

## 8 Stages of an Office Move

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### 1. Feasibility Studies

#### Why Feasibility Studies Are Vital to Your Company's Expansion

You need to move, you need more space. You identify a suitable sized building and exchange contract. Unfortunately, we find that it is rarely that simple.

The number one problem you encounter is with developers who create an office building, attempting to answer everybody's needs, but in reality rarely answering your requirements.

The easiest way for a developer to gain local authority approval is to put forward a scheme with large open plan office areas, without considering your cellular office requirements.

The reason for this is very simple. By using one large office area the lighting layout can be kept to a minimum - saves money. Raised access floors with built in power/phone and IT wiring floor box points are typically fitted on a 3-metre grid - saves money.

Air Conditioning or Comfort Cooling is installed for one large open plan office area - saves money.

Unfortunately you gain none of these savings, in fact they always cost you money. If you are like most of our clients you don't just want an open plan office floor. Typically you require offices, meeting rooms, kitchenette and possibly breakout areas.

Consequently, we design the office to your specific requirements and most of the services will need to be altered.

Usually we find that the whole lighting system has to be re-switched, not to mention the additional 20%-25% of fittings you need to comply with current legislation.

Floor boxes have to be radically altered and added to - a 33% increase is not unusual. The biggest headache is probably with Air Conditioning. Once you create cellular offices the system becomes imbalanced resulting in hot and cold spots. Re-balancing the system involves more costly modifications. In certain cases the whole system needs replacing. Very costly.

#### Is all this inevitable?

Absolutely not. By involving ourselves at the very early stages we can advise you to ensure that these costly alterations are eliminated before they arise.

#### How is this achieved?

Really very easily. Let us carry out a feasibility study and produce a furniture plan for your proposed new building. This will ensure that the correct services are specified. Sometimes we have to advise a client that the building just isn't suitable for them. Better to find that out early prior to signing contracts. And believe us, it does happen.

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#### How do we charge for our initial feasibility study?

We make no charge for our initial consultation meeting. At this meeting we access the initial design time we require to carry out your project.

The estimate includes:

- Office Space Survey and Site Survey
- Personnel Audit
- Storage Audit
- Space Planning and Interior Design
- Presentation and Mood Boards
- Detailed Proposal

Charges for these works are made on an hourly basis and we advise you of the cost following our initial meeting.

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## 2. Space Audit

### Why Feasibility Studies Are Vital to Your Company's Expansion

Despite all the talk of a paperless office there still seems to be just as much paperwork to file as ever. Unfortunately, storage is a necessary evil and is an area that a lot of people ignore or pay little attention to.

- In our experience, storage is the key to any successful fit out project. It is vital that you and your staff can quickly and easily find and retrieve documents and files, technical manuals, price lists, client files, etc.
- We always implement a detailed Space Audit of your existing storage. We assess the type of storage that suits your needs and take account of both redundant filing and any areas to increase for expansion.
- As a lot of storage is very slow moving it makes a lot of sense to make use of the available height. More and more of our clients are choosing floor to ceiling storage. This exploits the best of both worlds.
- You transfer archive and slow moving items to the top of the storage unit. You store fast moving and frequently used items at low level for rapid retrieval.
- By making the best use of the cube you gain valuable floor space. Vital space that you can transform when we space plan your office.

You may also wish to consider off site archive filing from a local retrieval specialist.

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## 3. Space Planning

### Save Up to 30% of Wasted Space if You Get This

- Poor use of space can make an enormous difference to your company's costs and efficiency.
- Typically, we find that poorly planned space wastes up to 30% of the available area in an office.
- This kind of wastage adds needless cost to your fixed overheads. By way of an example. One of our clients was planning to build an office extension at a cost of £250,000.
- We established through a space and storage audit and space planning exercise that they had no need for the additional space.
- Simply, by transforming the use of their existing space and replacing inefficient desks with new space-efficient furniture, their additional staff could be housed in their present offices. Total cost of the whole exercise? £20,000 - just 8% of their original planned spend!

- Of course, not every case is as significant; nonetheless you can appreciate the importance of carrying out this exercise.
  - Often clients make use of saved space for future expansion saving costly moves and alterations at a later date. Quite apart from saving space, properly planned offices lead naturally to more productive and happier staff.
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## 4. Risk Assessment

### Making Sure You Protect Yourself and Your Staff

In today's sue, grab it and run environment it is essential that you are fully aware of all the legal requirements of compliance for offices.

