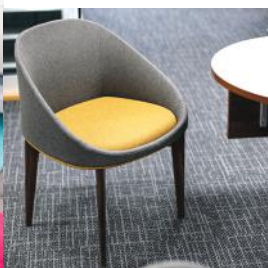


Comprehensive workplace fit-out guide



5 straightforward
steps to follow



Comprehensive workplace fit-out guide



5 straightforward steps to follow

Fitting out an office may sound simple on paper. You've got a design in mind, maybe a list of requirements - so can you just get started?

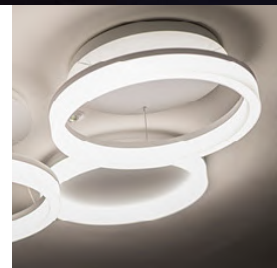
Well, actually it's a little bit more complex than that. But it doesn't have to be a headache. At Planned Office Interiors, we support our clients throughout the whole process - so it's not only stress-free but it's really successful for your business.

We've created this step-by-step guide to help you navigate the whole office fit-out process. Taking you from the planning to the completion stage, you'll have things to tick off along the way - as well as some points to consider - so we cover all grounds.

Top tip: this guide is an excellent way to scope out a fit-out project. Present this to your decision-makers in the business - so they can clearly see the process involved.



One Planning



Before you even get started, it's time to outline what you want to achieve.

In order to do this, we recommend starting with an 'ideas' session with your team. Cover the following points...

Your situation

Answer the relevant questions that relate to your fit-out situation.

Revamp - fitting out existing premises

Why are you fitting out existing premises?

Lease event

Acquisition

Merger

Expansion

Contraction

Reduce overheads

Increase productivity

Change working practices

New brand

Have you considered the following?

Extending the premises

Any new recruitment plans

Any business set-up changes

Any new client demands

New - fitting out new premises

Why are you moving to a new premises?

Lease event (lease expiry)

Acquisition

Merger

Expansion

Contraction

Reduce overheads

Increase productivity

Location (e.g. nearer to clients)

Location (transport infrastructure)

Have you considered the following when finding premises?

Your customer demographics
(where your target market lives)

Where your employees live

Where your suppliers are based

Proximity to public transport

Parking



One.2

Planning



The planning stage is all about understanding what you want to achieve from an office fit-out.

Your objectives

Whether you're fitting out a new premises or revamping an existing one, explain business objectives are linked to the fit-out project.

For example:

We want the new office to help us:

Hire 20 new members of telemarketing staff by end of Q3 2020

Improve employee satisfaction and retention

Amaze clients when they visit us

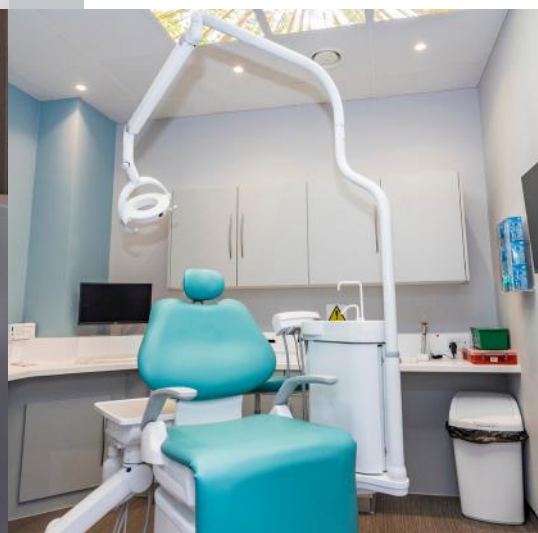
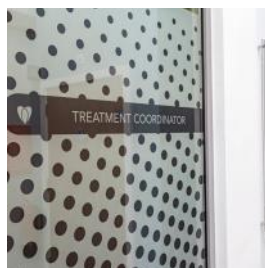
Encourage a healthier lifestyle for employees

Your vision

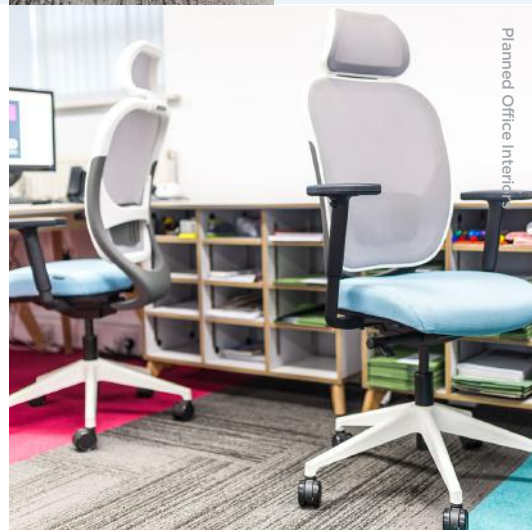
Try to put in words how you see your new office fit-out working.

