

## 20 Steps to a Successful Office Fitout

The key to any successful office fit out is in the planning. There is a tendency to overlook project planning in an office fit out and rush forward to get on with the job, however, this can be a false economy both in time and money, many problems are solved at the initial planning stage. To help you achieve a successful office fit out we have put together a step by step guide that is available in the downloads section of our website, below is a brief summary.

### STEP 1 2 - 4 weeks

Do you actually need to move or are you better of renegotiating where you are?

### STEP 2 2 - 3 days

Assemble your relocation team.

### STEP 3 1 week

Work out which suburb would best suit your operation.

### STEP 4 1 week

Establish how much area you will need.

### STEP 5 3 - 9 weeks

Start talking to real-estate agents in the area, but more importantly get your relocation team to do their own research,

### STEP 6 2 - 3 weeks

Ask your preferred office interior designer (us no doubt) to start showing you some spatial concept plans.

### STEP 7 4 - 8 weeks

Once a site has been selected it is time to negotiate your lease.

### STEP 8 2 - 4 weeks

Whilst step 7 is underway you should take the opportunity to sit down with your office interior designer and finalise your design and a scope of works for quoting.

### STEP 9 3 - 12 weeks

Get your chosen office design to your building manager and into council if required

### STEP 10 2 weeks

Obtain comparable quotes on your chosen office design from selected fit out contractors.

### STEP 11 3 days

Award the office fit out to your chosen contractor,

### STEP 12 1 day

Take photos of the site and conduct a dilapidation report.

### STEP 13 2 - 3 days

Get your relocation team to start contacting service providers.

### STEP 14 4 - 8 weeks

Commence the office fit out.

### STEP 15 2 weeks

During the office fit out process get your relocation team to start modifying your current OH&S office policies.

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## Featured Product

The new MK 265 mesh back cantilever visitors chair. Strong, stylish and sleek, this new range of visitor seating will provide a new design element to your office.



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## Apex Executive Interiors has moved

As many of you already know Apex Executive Interiors has recently moved to new premises at Unit 17/12 Kendall St, Parramatta. We are happy to be able to say that the relocation went exactly according to plan and even came in slightly under budget.

Our new Parramatta office has permitted us to have a larger display in which we can show case some of our newest products and ideas, and a window display in which to show our wares to the passing traffic. We would like to extend our hospitality to any of our customers who would like to come in and pay us a visit.

We look forward to seeing you soon.

## The Office Cartoon



*Miss Jones, would you order me another computer? And you can cancel that call to tech-support.*

## 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](http://www.apexei.com.au)

### STEP 16 1 week

Organize your door key system for your office.

### STEP 17 1 - 2 weeks

When the office fit out is complete apply for an occupancy certificate,

### STEP 18 2 - 3 days

Once the site has reached occupancy and is spotlessly clean it is time to move in.

### STEP 19

Keep all of your office fit out documentation together.

### STEP 20

Make sure you keep up to date with all of your scheduled maintenance.

A successful office fit out is accomplished when all the steps are successfully completed in order and in a timely manner. Planning and preparation is the key to almost everything in life and office fit out is no different. To read a more comprehensive fit out guide please visit our downloads page at

[www.apexei.com.au](http://www.apexei.com.au)

## A Top Range Office Fitout

In our previous issues of the "Office Advisor" we discussed the 'Budget office fit out' and the 'Mid Range office fit out'. In this issue we will look at the 'Top-Range Office Fit Out' and discuss why it differs from the others.

The 'Top-Range Office Fit Out' is very different from other types of fit outs.

A Top of the Range office fit out is more often than not geared up for long term recognized companies or practices that are very well known and have long and established leading roles in their respective market sectors. Many of them are international companies setting up regional centers of operation.

When companies reach this high level of recognition, growth can be very rapid, mostly via acquisitions, takeovers

or mergers. This means their growth in most cases will end up doubling their current capacity in a short period of time. If these companies are trapped in mid to long term leases the effects can be quite overwhelming, having multiple offices and divisions all over town with no common theme for clients or staff, which can mean that they quickly start to lose the very image that made them a success in the first place as well as loss of financial control.