You have your own business to run so why not let us take care of this vital issue? When we plan an interior for you we evaluate every important issue with legal requirements.

Areas such as:

Health & Safety considerations  
Fire Officer Approval  
Building Regulation Approval (where needed)  
VDU Regulations  
Seating Regulations  
DDA Regulations  
CDM Regulations

The whole issue is a minefield if you don't identify and implement the requirements.

Why not use our expertise and ensure you sidestep all the potential pitfalls?

Government Agencies have wide ranging powers and you need to avoid falling foul of them. Many rules are open to individual interpretation. Our close contact with the various Governmental departments means we frequently negotiate a more favourable response than you may be able to achieve if dealing direct with them yourself.

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## 5. Product Selection

### The Right Product For Your Needs

- You can be confident that we provide you with the right range of products for your needs.
- All too often suppliers only offer their clients the cheapest possible solution, or the product they make the biggest profit on instead of really identifying if it is the ideal answer for their particular application.
- Of course, cost is extremely important, but it is essential that you are buying the correct product range. You need to consider longevity and durability as well as compliance with current legislation, e.g., wire management.
- There is little point in purchasing something that is not suitable. The problem is you won't find this out until it is too late.

- We strive to offer our clients the best products that fit within their budget.

- However, we won't spend your money for the sake of it. What we do is ensure that you get the best possible answer at a competitive price, comfortable in the knowledge that it handles your needs ideally.

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## 6. Interior Design

### Why the "feel good factor" Matters

Once you choose the correct furniture the final piece of the jigsaw is to ensure that it becomes an integral part of your overall interior.

As part of our standard service our fully qualified Interior Designer suggests various colour schemes to complement your company's image.

Our Interior Design Department works in partnership with you to create mood boards for your approval.

The service covers all aspects of your interior finishes including floor coverings, wall finishes, woodwork and window treatments, as well as the furniture and seating.

By doing so you eliminate any chance of mismatched finishes and ensure that your complete interior reflects the best possible image to both your clients and staff.

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## 7. After Sales

### Our Commitment to You

All too often after placing an order you find that the salesman disappears into the sunset and you are passed onto other contacts with whom you have no rapport.

One of the benefits of dealing with ODASS is that all your contact on a project is at director level. We believe this is vitally important as it establishes top level contact ensuring you receive the best possible service.

Once you entrust a project to us, we programme your order for delivery and installation. Our Contracts Manager is introduced to you by the director handling your project, to enable him to plan labour and transport and check on site access and other relevant issues.

Depending on the complexity of the project we prepare a full programme detailing how and in what order we plan to undertake the work. This then gives you the opportunity to decide whether any amendments need to be made.

Our skilled workforce carry out the installation of your new furniture. Our fitters are user-friendly and understand the need to deliver and build your new installation with the minimum disruption to your staff and ongoing business operation.

On completion of your project your appointed director visits you to ensure that you are completely satisfied with the project.

But the story doesn't end here. As our clients become more successful we frequently find they need to adapt and expand their installation.

As part of our after sales service we plan to manage your future requirements. We hold current drawings of your office layouts on our CAD files. Any changes you implement are updated on our master filing system so we are always right up to date with your company's continued growth.

Simple changes can often be generated remotely over the phone without the need to visit site. For more complex changes we start the evaluation process once again.

All of our products are backed up by comprehensive manufacturers guarantees - up to 10 years in some cases.

The importance of building a sound business relationship with our clients is of paramount significance to us. We like the easy life. Satisfied customers returning again and again over the years.

We rarely lose a client once they do business with us. We want our clients to be clients for life and apply all our efforts to establish a long and lasting relationship with them.

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## 8. What Next?

### Making That First Step

We hope you understand how we achieve the best results for our clients.

You, the client have your own business to run so why not let us demonstrate to you how we can increase your efficiency and transform your working environment.

Why not contact one of our directors now and establish how we can maximise your business efficiency and space requirements.

Please email [Paul@odass.co.uk](mailto:Paul@odass.co.uk) and request an appointment.  
It is vital that you motivate your staff to give of their best.

If you provide them with the best possible working conditions you maximise your chances of inspiring the best performance from them.