

Apex Executive Interiors Has Expanded with AEI Office Consulting

Throughout Apex Executive Interiors years of operation there has been a consistent theme to the feedback we have received, overwhelmingly it has emerged that our clients are looking for a one stop shop with people that they know and trust with their working environments. With the acquisition of AEI Office Consulting, Apex Executive Interiors is now able to provide every service that you could require from the selection of premises through to handover and beyond.

We work in the best interests of you, our client at all times to deliver a tailored solution to suit your individual needs.

Services include:

- ▲ Tenant Representation
- ▲ Spatial Planning
- ▲ Drafting Plans
- ▲ Office Interior Design
- ▲ Colour Selection
- ▲ Finish Selection
- ▲ Authority Approvals
- ▲ As Built Drawings
- ▲ Project Management

The acquisition of AEI Office Consulting has allowed us to branch out into new areas without compromising any of the existing services we provide as we are now able to draw on a greater pool of knowledge and resources than ever before.

For more information on how AEI Office Consulting can assist you please feel free to call us on (02) 9633 2360 or visit the web at: www.aeiofficeconsulting.com.au

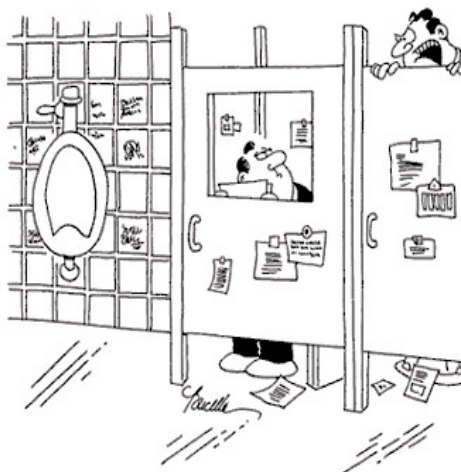
Office Make Good

Within every commercial office lease there will be a Make Good Clause. This means that at the termination of your lease your office will need to be returned to its original state ie made good. This is an area where tenants need to keep their wits about them so they are not used as a means to upgrade the property to a level above the condition in which they received it. It is important to have the right team with extensive experience in 'Make Goods' on your side otherwise this simple activity could become a living nightmare.

At Apex Executive Interiors we pride ourselves on our ability to deliver a Make Good for any office that will satisfy both the needs of the outgoing tenant as well as the building's owner.

With the acquisition of our new sister company AEI Office Consulting we now have the expertise to assist in the early stages when leases are being drafted. This is the opportunity to negotiate on your 'Make Good' responsibilities or in some cases even write them out altogether.

Office Cartoon



"STOP COMPLAINING.. AT LEAST YOU HAVE AN OFFICE WITH A WINDOW."

In this issue:

- ▲ Apex Executive interiors expands
- ▲ Office make good
- ▲ Featured product
- ▲ Downsizing your work space
- ▲ Determining a cost for a fitout
- ▲ Office paint colour schemes 2009

Featured product

Apexei JB Force 275 Heavy usage chair, it's not just for heavy people.



The Apexei JB Force 275 is a heavily engineered chair recommended for 24/7 use with an amazing maximum weight rating of 275kg's.

Most office chairs are rated to only 135kg's, when considering seating for your office it is not hard to imagine the benefits, such as longevity and safety, in such a well built piece of furniture.

Looking to Downsize Your Work Space?

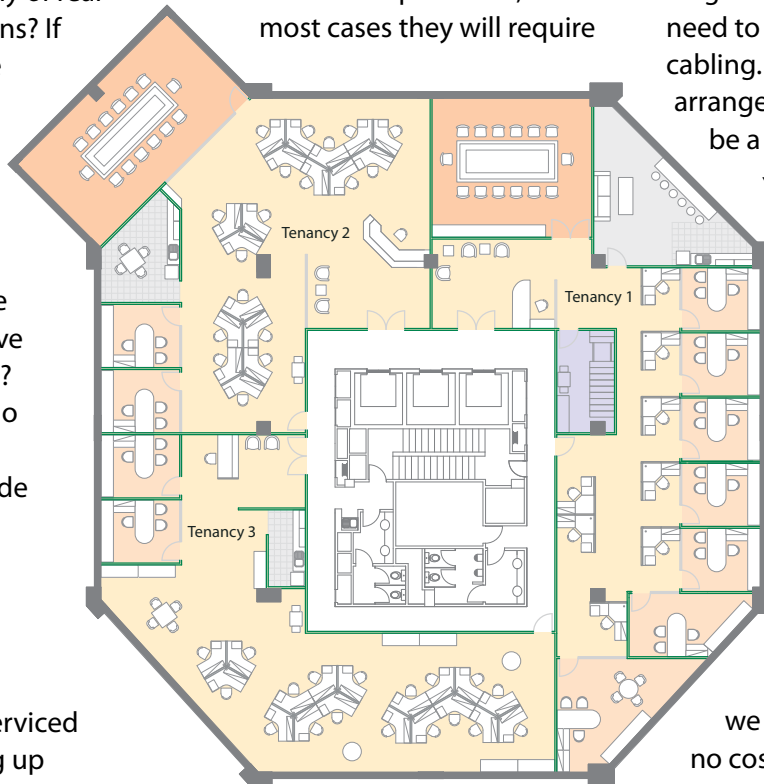
During tough economic times companies may have to make some tough decisions. For example, departments that, only months ago were flourishing, may now be dormant with people having to go. This has an obvious flow on effect in that you have an over-supply of real estate. What are your options? If you are in a situation where you are leasing 500m² of space and are locked in for the next 3 years you could have a problem.

