

YOUR BLUEPRINT FOR SUCCESS

MOVING OFFICES OR STAYING PUT



If you are moving to new offices or staying put , if you are undertaking an office fit out or refurbishment or if only changing your furniture we detail below your blueprint for success.

KEY STAGES:

- 1. Identify your needs and objectives**
 - Relocate or stay
- 2. Feasibility Studies**
 - The options
- 3. Planning your space**
 - 9 Objectives
- 4. The Process**
 - Consultation
 - Design
 - Specification and quotation
- 5. Implementation**
 - Project plan
 - Statutory requirements
 - Project team
- 6. After Sales Service**
 - Your long term needs

STEP 1 - Identify your needs and objectives



Relocate or Stay?

Have you considered your options?

A - Stay and refurbish / extend your premises

B - Relocate to new premises

Are your needs driven by:

- Renewal of lease
- Existing premises now too small for your needs
- Changes to your operational needs which require reorganisation of your existing space
- Upgrade of your brand
- Your existing furniture is old and inadequate for your current needs
- Existing premises now too large for your needs
- Premises old fashioned and no longer fit for purpose

To help you make informed decisions on the viability of your existing premises or relocating to new premises we conduct feasibility studies on your behalf.

STEP 2 - Feasibility Studies - The options



By carrying out feasibility studies on:

A - Your existing premises

B - New premises you may be considering

- We help you review your current and future needs
- We help you make comparisons between different premises and layouts
- We help provide a clear insight into the future direction of your business

STEP 3 - Planning Your Office Space - 9 Objectives

1. Reduction of costs

Cost reduction is a major objective in many projects. Accommodation is expensive and not always utilized as effectively as it could be (on average workstations in office buildings are physically occupied approximately 60% of the time). Reduction of workspace reduces heating, power and maintenance costs etc.

2. Increase flexibility

Closely related to cost reduction is the desire to create a flexible office environment. As today's organisations experience frequent changes in both structure and work processes, buildings need to facilitate these changes when they occur (at minimum cost and with minimum disruption to the business).

3. Improve productivity

The most important objective is also the most difficult one, i.e. to improve productivity. Basically it is about improving staff output whilst reducing or fixing costs. Although reducing costs is often the main objective, there is a growing case for providing a more effective work environment to improve employee performance.

4. Encourage employee interaction

Interaction between employees is critical for organisational performance. The exchange of information and knowledge helps to improve teamwork, social cohesion and the cross-fertilization of ideas. The layout of the work environment plays a crucial role in this.

5. Stimulate creativity

Creativity is rapidly gaining importance for organisations. Many businesses excel through their capacity for continuous innovation for which creativity is essential. Again layout and design of the work environment plays a crucial role and creates spaces that stimulate ideas.

6. Express the company brand

Branding is about creating a particular image or perception of the organisation and its products or services among customers and suppliers. Traditionally branding has been strongly focused on logos, websites, and advertisements. However, the physical work environment can also be used to convey a particular message or identity working as a showcase to the outside world.

7. Attract and retain staff

For almost every organisation attracting good quality staff and retaining them is critical. This can be done by providing good conditions of employment but the physical work environment can also play an important role. Providing employees with comfortable, attractive surroundings shows them that they are valued and helps to make a good impression on job applicants.

8. Support change of company culture

Many organisations spend a great deal of money and energy on rethinking and changing their corporate culture. Culture is deeply rooted and therefore difficult to transform. Office design however can be a powerful tool for 'change'.

9. Reduce environmental impact

Office buildings have a large impact on the environment both in their construction and operation. Next to transport and travel, buildings are the largest consumer of energy and therefore a significant contributor to the emission of greenhouse gas and waste. Good office design can minimise the impact of a building on the environment.

STEP 4 - The Process



Consultation

We review with you your current staff the jobs they do and the resources and tools that they need both individually and collectively as teams and departments. This information along with details of common areas (e.g reception, conference, meeting, boardroom, storage, canteen etc) gives a clear picture of your operational requirements.

We challenge your thinking on how staff work, their needs, privacy, interaction etc.

We challenge you to review how to use your premises to promote your brand.

We establish the costs associated with a relocation or refurbishment and as a consequence help you to set budgets for the entire project.



Design

We provide various layout options. This allows you to visualize the different ways in which you can use your space. This helps greatly in identifying the layout which best suits your needs.

Along with these layouts we can provide 3D images which help you further refine your choice of layout.

Finally we provide services drawings which ensure that all services i.e power, data, telecons, lighting, aircon etc match exactly with your preferred layout.



Specification and Quotation

We provide you with a fully specified and costed quotation.

This allows you to see exactly how much each part of the project costs i.e. flooring, decoration, partitions, electrics, aircon, office furniture etc.

This also allows you to amend individual parts of the project and know what the implication will be to your overall cost.

This ensures that the price you are quoted is the price you pay.

STEP 5 - Implementation



We ensure that your project is delivered on time, to a very high standard and to your agreed budget.

Project Plan

We will provide you with a "gant chart" which shows clearly the step by step programme of works to be completed. This allows you to review our performance whilst ensuring that the programme is delivered on time.

Statutory Requirements

We will act on your behalf to ensure that all statutory requirements are met. These include planning applications, building control and health and safety approval.



Project Team

All management of the project is provided by our own personnel i.e. Project Manager, Site Manager etc. You will be provided with one point of contact alleviating any confusion which might arise.



STEP 6 - After Sales Service - Your long term needs

Your long term needs for the servicing of your premises and office furniture are provided. By using our own staff we provide you with a repair and maintenance service for the long term.

HOW DOES THIS BLUEPRINT BENEFIT YOU?

- We help **YOU** simplify your project
- We provide **YOU** with a clear path from beginning to end
 - We answer **YOUR** questions
 - We relieve **YOUR** doubts
- We mitigate **YOUR** risk with the project



Need help with your project?

call us...
028 9077 0019