4.9 Noise.....	27
Table 4.10 Noise.....	27
Table 4.11 Noise.....	28
Table 4.12 Noise.....	28
Table 4.13 Noise.....	29
Table 4.14 Color.....	29
Table 4.15 Color.....	30
Table 4.16 Color.....	30
Table 4.17 Color.....	31
Table 4.18 Color.....	31
Table 4.19 Air Quality.....	32
Table 4.20 Air Quality.....	32
Table 4.21 Air Quality.....	33
Table 4.22 Air Quality.....	33
Table 4.23 Air Quality.....	34
Table 4.24 Employee's Productivity.....	34
Table 4.25 Employee's Productivity.....	35
Table 4.26 Employee's Productivity.....	36
Table 4.27 Employee's Productivity.....	36
Table 4.28 Employee's Productivity.....	37
Table 4.29 Correlation.....	38
Table 4.30 RQ1.....	38
Table 4.31 RQ2.....	39
Table 4.32 RQ3.....	39
Table 4.33 RQ4.....	40

CHAPTER 1

INTRODUCTION

Background Of The Study

People must work in order to fulfill their needed and these people will very clear about working environment. Good working environment condition will lead to the effectiveness performing the task among employees. Working environment also is one of the fundamental human requirements that allow employees to perform their work optimally under comfortable conditions (Paul, 2002). Office environment have a tremendous effect on employees productivity (Haynes, 2008). This is because, more than one third of employee's life spent at their workplace.

Other than that, office environment plays an important role to produce employees who are highly motivated and productive to achieve the objectives of the organization. This is because, the office environment can influence employee's attitudes in which they feel more eager to work without any coercion from the top management. Office environment condition is the direct responsibility of management in the organization.

With the visionary and competent employees, organization will become more competitive and it will raise the name and image of an organization. Each entity which is person, partnership, organization or business that has a legal and separately identifiable existence have positive and negative effects, so do the office environment. Top management must play an important role in creating a conducive office environment to ensure that conducive office environment give a positive impact