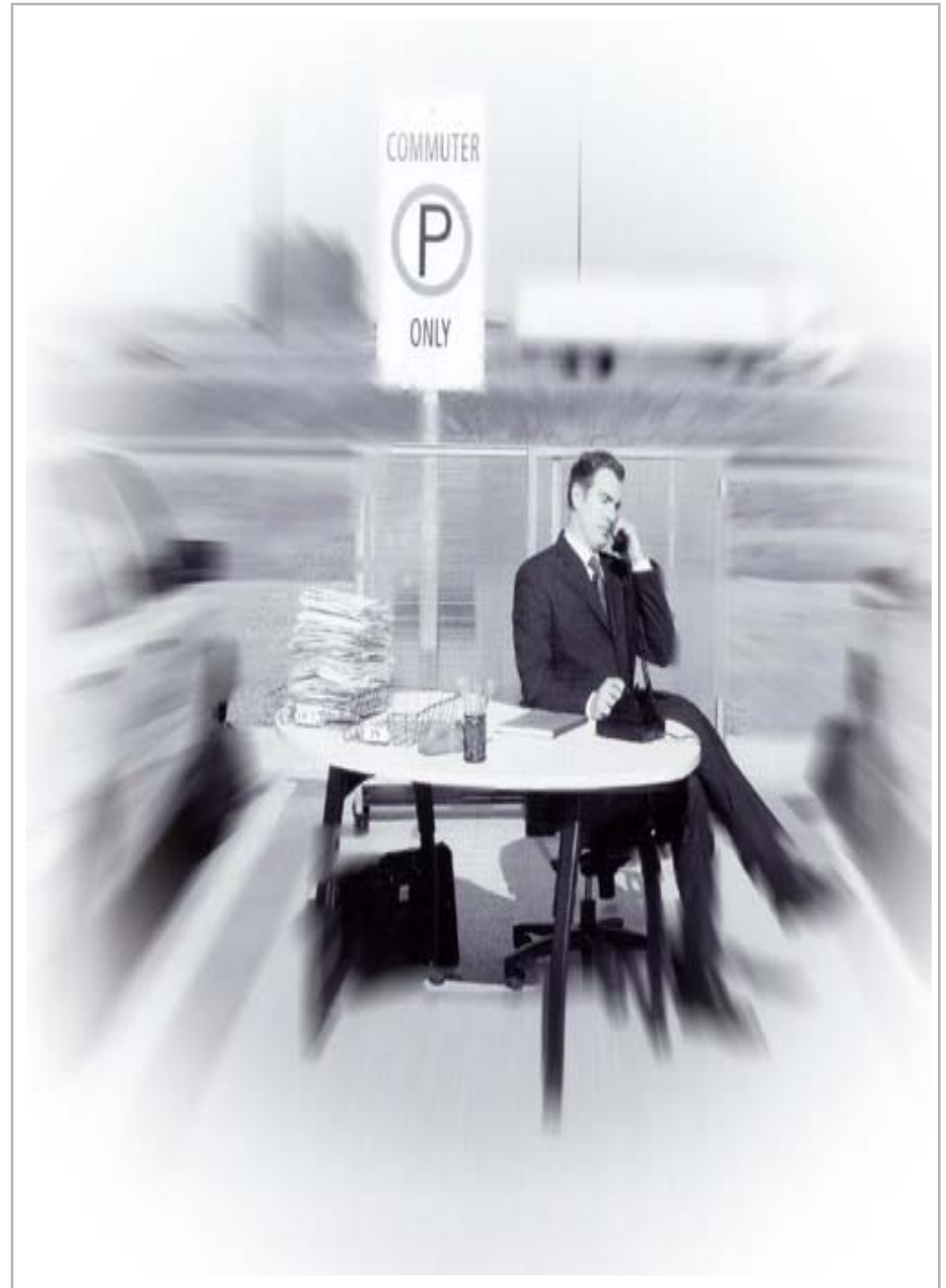


## a guide for office movers\_



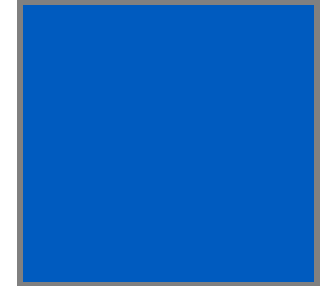
changing offices can offer a great opportunity for a business to increase its efficiency, improve access to its customer base and update its corporate image, it can also prove stressful and unnecessarily complicated\_

