



GUIDELINES *for* OFFICE &
COMMERCIAL ENVIRONMENTS

ALEX STARK

CREATING OUTSTANDING ENVIRONMENTS
WITH GEOMANCY & FENG SHUI

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Geomancy is the art of creating Harmony, Health and Fortune in everyday life. It achieves this by manipulating the physical placement of objects (walls, equipment, furniture, plants) in space as well as the invisible energies associated with those objects. Its goal is to make life easier and more conducive to the achievement of personal as well as institutional and corporate potential.

Geomancy and Feng Shui are useful for enhancing personal success in career and business, as well as for improving profitability, efficiency, and cooperation within corporate and institutional contexts. They achieve this by maximizing positive energetic potential while simultaneously minimizing negative or destructive factors.

A harmonious, well balanced environment liberates creativity and vitality. Geomancy and feng shui also are helpful in unblocking the environment from unwanted energies that might be interfering with business success. They also open up opportunities for new purposes, visions, and objectives. Geomancy and feng shui are valuable tools in creating such environments, simultaneously working toward the realization of immediate goals as well as long term plans.

The following set of guidelines outlines basic considerations for the design and evaluation of office and commercial environments. These are to be taken only as a guide, as the practice of Geomancy and feng shui involves many analytical tools which are beyond the scope of this document. For optimal results, always consult with a professional practitioner.

GENERAL CONSIDERATIONS:

- Entrances determine the overall Fortune of an Enterprise. Main doors and lobbies are particularly important.
- The center line axis (front to back) of the working space is reflective of and rules the Careers and Reputation of its principals and staff.
- The transverse axis (left to right) of the working space is reflective of and rules its History, Institutional Destiny, Investors, and Level of Satisfaction.
- Finances, Prosperity, and Power are ruled by the Conference Room, the Executive Offices, Stairwells, Elevators, and the Far Left Corner of the overall space.
- Relationships with Clients, Consumers and Staff are ruled by the Reception, the Conference Room, the Common Areas and by the Far Right Corner.
- The Reception rules the Public Face of the Enterprise. This is also where the Institution's Mission Statement and its Reputation can be most readily enhanced.
- Store Rooms and Closets rule the Subconscious Attitudes of the Enterprise.
- Good orientation have a positive impact on the financial prospects for a enterprise. This is true not only of architectural design and interior layout, but also because intangible forces are acting on the structure from the directions of the compass. The study of directional forces acting in time on a structure is know as Flying Stars feng shui.
- These intangible forces change in time, so its is important to make periodic adjustments. At the very least it is important to check the Flying Star chart of a building once a year.
- Certain sectors of a floor plan have greater potential to enhance finances and prosperity. These sectors are a function of the orientation and age of the building. Hence it is important to be aware of the possibility that a different building orientation could result in different financial prospects.
- It is best if a building is matched to its occupants. Compatibility is a function of the orientation of the building and the date of birth of the occupant. In addition, the workplace should harmonize with the organization's purpose, vision, mission, or specific goals and objectives.
- The history of a structure can also have an impact on financial potential. Sites that have seen traumatic events such as death, wars, bankruptcy, legal problems, crimes, misfortune, depression, suicide, etc. can have a detrimental effect on the bottom line.
- It is possible to fine tune a space to improve its performance. However, It is important to do as much stress reduction and unblocking of stagnant energy BEFORE moving on to effecting changes designed to stimulate specific outcomes. Overall improvements are ALWAYS more important than specific goals. Reversing this order makes you run the risk of not achieving the desired results, or achieving them only temporarily before slipping back into old patterns.

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CHOOSE A WINNING LOCATION FOR YOUR BUSINESS.

How your business is located in relation to the neighborhood and the street is a critical determinant of fortune and success. Although a proper analysis of siting and orientation is a matter for professional expertise, certain basic rules need to be observed.

