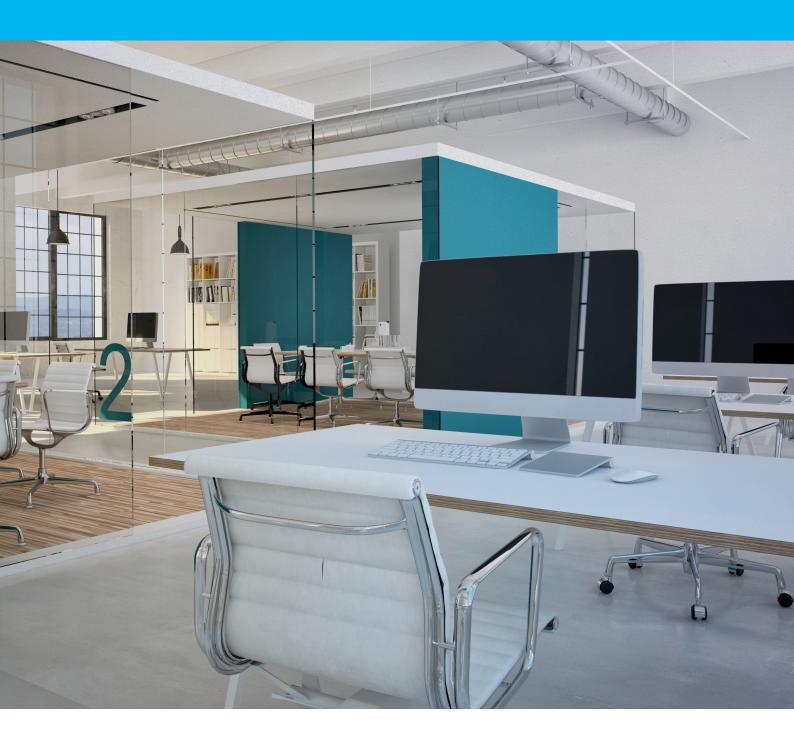
A checklist for a successful office refurbishment





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Before embarking on your office refurbishment there are a number of things which should be taken into consideration to ensure that the project goes as smoothly as possible. Here is a handy checklist which will help to guide you through the process.

- 1. Appoint a project organiser
- 2. Consider if refurb is the right option (triggers are modernisation/change of image, change of working methods, expansion/contraction of business, onerous dilapidations in existing space, lease renewal/ renegotiation, need to improve morale and productivity, merger/acquisition, compliance with legislation
- 3. Approach Landlord (ensure landlord gives consent, renegotiate the terms of the lease)
- 4. Set up an in house project team (FM, Office Manager, FD, IT director, Ops Manager, HR Director, Marketing)
- 5. Consider how the design will support your people (natural light, personal comfort, workstation design etc)
- 6. Develop a project brief (consider: open plan, furniture, storage, rents/maintenance charges, available finance, image/quality/productivity, long-term v short-term lease, timescales/programming)
- 7. Interview and select a reputable refurbishment partner
- 8. Interview and appoint other key professional advisors
- 9. Carry out a detailed accommodation study and workplace audit
- 10. Carry out building surveys
- 11. Investigating home-working and hot-desking
- 12. Formulate a project budget form the outset
- 13. Commence space planning and the outline design scheme (key staff buy in, allow for expansion)
- 14. Use the refurbishment to introduce methods of reducing workplace stress
- 15. Look at dilapidations obligations
- 16. Absorb yourself in the design process (visuals, samples, visit showrooms, tech drawings, plans)
- 17. Fully investigate all technology options
- 18. Examine new furniture options
- 19. Communicate with all staff before, during and after the refurbishment



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- 20. Scrutinise phone system options
- 21. Carry out detailed storage audit
- 22. Investigate the real cost of your refurbishment and if it could be reduced capital allowances
- 23. Plan to minimise disruption
- 24. Take into account the DDA
- 25. Spend time finalising design, specification, costs and programme
- 26. Decide on the type of building contract
- 27. Order long-lead-in items well in advance
- 28. Gain all necessary approvals prior to commencement of works
- 29. Make sure insurances cover you for every eventuality
- 30. Consider subletting surplus space
- 31. Once work begins attend regular project meetings
- 32. Fully understand your health and safety responsibilities
- 33. Thoroughly organise the physical move into the refurbished space
- 34. Reduce the amount of files, unwanted equipment and clutter
- 35. Ensure transition is smooth
- 36. Sign up for a post refurbishment support programme or facilities management
- 37. Take business continuity seriously
- 38. Ensure you pay the lowest business rates possible
- 39. Carry out a post refurbishment review
- 40. Enjoy your new surroundings!



