



## **Transforming your workspace**

Modern work spaces are constantly evolving. You change, economics change, products change, technology changes and so do the regulations. Whatever your requirements, we provide a comprehensive scope of services to aid your successful transition through the change as painlessly as possible.

Buildings and space are an expensive commodity today and we focus on helping you get the most out of your investment. When we help you fit out, refurbish or relocate your premises we take a holistic view of your business. We create and implement designs that will meet your practical requirements as well as reflecting your brand and values; making your premises a valuable marketing tool as well as a great place to work.

We offer a multi-disciplined service from initial building surveys, brief taking, space planning and interior design, right through to the project management and implementation of all the practical elements needed to make your new space come alive.

Our comprehensive scope of services means we can offer you a turnkey solution for your project. That means you have just one primary point of contact to ensure your fit out gets delivered on time, on budget and to your brief.

We are committed to ensuring we realize your expectations and that everything goes as smoothly as possible.

## **Office Refurbishment**

Is your office in need of a face-lift, are you expanding or downsizing?

If you need to make some changes to your space but don't know where to start, we can help. The workspace analysis service takes an objective look at your existing space; we listen to your proposed plans, brief and budget. We then look at the constraints and possibilities of the physical space, as well as considering your requirements. With some clever office space planning and interior design we refresh and renew your existing workspace, thereby giving your business and staff a real boost.



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Refurbishing your workspace when it's fully occupied is a challenge, but one that we overcome with effective project management. Following our stringent health and safety procedures, working safely around your people and your equipment is our priority. Regular communication between our project manager and your team, plus working out of hours when necessary, minimizes business interruption. For your complete peace of mind we work to fixed timescales as well as helping to negotiate landlord and planning permissions.

### **Office Fit Out**

Is your lease up for renewal and/or have you outgrown your space?

If so, you are probably beginning to think about moving on. There is a lot to do before you even get to the fit out and move in date and we can help you with that process. Before you begin your property search we can complete a workspace analysis to make sure that you look for the right size and type of premises. Once you have identified a shortlist of potential buildings we can help you compare each one.

We can undertake office space planning to ensure that the spaces will meet your current needs whilst also being as flexible and future proof as possible. Budget fit out costs for the different options can also be provided to assist your decision making.

Once we have helped you identify your best option you can utilize our design services and we can implement whatever interior services you need – resulting in a new space that will inspire your stakeholders whilst also matching your vision, brand and budget

### **Office Relocation Checklist**

The following document is intended to be used a checklist for any company who are considering whether they should move offices or reorganize their existing space. It is quite detailed and should be used as an aide memoire when first embarking on the project. It ensures that all avenues are covered and that the correct decisions are made based upon the information gathered whilst working through this document. If you have any questions or require further information, please contact us.

### **ASSESS WHETHER RELOCATION IS THE RIGHT OPTION**

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- Too much / too little space
- Change of working methods
- Expansion / contraction
- Need to reduce overheads
- Lease expiry / break
- Redevelopment
- Need to improve morale
- Need to be closer to key customers
- Merger / acquisition

## **HOW THE DESIGN WILL SUPPORT YOUR PEOPLE MOST EFFECTIVELY**

- Private spaces
- Collaborative spaces
- Personal comfort and control
- Natural light
- Office size and location
- Team building
- Learning by proximity
- Open-plan concepts
- Workstation design
- Brand experience
- Culture
- Empowerment

## **COMMUNICATION WITH YOUR STAFF BEFORE, DURING AND AFTER THE MOVE**

- Departmental meetings
- Email
- Notice board
- Layout plans on show
- Newsletters
- Welcome booklets
- Presentations

## **DEVELOP A PROPER PROJECT BRIEF**

- Future plans
  - Too little / too much space
  - Expansion / contraction
  - Disposal / acquisition
  - Leasehold / freehold
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- Requirements for new location, image, quality
- Change in direction or culture of the business
- Lease break / expiry / reappraisal of property strategy
- Rent, rates, service charge, maintenance
- Available finance
- Capital allowances
- Timescale
- Communicating; new way of working

## **INTERVIEW & SELECT A FIT-OUT PARTNER**

- Key disciplines in-house
- Track record
- Financial stability
- Health & safety record
- Insurance cover
- References
- Visits to completed contracts
- Team capabilities
- Strong design ability
- Value for money
- Adequate resources

## **INTERVIEW & APPOINT OTHER KEY PROFESSIONALS**

- Furniture specialist
- Cost consultant
- Security consultant
- Planning supervisor
- Property lawyer
- Mechanical & electrical engineer
- IT consultant
- Structural engineer
- Acoustic engineer
- Catering consultant
- Health and safety consultant

## **EXISTING WORKPLACE APPRAISAL**

- Staff survey / questionnaire
  - Company structure
  - Departmental headcount
  - Staff adjacencies
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- Facilities required i.e. breakout areas, meeting rooms, communications room
- Current and future space usage
- Open plan / cellular
- Storage requirements
- Calculate the amount of space you will need
- Set space standards
- Produce briefing document

## **DETAILED PREMISES SELECTION CRITERIA**

- Size
- Local amenities & facilities
- Car parking
- Flexibility
- Condition
- Availability of storage
- Other occupiers
- Rent, rates, service charge
- Lease terms
- Landlord incentives
- Suitability to your brief
- Disabled facilities
- Building services; air conditioning, lifts, generators, electrical
- New, second hand, additional, existing, serviced
- Timescale for occupation