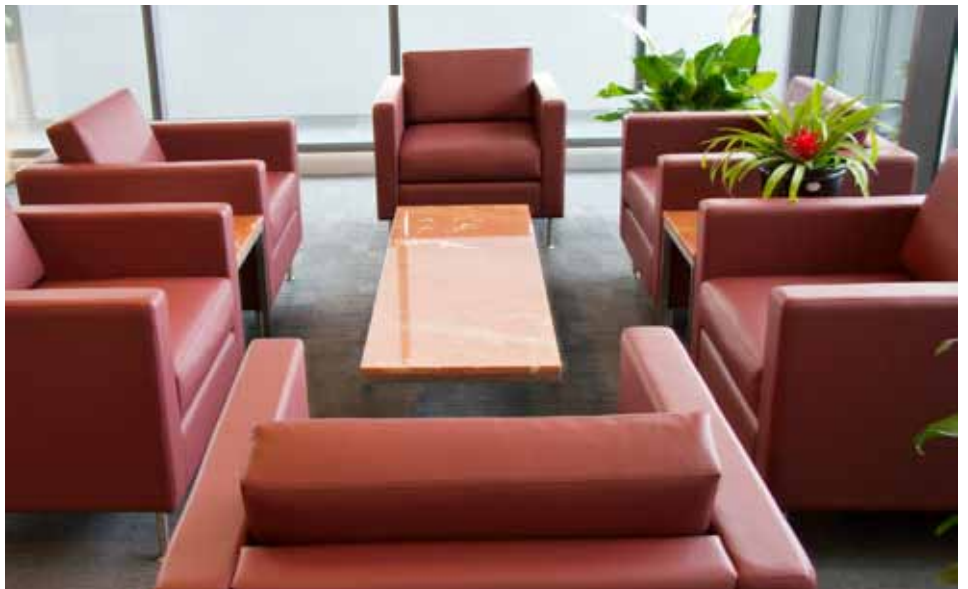
We commonly find these companies need to relocate to centralize their goals, marketing campaigns, cost centers and corporate identity. Given their strength in the market place, they need to ensure they do not replicate the fragmented facility mistakes they



may have made previously. Most well advised companies will lease much more space if not double their current need. Having control over whole or multiple floors means control over when you grow and how much you need when you need it. When fitting out an area such as this with long term growth in mind it is important to consider the need to have matching finishes and furniture, common passageways and flexible expandable/retractable areas that can be easily divided into sub-leasable tenancies with set lease dates (2 years, 3 years, 5 years etc...). This means when required they can remove the tenancy partition, instantly expanding into matching facilities without any compromise to design or function of their existing office.



Staff facilities in Top Range fit outs are of a high standard attracting the very best of prospective candidates wanting more than just a good remuneration package; they also want to know they will be a valued contributor to the team with the very best of working conditions and staff amenities.



Furniture in a fit out of this range would be to an International Standard. Most of the office furniture will be a polished timber veneer and leather. The boardroom would be installed exclusively for board meetings and executives not multifunctional at all with all the toys and whistles as well as high speed video conferencing.

Training and project meetings would be carried out inside the departments themselves using collaborative gathering areas such as casual seating "huddles" and short term stand up meeting tables with side by side AV comparative screens for multiple input.

Staff breakout areas are well catered for with kitchen facilities, coffee machines, group table seating and some lounge seating, with bar stools and benches providing internet and multimedia access.

Workstations will be designed much more for short term document storage, being built around cabinetry rather than screens having filing capacity and lockable doors for private

documentation that is currently active and not archived (in some companies the paperless office never did arrive)

Reception and Foyers will be quite large in comparison to other companies, providing for multiple visitors meeting with different departments. This means that there is usually more than one waiting area and that these areas offer some modest privacy for waiting visitors. Standards will be of high quality stone flooring with extensive use of glass, warm polished timbers and ambient lighting, multimedia is normally always incorporated into these areas providing a suitable high standard of corporate image that reflects that of the company they are visiting.



**Client:** SydWest Multicultural Services Inc

**Location:** Blacktown

**Time Scale:** 4 weeks

**Area:** Approx 300m<sup>2</sup>

**Client Profile:**

SydWest Multicultural Services Inc is a non-profit community association which provides practical assistance and services for the relief of poverty, distress and misfortune to disadvantaged and marginalized people in the Western Sydney Area.

**Scope of Works:**

Construct a corporate environment that would provide a safe, comfortable, functional and productive working environment for their staff and clients, works were to be carried out within a strict time frame and budget.

**Works Included:**

- ▲ Interior design and spatial planning
- ▲ Project Management of trades both in house and nominated by building owner
- ▲ Installation of workstations including all power and structured data cabling
- ▲ Installation of custom made office furniture and supply of seating
- ▲ Construction of Kitchen facilities including plumbing works
- ▲ Supply and Installation of a custom made reception counter
- ▲ Demolition of existing partitions
- ▲ Construction of partition walls and doors including painting and privacy film.

**Challenge:**

Major works were carried out while the office was in occupation.

**Solution:**

Works were staged. Furniture, data and power were rearranged within the floor, enabling works to be carried out with the minimum of disruption without any OH&S issues.

*“ Apex Executive Interiors listened to what we wanted and I was impressed with their understanding and helpfulness. The end result was to a high-quality standard and the price was acceptable. I would recommend them to other businesses. ”*

*Nikolayka Bentcheva, Access and Admin Manager  
SydWest Multicultural Services Inc*