# move or refurbish

organisations may need to consider moving or altering their offices for a number of different reasons\_ they may wish to expand or reduce operations, provide for operational change, improve existing facilities or face expiry of the current lease \_ although it is not always appropriate, it can prove worthwhile to reappraise existing accommodation with a view to re-planning and possible refurbishment\_

the first step is to consider how much space you need, and review the amount of space you already have\_ then review the costs involved in changing your offices compared to moving costs\_ how would the work be carried out with your business remaining in occupation\_ are there any buildings available that could satisfy your needs\_ you may need to consider lease constraints that may affect your choice of premises\_

most interior design and fitting out organisations would, without charge be prepared to give an initial assessment of whether you could achieve your objectives within your current space and provide you with an understanding of how the work could be executed with minimum disruption to your operations\_



## step 1

identify the factors driving your need to change and develop an initial brief for what you hope to achieve with your offices\_

## step 2

arrange a meeting to discuss your needs with a commercial interior design and contract specialist such as **odbworkspace** to help to identify how to achieve your objectives\_ do you need to plan your existing space, or will you need to move to new premises\_ if relocating, establish with the design team how much space your organisation will require for current and future occupation\_

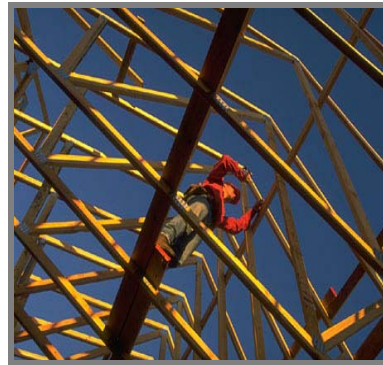
## step 3

consider appointing a commercial surveyor who can help you in your search for new offices\_ view potential buildings with the surveyor, selecting a couple of the most suitable for further appraisal\_



#### **step 4**

your design team will analyse these buildings and provide a “fit factor” and budget information to enable you to decide on the most suitable for your needs\_



#### **step 5**

instruct your surveyor to negotiate the most favourable terms and incentives on the offices and appoint a solicitor to act\_



#### **step 6**

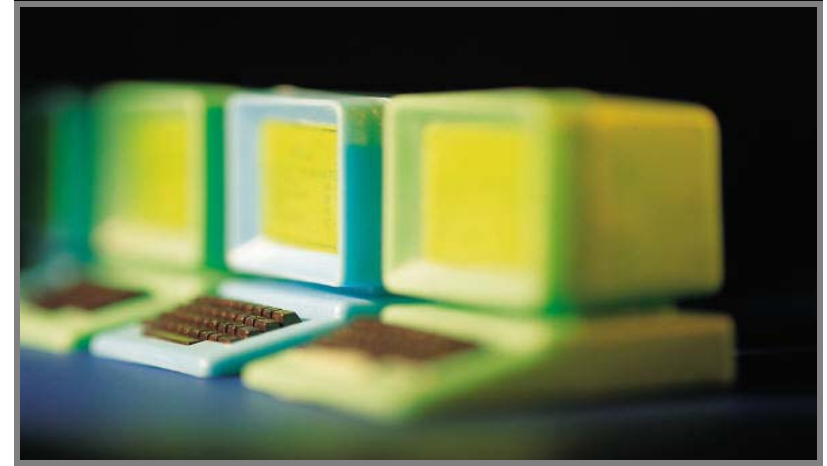
work with your design team to develop the overall design scheme and prepare a firm cost proposal\_ your design team will apply for statutory permissions such as planning permission, building regulations and landlords approval of the proposed works\_