- Choose office and commercial space which is located in neighborhoods that have a track record of success. Pioneer locations drain energy from an enterprise and impact bottom line.
- Look for wide, unobstructed streets with ample sunlight.
- Preferred exposures are to the East, Southeast, West, and Northwest.
- Locate your business on a street which brings traffic towards you, not away from you.
- However, traffic should not aim directly at your premises. This creates difficulty and negative consequences.
- Your office building should have a wide outdoor area facing the main entry door. This allows vital force from the Cosmos to gather before entering the building. Parks and wide streets with trees and vegetation are ideal. Avoid entrances directly off parking lots or busy streets. Create a buffer to traffic.
- A fountain inside or outside the main building entrance is very positive, as it activates the incoming energy for the entire building. If a waterfall is used, water should flow towards the building and not away from it.
- An office building with a large foyer is good, as it gathers positive energy and buffers against negative energy.
- By the same token it is not auspicious to have the main entry facing a congested street with too much traffic, particularly if the traffic is fast.
- The front door should not have a street, viaduct, or ramp aiming directly at it. This is severely destabilizing and can cause financial loss.
- The main entrance should not have any aggressive structures or forms aiming at it. This includes cliffs, smokestacks, steeples, radio towers, cel phone antennas, or billboards.
- Avoid office or commercial buildings with reflective windows, as wealth and prosperity cannot come into the premises.
- Avoid office or commercial space on top of parking garages. This is very negative for success and can seriously impact the health of your staff.
- Avoid buildings adjacent to power plants, highways, railways, bridges, hospitals, cemeteries, churches, or communication towers.
- Avoid buildings that are dwarfed by taller structures.
- Avoid buildings which have upper levels larger than lower levels.
- Avoid buildings with floor-to-ceiling glass windows, as profits leak out of the premises.

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ENHANCE YOUR ENTRANCES AND CORRIDORS.

Entrances are important in determining the overall fortune of an enterprise as they are the mouth through which vital energy enters your space. They are also important in creating the institution's relationship with the outside world and its interaction with the community and client base.

- Entrance doorways should be open and expansive. Avoid funnels that constrict traffic into the building or into its lobby.
- Entry doors should operate smoothly and open directly into unobstructed, wide, well lit areas or lobbies with a warm, happy feeling.
- Avoid stairs or elevators that face the main entry. If this is unavoidable, screen them with plants, sculpture, or architectural baffles.
- Avoid long narrow paths or corridors leading up to the front door, especially if they are straight.
- Do not have trees, utility poles or other such obstructions blocking your main entry.
- Avoid long, narrow corridors. If you can't, place mirrors along the sides of the hall to make it feel more expansive and light it as brightly as possible. To break up long corridors, hang objects or introduce architectural breaks along its length to divide it into sections. Open up space at elevator lobbies.
- Long corridors can also be improved by introducing small open vestibules along their length or at the ends. This allows energy to collect and pool in these smaller containers before being distributed.
- Avoid doors that open onto walls directly in front of them. If they do, hang a mirror or a bright decorative object on the facing wall in line with the door to extend the entrance visually. Add bright lights.
- Main corridors should not point at the reception, conference rooms or offices.
- Avoid hallways that run straight towards offices, conference rooms or individual desks.
- Avoid more than two consecutive doors in line along a corridor or between rooms. Three doors or more in a row create divisiveness in the institution as well as health problems for its staff. To solve this, hang objects or place screens in the path of movement to slow down the energy as it moves down its path.
- Avoid placing offices, conference rooms, or other critical functions next to or facing the stairs or elevators.
- Avoid unused doors. Convert these into walls or, if you cannot do this, hang mirrors or bright artwork on them to disperse bad energy.
- Avoid facing doors that overlap or don't face each other directly. To solve, hang mirrors on the sections of wall that overlap.
- Avoid doors that have slanted shapes or that open at a bias. They portend unexpected, negative consequences. To solve, hang plants or create a horizon line above the slanted door, and request professional assistance.

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MAKE STAIRS, ESCALATORS, AND ELEVATOR LOBBIES OPEN AND GRACEFUL.

Stairs, escalators, and elevator lobbies have a marked impact on the finances and prosperity of an institution. They all conduct energy and as such can affect fortune, profitability, efficiency and stability in an institution.

- Wide, curved, graceful stairways opening onto wide landings are best.
- Avoid long, straight or narrow stairs that constrict energy. When designing these, break up runs with wide landings. To enhance circulation use bright lights or place mirrors on walls or ceilings.
- Avoid stairs that are excessively steep. Shallower stairs are more comfortable to use and channel energy more effectively.
- Avoid narrow spiral staircases. They conduct energy too quickly. To compensate, use a bright light at the top of the stairwell and wind tassels, wreaths or other decorative motifs along the banisters to slow down the energy. To qualify for this warning a spiral staircase must curl around itself at least one complete turn.
- Avoid stairs or escalators that point directly towards the entrance door. These drain money and financial opportunity. This is particularly true of escalators or mechanical stairs. To compensate, place plants, screens or chimes between the stairs and the door and place bright objects or lights at the top of the stairwell.
- Avoid elevator lobbies that are too small or congested. If corridors lead from the elevator bank to the offices, the elevator lobby should be wider than the corridor in order to hold energy before distributing it to the rest of the floor.
- Avoid professional buildings that have waterfalls or pools located under stairs or escalators. These severely depress vital chi and create stagnation. The same is not true for water fountains, which can, under certain circumstances help to raise chi. However, it is best to avoid these as well.