For example:

We want to create a bright, friendly and encouraging office environment - with flexible working spaces that encourage agile working, so our employees feel motivated.



Two Research



To get the very best out of your fit-out project, it is worth giving it some careful thought before getting started. Backing up your decisions with evidence will hugely help you see results after the project is complete.

Here's what we recommend:

Your employees

- Conduct an employee workplace satisfaction survey
- Use an anonymous tip box in the office
- Ask 1-2-1 workspace feedback during appraisals

Your stakeholders & key persons

- Conduct a strategic workshop relating to office wellbeing. Confirm what objectives you need to achieve.

Your clients

- If you have clients that visit your premises regularly, it's worth considering what would suit them too. This could affect your client-facing areas like the reception and meeting rooms.

Audit

- Take stock of current departments and how they are laid out
- Audit your furniture - decide what can be reused and what do you definitely want to remove
- Audit storage facilities - confirm if they are sufficient, too much or too little



Three Brief

After you've outlined what you want to achieve and you've done your research, you can put together your project design brief.

Here's what to include:

Overview

Explain your vision for the new office

(as above in section 1 - preplanning)

Outline your goals and aspirations for the business

(as above in section 1 - preplanning)

Look & feel

Explain any branding guidelines

Your marketing department can help you with this

Explain what your brand values are

Your marketing department can also help you with this

Include the findings of your research

Remember the audit. Be clear with what furniture you want to keep; with what furniture you want to remove; what staff like; what staff dislike etc

Create a mood board

Take inspiration from images online and elsewhere and put them together

Specifics

Research

Outline anything you want to include, exclude etc. informed by the research and auditing stage

Environment & sustainability

Outline what you expect when it comes to these factors

Employee health & wellbeing

As above, outline the importance of this to the project

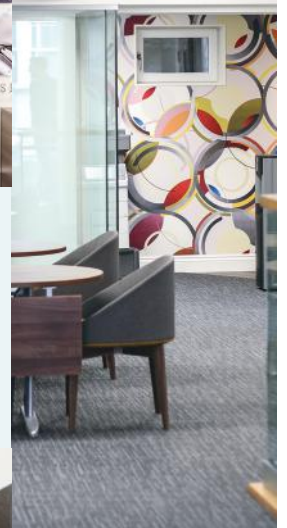
IT

Technology is a vital element of any office fit-out. Include any specific requirements in your brief

Workspace functionality

Good ergonomics works hand-in-hand with good employee health - and higher levels of productivity

Top tip: Skip to section 5: 'The Fit-out' for in-depth information on the above workspace design specifics.



Four Team

Now you've confirmed your brief, it's time to get together a group of people who will turn your vision into a reality.

Fit-out partner

You need to find a reliable fit-out partner who can deliver the work you need. We recommend following this checklist:

Good attitude

Ensure they have a positive "can do" approach to your challenges - and that they ask about your business objectives to understand the bigger picture.

Credentials

Making sure your fit-out partner is qualified for the job is adamant - look out for CHAS membership for example.

Testimonials

Nothing says more than delighted clients - so check out reviews online.

Case studies

Be reassured by a portfolio of jobs - explaining carefully how the company solves problems and overcomes challenges to deliver projects on time.

Health & safety

Has your fit-out partner got the necessary health & safety procedures in place to complete your job?

Financial stability

Do your due diligence and make sure this company is secure enough to deliver the scale of your project.

Insurance

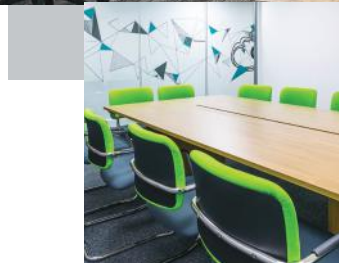
From public liability to professional indemnity, make sure your fit-out partner is adequately covered.

Consultancy

Can the fit-out company do more than just sell you furniture? A consultative approach will get you the results you need - such as maximising office productivity.

Competent project management

You'll want to work with a fit-out partner who is prepared to manage the project - perhaps in close connection to an internal dedicated member of staff.



Four .2 Team

Work with a group of people who will turn your vision into reality.



