

# 5 STEPS FOR A SEAMLESS OFFICE FITOUT

## 1 Your Internal Team



This is where managers from various teams come together to make decisions on location, design, floor plan, types of workstations, and sign off on the construction process.

Your Dream Team would potentially consist of an Operations Manager, HR Manager, Finance Manager and Managing Director to ensure all stakeholders' views and structure will be heard.

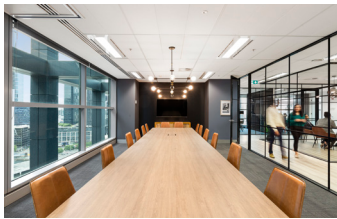


We understand how important a commercial fitout is to your business; the final product can have a major impact on your employee performance, productivity, culture and ultimately profit.

There are many elements to consider when deciding on your new fitout. We've identified the five most relevant decisions to best help you with your new office fitout.

**If you follow this checklist, you're on your way to an inspiring new office space.**

## 2 Your Design Brief



A clear brief is critical to a good fitout. Understand your company's needs, for example;

- How many staff do you have currently and what are the business objectives for growth?

- How do you want clients to perceive you and your corporate branding to be reflected? What is the company culture?
- Do you want to implement new ways of working? Open plan vs. cellular.
- What are your storage requirements and what technology and IT equipment do you need?
- What is your timeframe and budget?

## 4 Effective Workplace Strategy



Workplace Strategy is a process aimed at uncovering key themes that help support upcoming growth, while aligning your workplace with the vision and values of your company objective.

Employees today have high expectations from their employers, so organisations will have to work harder and smarter to distinguish themselves. Therefore, the workplace plays a critical role in attracting new talent, and to keep the talent once they are already there.

Companies today can see the benefit of promoting strong social community, culture and are re-evaluating, and re-thinking of their workspace to reflect this.

## 3 Your Fitout Partner



- Are they Design and Build?
- Do they have a Project Manager and in-house trades?
- Fixed price guarantee?
- Client references?

- What are their project completion records and capabilities?
- What are their key processes and structure?
- What are their design strengths?
- Do they have enough resources to handle the project?
- What is their Insurance cover?

## 5 Understand the design intention



- Does it meet your team's needs, will it reflect your business effectively?
- Does it reflect the company's identity and image? Does it meet the demands of the business and support how your team works?

- Does your Fitout partner understand your mission, goals and business?
- Are the furniture, workstations, kitchen essentials, storage solutions what you are wanting both aesthetically and functionally?

**INSPIRING SPACES.  
SEAMLESS EXPERIENCE.**