## **FORMULATE A PROJECT BUDGET**

- Rent
  - Rates
  - Service charge
  - Commercial property agent's fees
  - Lawyers fees
  - Insurance
  - Fit out / refurbishment costs
  - IT infrastructure
  - IT hardware, software, support
  - Print i.e. letterheads, brochures, business cards
  - Furniture
  - Move management
  - Archiving
  - Planning supervisor
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- Planning application fees
- IT consultant
- Project manager / cost consultant
- Other specialist consultants
- Additional security
- Royal mail redirection
- Telephone system, installation, connections
- Telephone redirection
- Training
- Ongoing running costs
- Utilities
- PR
- Maintenance
- Contingency

## **ASSESS THE SUITABILITY OF EACH BUILDING IN DETAIL**

- Carry out measured surveys
- Carry out preliminary building services survey
- Scrutinize heads of terms
- Block plan each building to ascertain space
- Produce outline budget for each building
- Produce outline programme for each building

## **SELECT A BUILDING**

- Commence negotiations
- Local authority searches
- Make formal offer
- Agree heads of terms
- Carry out detailed surveys

## **FORMULATE AN EXIT STRATEGY FROM YOUR EXISTING BUILDING**

- Identify any disposal costs
- Check out dilapidations clauses
- Budget dilapidations
- Review lease obligations
- Investigate all alternatives

## **CARRY OUT DETAILED BUILDING SURVEYS**

- Measured survey
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- Mechanical and electrical
- Water supplies and waste services
- Asbestos and other hazardous materials
- Disabled compliance
- Schedule of condition

## **COMMENCE DETAILED SPACE PLANNING**

- Organizational chart
- Blocking and stacking plans
- Working methods
- Departmental relationships
- Hot desking
- Layout plans
- Departments and staff names on layout

## **HOME WORKING AND HOT DESKING OPTIONS**

- Suitability assessment
- Sales people
- Field based staff
- Self-starters
- Communication links
- Home office set-up
- IT security
- Tax allowances
- Flexibility

## **THE DESIGN PROCESS**

- Finishes boards
- Perspectives / artist's impressions / virtual reality images
- Colours
- Electrical scheme
- IT layouts
- Comms room design
- Air-conditioning scheme
- Joinery details
- Specialist areas i.e. reception, boardroom, kitchen
- Capital allowances impact

## **TECHNOLOGY OPTIONS**

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- Wireless networks
- Flat screens
- Comms room
- Software updates
- Cabling
- Desktop PC's
- UPS
- Backup generator
- Mobile devices i.e. smart phones, blackberry, PDA's
- Fire prevention
- Servers

## **FURNITURE OPTIONS**

- Availability
- Flexibility
- Warranties
- Design and appearance
- Cable management
- Cost
- Delivery
- Long term supply agreement
- Storage
- Seating

## **IDENTIFY PHONE SYSTEM SPECIFICATION**

- Research phone line service providers
- Number of lines required
- Direct dial numbers (DDI)
- Voicemail
- Reuse of existing number
- Wireless

## **CARRY OUT A DETAILED STORAGE AUDIT**

- Personal storage i.e. desk drawers and pedestals
  - Mobile storage
  - Storage wall
  - Archive
  - Storeroom
  - Fireproof storage
  - Security
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- Offsite facilities

## **REDUCE THE AMOUNT OF FILES, UNWANTED EQUIPMENT & CLUTTER**

- Review offsite storage
- Archiving
- Microfiche / document scanning
- Secure disposal
- Resale opportunities

## **CAPITAL ALLOWANCES**

- Plan to maximize allowances
- Quantify available allowances
- Maximize "green" materials
- Take specialist advice

## **LEASING OR RENTALISING THE FITOUT & FURNITURE**

- Tax position
- Cash flow
- Suitability
- Negotiation with landlord
- Timescale

## **LONG LEAD-IN ITEMS**

- Air conditioning equipment
- Phone lines
- Furniture, desking, seating, storage
- UPS, generator
- IT equipment
- Information providers i.e Reuters or Bloomberg
- Corporate literature

## **DISABILITY DISCRIMINATION ACT**

- Access audit
- Specialist advice
- Consult with landlord
- Review policy

## **ASBESTOS AT WORK REGULATIONS**

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- Specialist audit
- Risk assessment
- Professional advice
- Risk management plan
- Ongoing monitoring
- Maintain records

## **FINALISE SPECIFICATION, COSTS & PROGRAMME**

- Design fees, preliminaries, health and safety, welfare
- IT, Phones
- Partitions, doors, decoration, joinery
- Strip out, demolition, building work
- Mechanical, electrical, lighting
- Flooring, ceilings
- Furniture, desking, seating, storage
- Security, fire prevention
- Look into finance options. Review capital allowances

## **APPROVALS PRIOR TO COMMENCEMENT OF WORKS**

- Landlord
- Planning permission
- Listed building consent
- Fire officer
- Building regulations
- District surveyor
- Environmental health

## **TYPE OF BUILDING CONTRACT**

- JCT
- Fit out specialist's own format
- Exchange of letters

## **SIGN THE LEASE**

- Mobilize and commence site works
  - Commence insurance policies
  - Health and safety implementation
  - Make finance decision
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## **INSURANCES**

- Public liability
- Professional indemnity
- Contractors all risks
- Contents
- Building fabric

## **RELOCATION**

- Ensure move date is booked with Removal Company
- Communicate plan to all staff
- Arrange for specialist removal of IT items
- Ensure new building is fully protected before removals start
- Provide crates and labels for all staff
- Dispose of all unwanted clutter
- Arrange for key personnel to be available

Please contact us for more information or with your specific enquiry

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