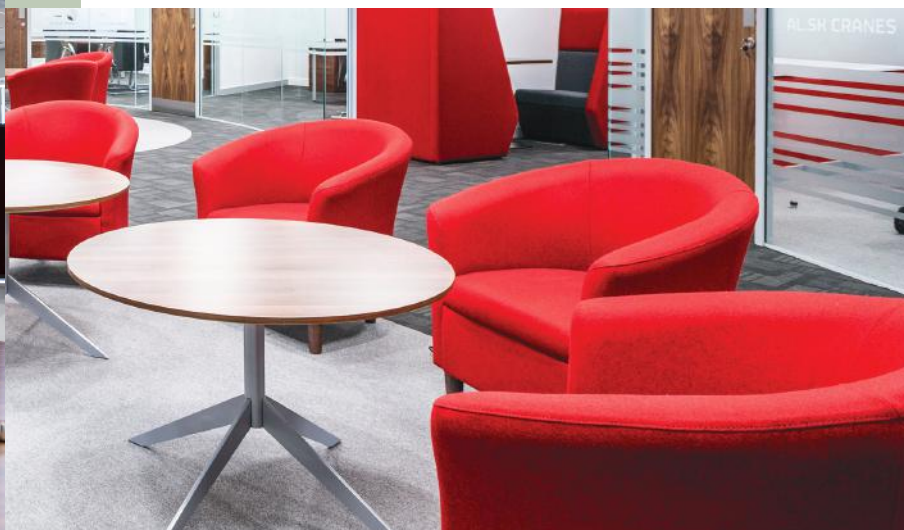
Commercial property agent

Make sure your commercial agent is involved in the project - as if you are moving to a new premises, they will need to help you navigate the legalities for a good and fair deal.

Likewise, if you're revamping an existing commercially leased property, you'll need expert advice.

Make sure you discuss:

- the implications of you changing the building/ moving to another premises
- suitable properties you can move to (if you plan to move)
- required alterations to put forward to your landlord (if you are staying)
- analysing the financial impact of the changes
- negotiating the terms on your behalf
- drawing up final terms of the lease



Four .3

Team

Work with a group of people who will turn your vision into reality.



Project manager

Select one person to look after the project in-house. Although it may seem like a daunting task for an individual, selecting someone who is highly invested in your organisation will make sure progress stays on track.

Of course, the project manager will work with a fit-out partner - who will do the overall project management. Internally, the project manager can also have a team who can help them - and they can still consult people within the company about decisions and developments along the way.

Here's what typically involved with project management:

Site setup

From health and safety to fire precautions, an internal project manager should work with a fit-out partner to ensure work can start on time.

Communication

Identify from the outset who is instructing and decision-making. Usually this should be in conjunction with your fit-out specialists - as they are the experts. When those with authority within the company get overly involved this can seriously hamper project progress - and escalate costs.

Site progress meetings

Hold regular meetings to monitor the project. During this meeting, you should discuss:

- Health & safety issues
- Environmental concerns
- Design changes
- Cost variations
- Time-scale variations
- Review of programme
- Real-time walk around site



Four .4 Team

Work with a group of people who will turn your vision into reality.



Internal team

Select who will be involved in the project. Either playing a consultative role or a supportive role, think about:

- Managing Director
- Financial Director
- IT Director/ Manager
- Sales Director
- Marketing Director/ Manager
- Facilities Director/ Manager
- Office Manager
- HR
- Admin support



Five

The fit-out



Space planning

Good space planning is about maximising the productivity of your workplace. It's more than 'who sits where', making sure your commercial building is highly-functional for all activity that happens there.

There are standard advisory measurements for how much space someone needs to conduct certain tasks - from walking down a corridor to making a hot drink.

Workspace functionality

Consider all the zones you need:

- sit-stand desks
- collaborative zones
- private zones
- teamwork areas
- formal meeting spaces
- informal meeting spaces
- kitchen
- recreational zones
- social zones

Then, think about how you could create one space that can adapt easily for multiple functions.

Consider:

Desk space

Do your employees have adequate space to do their job comfortably?

Corridor size

Can employees pass each other easily through corridors?

Pathways through the office

Are there clear walkways to certain office hotspots - like high-traffic areas such as the printer?

Meeting room space

Can you ensure a comfortable space between employees - and possible clients?

Recreational area space

Is there good space between high-traffic appliances like fridges and hot water supplies?

IT & telecoms

Have you thought about what space you'll need for technology - and their cables?

Future growth

It's practical to think about how your business may grow - so allow for extra space for additional employees

Agile working

Agile working recognises that different tasks require different environments - to be completed effectively and efficiently.



Five .2

The fit-out



Legal requirements

There is also a range of legal requirements you need to consider when space planning.

- The Workplace (Health, Safety and Welfare) Regulations
- Building Regulations – Part B Fire Safety Volume 2
- Part M Access to and use of Buildings
- Part E (Resistance to sound)
- The Regulatory Reform (Fire Safety) Order
- Disability Discrimination Act (now replaced by the Equality Act of 2010)
- Part L – Conservation of Fuel and Power
- Consider dilapidations - Most office leases require you to restore the office to the condition in which you found it. Talk your changes over with your commercial agent to save yourself a future headache.
- Get your landlord's approval - Much like considering dilapidations, it's a good idea to seek approval from your landlord. Your commercial agent can help with this.