#### **step 7**

instruct your design and contract team to execute the fitting out project, and manage the relocation of your organisation into new offices\_

how much space do you need\_



property costs represent a substantial cost to any business\_ if you can reduce the amount of space you need, either when taking new offices or by allowing you to sub-let part of your existing space through a more efficient layout, you could make significant savings\_

these are the key issues for consideration\_

- > overall company objectives
- > number of staff
- > staff functions
- > operational relationship— individuals, teams, departments
- > cellular offices or open plan areas
- > space required for circulation and common areas, including meeting rooms, kitchen, reception area
- > allowance for future expansion or contraction in space and staff levels
- > position, size and type of storage needs
- > re-use existing furniture or buy new—choice of appropriate furniture can maximise the efficiency of the layout

for a personalised calculation visit our on-line  
space calculation tool at:  
[www.odbworkspace.com](http://www.odbworkspace.com)\_



current space standards suggest average  
occupancy rates range in a wide band from  
around 80ft<sup>2</sup> to around 300ft<sup>2</sup> per person  
depending on your key issues\_



cost comparison\_  
to help you make your decision on whether to  
stay and refurbish your existing offices or move  
to new, there are a number of relevant costs to  
consider\_

office occupancy costs for each option\_

moving costs\_

building costs\_

non-financial issues\_

- > total rent cost
- > service charge and building management costs
- > level of business rates

- > dilapidations payable on exit from existing premises
- > professional advice
- > removal costs
- > reprinting of stationery

- > re-planning and refurbishment of existing compared to fitting out of new
- > furniture costs involved in either option
- > planning and building regulation fees (where applicable)
- > it, cabling and telephone installation costs

- > disruption caused by changing your business address
- > managing the shut down and restart of your operations
- > minimising disruption caused by building works within your working environment

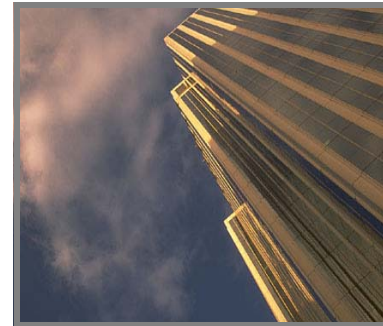
professional advice\_

property represents a considerable cost to any business and good advice can potentially save substantial sums in the long term\_



### **the search for suitable buildings**

it can be extremely time consuming to contact commercial estate agents in your chosen area for details on available offices and then visit the relevant premises\_ in addition, the letting agents on the various buildings will naturally be focused on their task and are unlikely to be able to offer you independent advice\_



### **negotiating the best deal**

there can be fairly substantial differences between the headline rent quoted for office space and the level the landlord would agree to let the building at, with incentives like rent free periods sometimes available\_ service charges can work out to be a major addition to the costs of taking space, but are not always easy to calculate\_ there may be relief available on part of the rates, or it may be worthwhile to appeal\_ to maintain flexibility, it may not be appropriate to sign a long lease\_ a commercial surveyor retained to act for you on the acquisition could advise on all of these issues and help achieve the best deal possible\_



### **choice of surveyor**

a quick glance at the yellow pages, RICS directory or any of the internet based on-line services like Estates Today will show you that there are many commercial surveyors who operate in your specific location\_ some firms specialise in particular types of requirements and geographical locations, others are more general\_ **odl**workspace has many years experience of working within the property industry and have first hand knowledge of many of the practices\_ we would be pleased to make recommendations\_



odbworkspace has been providing an innovative design and build service to clients throughout Europe for the past 8 years on projects ranging in size from £10,000 to £3.5m\_ we have built our success on a firm commitment to efficient communications throughout the project lifecycle\_



our work begins with the preparation of initial budget cost and programme information early in the design process to allow our clients to take informed decisions\_ the next stage is the accurate interpretation of the developed design into a construction programme, method statement and fixed cost\_ under a design and build appointment, we take single point responsibility for the entire project, ensuring you get the solution you want on time and within budget\_

our management philosophy is centred on delivering our promises; we employ reporting and communication procedures to allow us control at all times\_ by focusing on both efficiency and effectiveness, we are able to deliver true value for money\_ despite the many complex projects we undertake, we achieve a high level of repeat business\_



for specific advice or to arrange an informal meeting to discuss  
your requirements do not hesitate to contact Jono Anderson  
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