It is highly unlikely that the lessor will buy the space back from you, however have you considered sub-leasing? If you can find someone who can work alongside your organisation you could divide your space - sharing areas such as boardrooms and communication rooms and even leave the furniture in place.

Essentially you become a serviced office for others, only giving up

square meters that you can easily reclaim rather than lost valuable staff who can be hard to find later when times pick up.

The real art is in designing the subleased area in such a way that it can be easily undone allowing your company to continue operating when times are back to normal. If at all possible try to avoid having to build actual partitions, in most cases they will require



Council Approval (to go up and to come down) which adds to time and expense. Additional partitions will also add costs for Fire Services, Air Conditioning and in most cases lighting - to name a few.

You may have to consolidate your staff and this can generally be achieved by 're-directing' phones and data cabling. When your new neighbour moves in there will be no need to redo any of the structured cabling. If you can come to an arrangement on the power bill it will be a very painless exercise.

You can take it even further by sharing your present receptionist / reception simply by modifying the existing phone system or by bringing in a second phone line so your receptionist knows who to answer for and how to best redirect the call.

If you think that any of these suggested ideas could assist your company, give us a call and we can have a closer look at it, at no cost to you.



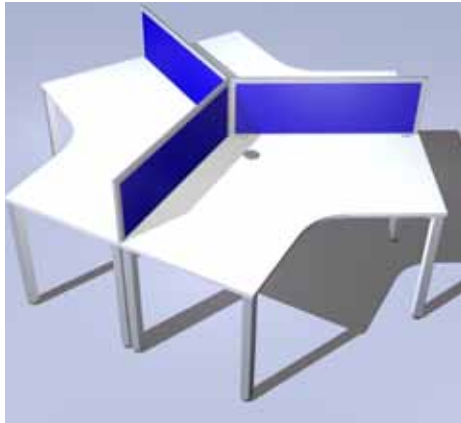
Determining a Cost for Your Office Fit Out

In the following issues of "Office Advisor" we will discuss the pros and cons of what we see are the three levels of costs of an Office Fit Out - the 'Budget Office Fit Out'; the 'Mid-Range Office Fit Out'; and the 'Executive Office Fit Out'

In this issue we will cover the "Budget Office Fit Out"

Does this mean cheap chairs, desks and cabinets purchased from an 'office supply store', all held in place with staples and sticky tape? Absolutely not! What it means is clever design techniques and use of materials thus maximizing the amount of usable office space for your dollar while ensuring that reconfigurations over time can be done in an economical and aesthetically pleasing way.

We understand that opting for low priced office furniture from a catalogue sounds appealing at first.... however Apex Executive Interiors know the consequences - as we are called in time and time again to rectify the situation where goods have been purchased that were simply never 'fit for purpose'. It truly is false economy. Poorly designed furniture, bookshelves and cabinets that cannot take the weight / filing cabinets that allow you to open more



than one draw at a time and risk tipping / seating that never stood a chance of lasting the period of your lease (and potentially dangerous) - to name just a few.

For the Budget Office Fit Out we try for an open plan layout where you can potentially make great savings on Authority Approvals, office partitioning, fire services and air-conditioning. Budget Office Fit Outs are traditionally true 'working' environments and generally places your clients will never see. If, however, you need to talk with clients in your work place and are still price conscious you may need to consider having the Budget Office Fit Out for your general office area, while your 'public face' area ie boardroom and reception areas are of a higher quality. At Apex Executive Interiors we will design and advise on the office fit out that is best suits your business without compromising on safety or compliance with regulations.



Apex Executive Interiors specializes in all aspects of the commercial interiors:

Building Works

- ▲ Demolition and Make Good
- ▲ Partitions
- ▲ Ceilings
- ▲ Doors and Hardware
- ▲ Painting
- ▲ Operable Walls
- ▲ Window Treatment
- ▲ Floor Treatment
- ▲ Signage
- ▲ Tiling

Management

- ▲ Project Management
- ▲ Design
- ▲ Spatial Planning

Service Trades

- ▲ Electrical
- ▲ Data
- ▲ Lighting
- ▲ Security
- ▲ Air Conditioning
- ▲ Fire services
- ▲ Plumbing

Office Furniture

- ▲ Joinery
- ▲ Workstations
- ▲ Boardrooms
- ▲ Receptions
- ▲ Seating
- ▲ Audio Visual

Maintenance

- ▲ Office Maintenance
- ▲ Certification of Essential Services
- ▲ Survey Reports

For more information:
call 02 9635 9100 or
visit www.apexei.com.au

2009 Office Paint Colour Schemes

2009 office paint colour schemes are being driven by the economic downturn with, however, optimism for a better future. People are seeking comfort in colours that are familiar as well as colours that make them feel happy. The demand for both good colour co-ordination and products that reflect an environmentally friendly office world goes way beyond a trend – it's now seen as essential.

Various greens have come to represent the environmental choice but in 2009 this message is being delivered by blue. There are now a range of blues that symbolize society's commitment to 'greener' living - pale watery blues, cobalt blue, steel blue, sky blues and indigo.

Purple has also emerged as the hottest fashion colour scheme. While traditional purple is not often suited to the corporate environment, options such as grayed-out violet work well as an accent or a neutral, as does maroon.

Complex greyed-off neutrals represent the classics in economically challenged times. Grey also bridges the area between black [which can

appear harsh] and brown [which may not appear strong enough].

Yellow is the standout accent office colour for 2009.

An important consideration with paint is that if you do want to keep

up with trends, repainting an office is not a cost prohibitive project. Doors and walls can be repainted many times during their lifespan and often enough will require a freshen up coat of paint anyway.



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