Five .3

The fit-out



Interior design

Colour psychology

Colour schemes are a big part of the 'look & feel' of your office - and are usually linked to your business' brand.

Consider how the colours you choose can affect the atmosphere in your office.



Blue

Often used in workspaces as studies suggest it improves productivity - by being psychologically calming and reducing stress.

Yellow

A classically optimistic colour, yellow is a great colour for creative workspaces where teams come together to work collaboratively.

Red

Studies suggest red increases efficiency - perhaps through links with 'pressure' and 'stress'. Although this sounds largely negative to your employee wellbeing, using this colour carefully in certain areas - like breakout areas and smaller meeting rooms - can be a positive thing.

Green

With strong links to nature, green has a calming effect yet reduces fatigue.

White

White is a popular choice but can look clinical if used too much - which can make your employees feel uninspired. However, it can be broken up and an interior designer will know how to do this effectively.

White is also great at making small spaces look bigger.

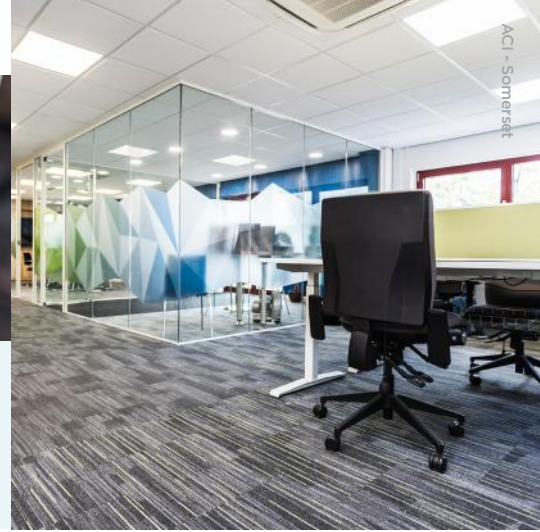
Black

Black has been said to help improve solidity - and make employees feel powerful. This can be great in negotiation environments.



Five.4

The fit-out



Sustainability & the environment

As an organisation, you have a responsibility to ensure long-term sustainability.

Here is what you should consider to reduce your impact on the environment:

- Energy efficiency - choose A grade appliances
- Smart metering to avoid wasting energy
- Low-impact materials such as non-toxic, natural products
- Renewable or highly-recycled materials
- Automatic lighting controls
- Modernisation of heating, cooling and ventilation systems

Employee health

As an employer, you have a responsibility to provide a safe and healthy working environment for your employees.

This promotes good physical and mental health.

Consider the following:

Ergonomics

Analyse your desk setup. Ensure ergonomic seating, proper space planning and necessary supports like foot rests

“Chill out” zones

Stress can have a huge impact on employee mental & physical health. Provide access to recreational areas to minimise workplace tension.

Physical activity

Sedentary lifestyles are known to be physically and mentally unhealthy. Promote more activity by introducing furniture like sit-stand desks.

Biophilic design

Greenery can dramatically reduce levels of anxiety and stress in the office. Plants also naturally filter air.

Lighting

Poor lighting can cause eye strains, headaches and migraines. Furthermore, low light levels can lead to low mood and stress - so consider solutions like glass partitioning to increase light reach.



Five .5

The fit-out



Acoustics

Sound travels in large commercial buildings easily - and you may want to reduce it.

Consider the following solutions:

Furniture

Modular and moveable screens are both options - and can be fitted with sound-absorbing materials.

Ceilings

Sound can travel over screens and bounce off ceilings. Consider sound absorption materials or overhead baffles.

Flooring

Select carpet with specific sound-absorbing properties.

Walls

Sound-absorbing panelling can reduce noise in the office.

Windows

Choosing double or triple glazed buildings can reduce noise from outdoors while sound-proofed blinds can reduce acoustics bouncing indoors.

Technology

IT systems are vital for all businesses - so consider it as a priority in your fit-out plan.

Remember to consider the following:

Complete assessment

Carry out an audit of the existing technology.

Requirements

Decide what IT you need in your new premises - such as power points, floor boxes and data points.

Relocation plan

If you are moving from one property to another, work with your IT department to ensure a smooth IT relocation plan.

Phone system

Relocating IT systems means an opportunity to futureproof your phone system. Consider investing other options that will be suitable for your growing business.



Help with your fit-out journey



Whether you're moving to a new commercial premises or you're revamping an existing property, speak to Planned Office Interiors for expert support & guidance.

From considering productivity-boosting lighting through to good desk ergonomics, we have the office design & fit-out skills to help you inspire a happier, healthier and more productive workforce.

To learn more about Planned Office Interiors and our office fit out service, [click here](#).

Or, contact Neil on **01785 817114** to speak to an expert about your office furniture.

PLANNED
OFFICE INTERIORS
FIT OUT