DESIGN YOUR CONFERENCE ROOMS FOR SUCCESS.

Fortune is created and enhanced in Conference Rooms. It is therefore an essential component not only in the decision making process but for overall success as well.

- To preserve their potential, avoid placing Conference Rooms adjacent to stairs, elevators or bathrooms.
- Avoid having the Conference Room as the first thing you see upon entering the premises, as this will drain away finances.
- The Conference Room should not be in a cramped space, nor should it have a crowded feeling. There should be ample room for work. Provide generous passage behind chairs and don't forget to account for coats, briefcases and umbrellas. Crowded, cluttered environments slow down energy, negatively affecting decision making and finances. If the space is crowded, use mirrors to visually extend the walls of the space.
- The Group Leader should command a view of the entire Conference Room and its entrance as he or she sits at the head of the conference table.
- Avoid having the Group Leader's back to the door, or, in the case of glassed rooms, to corridors or other workers' offices. This will drain the Group Leader's power. If this is unavoidable, place a mirror on the wall facing the Group Leader's chair which can act as a "rear view mirror", allowing him or her a view of entrances and corridors.
- Avoid sharp wall corners or angled architecture, especially if they are pointing at participants. These sharp angles can be softened by placing plants, soft fabric or round molding in front of them.
- Avoid sharp, angular cabinets or furniture. It is best if edges on furniture and wall corners are rounded.
- Use round or oval conference tables. Avoid long, narrow tables and odd configurations such as "H", "T", or "O" formations.
- Avoid placing skylights over conference tables. They drain energy and can cause acoustical problems.
- Audio-visual equipment should be contained in cabinets or concealed behind partitions. Avoid causing clutter with equipment.
- Light needs to be managed carefully in conference rooms as they are often used for dark-screen presentations. Consequently, avoid placing them in areas that are too sunny. Provide proper shading devices.

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OPTIMIZE OFFICE CONFIGURATION.

Nothing affects personal performance more significantly than personal space. A clear, well defined work space that enjoys protection and which commands a secure power base will generate increased returns in efficiency, performance and personal satisfaction.

- Office layout should reflect the power structure and hierarchies in management organization. More important personnel need to be farther away from the entry and protected from any negative energies. In any given department, top management needs to be farther from the entry to that space than more junior staff.
- Position on the floor plate of the space should reflect the nature of staff and its functional organization as well. Using the Bagua is an effective tool for assigning positions in space. The CEO, for example, should ideally be located in the sector ruled by trigram *ssun* (Wealth & Power).
- Similarly, orientation in space is equally important. Functions need to be in agreement with the energies entering the site from the directions of the compass. The CEO, for example, can benefit from exposure to the northwest or southeast.
- Avoid placing offices or suites next to elevators or stairways or facing elevator or stair doors.
- Avoid placing offices or suites at the end of halls or corridors, especially if they are long.
- The best position for a desk is against a solid wall and with a clear view of the door. Power is increased as you move farther from the entry. Therefore the best position is diagonally opposite the door.
- Avoid sitting positions which place your back to a door, a corridor, a large open area or a very large window. If this is unavoidable, use a “rear view mirror” to see behind you.
- Avoid sitting positions directly in front of a door or very large window. If this is unavoidable, protect yourself with screens, plants or furniture.
- Avoid sitting positions in large opens area without protection from the sides and clear territorial boundaries.
- Avoid sitting positions facing a wall that is closer than six feet. If this is unavoidable, place a picture with visual depth on the wall in front of you.
- Avoid sitting positions directly facing someone who is closer than six feet. If this is unavoidable, place plants, sculpture or decorations between desks. Avoid someone more junior staring at your back.
- Avoid having sharp corners and edges of walls or large items of furniture pointing directly at a desk. If this is unavoidable, shield the desk with plants, screens or soft decorations.
- Avoid placing desks directly under large beams, overhead shelves or cupboards. If this is unavoidable, hang soft items from the beams, or shine lights up to deflect sinking energy away from the sitter.
- Avoid office layouts in which any sitter cannot see the whole space from their position (as in a L-shape). If this is unavoidable, use mirrors to see into the obscured area.

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CLEAR OBSTRUCTIONS AND COMBAT UNTIDINESS.

Clutter, untidiness, and any obstructions to the free flow of vital energy will invariably have a negative impact upon overall performance and, consequently, upon commercial and corporate success.

