
□ Step 11

3 days

Award the office fitout to your chosen contractor, if it has not been done already start the approval process with council or a private certifier (if required). This is also the time to organize IT equipment and phone systems. You can award the job to your fitout contractor whilst the job is in council, however bear in mind you could be responsible for costs if council reject your application or ask for your plans to be amended.

Notes _____

□ Step 12

1 day

Take photos of the site and conduct a dilapidation report, it may even warrant having an independent company come in at this stage to do the dilapidation report for you, after all when the lease is up you are going to have to return it base building condition, and you don't want to pay to improve the site to a better condition than when you took it on.

□ Step 13

2 - 3 days

Get your relocation team to start contacting people like electricity companies, and your phone provider and ADSL provider. Once numbers and addresses are firmed up you can start ordering stationery also and organizing your PO Box. This may be a good time to obtain removalist quotes and to arrange service agreements with people like cleaners and electricians for lead tagging if you have not already.

□ Step 14

4 - 8 weeks

It's time to commence the office fitout. Maintain constant contact with your office fitout contractor during the fit out stage and keep a close eye on variations. Assuming you engaged a reputable contractor the variations should not be items that were left out to win the project, rather extra items that you may have requested after the job commenced.

□ Step 15

2 weeks

During the office fitout process get your relocation team to start modifying your current OH&S office policies to reflect changes in the new site, also start preparing things such as your notifications of your move to your clients and suppliers.

□ Step 16

1 week

Organize your key system for your office, you should definitely change your locks, you don't know who has a key. You may want to consider a master keyring or even signature system.

□ Step 17

1 - 2 weeks

When the office fitout is complete apply for an occupancy certificate, you cannot occupy the site until you have council approval to do so (if it is required), this is also the time to undertake a defects inspection. Make your fit out contractor aware of items you are not happy with and set a deadline for them to be rectified that you can both realistically agree to.

Notes _____

□ Step 18

2 - 3 days

Once the site has reached occupancy and is spotlessly clean it is time to move in, make sure things like phones and internet are 100% operational before you move in.

□ Step 19

Keep all of your office fitout documentation together including information on warranty periods, it is important that you do in case you need to order more furniture or if there are any issues with defective equipment.

□ Step 20

Make sure you keep up to date with all of your scheduled maintenance; it is of utmost importance to keep fire systems, mechanical systems and hydraulic systems to name just a few in top condition.

A successful office fitout 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 fitout is no different.

If you require any more information or assistance on any stage of the fitout process, please do not hesitate to contact us.



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