- Provide adequate storage areas. Assign at least one room for this purpose for each 2,000 sq.ft. of floor area. Make sure this space is kept clean, ordered and up-to-date. Make sure that enough storage is provided for all users. Clutter can only be minimized if you have the proper storage space and equipment. Do not skimp on shelving, closets, or storage furniture.
- Provide bins for recycling, garbage, product in transit, mail. Over-design is better than clutter!
- Clear obstructions to getting in or out of offices. This includes dark or narrow corridors, stairs, or doors, as well as piles of incoming or outgoing products.
- Avoid unclear traffic patterns. Energy flows best when paths are clear, obvious and easy to follow.
- Clear obstructions to desks or workstations. This includes piles of books, files, or bins around desks, as well as broken furniture, old newspapers, etc. Make room to manoeuvre arms, legs, and torso.
- Create easy access to drawers, computer, waste bin, phone.
- Make room behind desks for getting in and out of chairs. Keep clearances into account.
- Eliminate all objects lying under desks or chairs.
- Clear clutter at desks by filing necessary papers, discarding old ones, and using multi-level trays or files.
- Have the office fully cleaned at least once a week. Vacuum every night.
- Have the windows washed often. It is worth the expense.
- Locate kitchens and pantries separate from office functions. Always vent a stove and make sure that mechanical equipment does not create excess noise or vibration.

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CONTROL THE PHYSICAL ENVIRONMENT.

Combat disruptive noise. It is considered the most disruptive of all factors in offices!

- Place computers, copiers and fax machines as far away from workstations as possible.
- Place carpeting or sound absorbing materials under computers, copiers or any vibrating equipment.
- Minimize orange and yellow colors in the workplace. They encourage loud talking and noise.
- Introduce soft greens and blues to calm and quiet the atmosphere.

Correct inadequate or inappropriate lighting. It rates second as an energy-draining source.

- Use background lighting that is not excessively bright. If it is, you can remove some light bulbs from the ceiling fixtures.
- If lighting is too dull, add task lights, wash the walls with light, add bright items, or repaint with lighter colors.
- Light should be as close to the normal daylight spectrum as possible.
- Task lighting should be somewhat brighter and easily controlled for intensity and focus.
- Avoid fluorescent lights. If you can't, add red items around you.
- If desks are light in color, add darker items but be aware of excess contrast.
- If desks are dark in color, add lighter items but be aware of excess contrast.
- To combat computer screen glare, add a polarizing filter.
- If possible, outfit your offices with demand switches that turn on only when somebody is actually in the room. This saves power and money and is ecologically smart.

Control temperature and humidity. Comfort is important not only because it affects the bottom line, but also because it impacts upon health.

- Install adequate controls and partition zones according to use or function.
- If the environment is too cold and you cannot control heat output, add more lights, or add red or orange to decor.
- If the environment is too hot, use more cool blue or green colors, add water to the environment by placing water in a bowl, by watering plants, or by adding a water fountain.
- If the environment feels too dry, drink lots of water, add lush plants, or purchase a quality humidifier.

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CONTROL THE PSYCHOLOGICAL ENVIRONMENT

Control the psychological impact of imagery. Images and symbols that surround you should be affirmative and positive in character. Motivation can be drained by images that are not supportive to the individual or the institution.

- Abstract art and obscure images force us to figure them out, and that wastes energy.
- Negative imagery should be avoided. This includes: scenes of desolation and isolation, storms, weapons, drab, dull colors, scenes of destruction, images with sharp angles or points, images of anything dead, images from the past that are sad or unfortunate, or anything that goes down.
- Positive imagery should be encouraged. This includes: sunrises, birds, airplanes or anything that goes up, bright landscapes, trees, plants or anything growing, natural movement, happy, successful people, teachers, or leaders, gently flowing water or pathways, elegant, prosperous cityscapes, parks, or gardens.

Control the impact of color. Color can be used to compensate for deficiencies in the environment and as a way of enhancing or augmenting potential.

- Avoid dull, flat colors such as grey or beige. They stifle creativity and efficiency. If you can't, bring in more life with flowers, bright art or pictures, but avoid color pollution.
- It is better to have light, bright colors than either very strong or very weak colors.
- Soft greens and blues will calm nerves and lower voices.
- Yellow is effective in energizing creativity and brainstorming.
- Soft blue or purple is helpful for work that requires deep thinking or imagination.
- Routine tasks that require extended periods of concentration are supported by green.
- Use warm soft yellow, orange or peach to compensate for slow, uninspiring work.
- Adding a small amount of bright red to an environment enhances the power base of the individual occupying the space.

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CONTROL POLLUTION AND ELECTRO-MAGNETIC FIELDS

Air pollution is a significant contributor to poor performance, as it negatively impacts health.

It is a primary cause of sick leave and absenteeism, and rates high among factors contributing to staff turnover.

- Perform a green audit of your building to determine its overall level of health. This will also serve as a baseline for future reference. Main culprits for internal air pollution are Volatile Organic Compounds (VOC's) found in many adhesives, carpeting, flooring, ceiling materials, and furniture, as well as equipment which releases VOC's and other unwanted toxins.
- If possible, keep printers and photo-copiers in a separate ventilated room.
- Keep lots of plants that absorb common toxins. These include: areca palm, Boston fern, bamboo palm, rubber plant, English ivy, ficus, peace lily, king of hearts, dwarf banana, lily turf, spider plant, dwarf azalea, tulip.
- Avoid cleaners and solvents with toxic chemicals. Encourage use of cleaners and solvents made from such natural materials as vinegar, borax, baking soda, salt or lemon juice.
- Build new facilities with green, non-toxic materials. Avoid the use of adhesives, paints, or caulks that contain VOC's.
- Avoid new carpeting or furniture that has been made with VOC's
- Reduce dust levels by minimizing open shelving and reducing clutter.

Electro-Magnetic Fields (EMF's) are an invisible form of pollution which has been linked to many health problems. It is best to avoid it, as its safety cannot be guaranteed.

- Move as far away as possible from sources of large EMF's such as power plants, transmission towers, parabolic antennas, or high voltage lines.
- Minimize use of high-EMF-devices such as fluorescent lights, photocopying machines, laser printers, computers, microwave cookers, and mobile phones.
- Suppress EMF's at source by using electrical shielding or cork tiles under computers, printers, etc.
- Locate sources of EMF's in areas that are not frequented by staff. Avoid placing copiers, fax machines and printers next to or close to workers.
- Absorb unwanted EMF's at work stations by introducing ferns, evergreens and cacti
- Strengthen your biological system by eating properly, exercising, drinking pure filtered water, and taking the right balance of nutritional supplements to provide minerals, vitamins and anti-oxidants necessary to combat EMF's.

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CONTROL GEOPATHIC STRESS

Look into geopathic stress as a possible cause of weakened vitality, poor performance, or financial difficulties. Geopathic stress is a form of energy in the earth which is considered unsuitable for humans and exposure to which can result in myriad complications.

- Geopathic activity has been implicated in the following work-related problems: unwarranted exhaustion, a history of poor performance, faulty judgement, and odd or unexplainable behavior.
- Other signs include: unresolved clutter, cracks in glass, brick, or plaster, recurring mechanical or electrical failure, accident-prone areas, and quick spoilage of foods and photographic film.
- There is some evidence connecting geopathic activity with bad-neighbor syndrome, ghosts and other paranormal activity.
- Geopathic stress can be caused by a number of sources. The most important of these are dark streams, natural geomagnetic deposits, ley lines, and global geomagnetic grid lines.
- Dark streams are underwater veins that have been made noxious by physically disruptive events such as road cuttings, foundation work, steel pilings, heavy industry, military activity, wars, or explosions.
- Natural geomagnetic deposits can also show geopathic activity, particularly if they involve iron ore deposits.
- Ley lines are straight over-ground energy lines that reflect or echo larger underground currents, including underground rivers
- Global geomagnetic grid lines are thought to arise from the earth's magnetic fields in the form of vertical or horizontal radiation.
- Certain animals are attracted to locations with geopathic stress. Their presence often signifies geopathic stress activity. These include cats, owls, snakes, slugs, snails, ants, wasps bees, parasites, bacteria, and viruses. Odd animal behavior is another sign.
- In the vegetable kingdom these signs can also signal the presence of geopathic stress: withering or contorted trees and plants, repeated lightning strikes, dead or stunted gaps in hedges and tree lines, bare patches on lawns (particularly if they are linear), cankers, and infertile fruit trees.
- There is some evidence linking geopathic stress to lack of respect to the land as evidenced in the presence of geopathic activity in crime areas, war zones, execution grounds, desecrated burial grounds and in areas that have not been ceremonially cleared for ground breaking, new construction, development, etc.
- Cures for geopathic stress include the construction of protective walls or ditches, the burying of protective items, the placing of special devices such as crystals, coils or rods in the path of the stress, and the installation of radionic devices.
- As this field is relatively new in our society and requires extensive experience, it is imperative to consult with a qualified dowser or geomancer.

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