

The key to any successful office fitout is in the planning.

To help you achieve a stress free office fitout we have put together this step by step guide.

A successful office fitout can be accomplished when all the steps are completed in the correct order and in a timely manner.

If you have any questions regarding this guide please call Apex Executive Interiors on 02 9635 9100 or email fitout@apexei.com.au



STEP 1 Do you need to move?

- Ask yourself do you need to move or could you get a better deal negotiating where you are? Building owners may offer incentives such as an office fitout or renovation for you to stay.
- Contact Apex Executive Interiors on 02 9635 9100 or fitout@apexei.com.au. The early stages is the best time for to talk to us whether you choose to stay or move.

STEP 2 Assemble your Relocation / Fitout team

- Get your team together. Whether you stay or go you need to have people on this team who are creative, good with numbers, and most of all be able to make decisions.
- Write down your needs as a company when operating from a new site. We will need to know so we can tailor your fitout to your needs.

STEP 3 Select a location

- Short list which suburbs you would operate best from.
- Talk to your staff about the move. It is not uncommon to lose a number of staff in an office fitout move, you may be wise to make sure they are not your key staff.

STEP 4 Establish the square metres you will need

- Establish how much area you will need. Depending on who you talk to you will be told anything from 6.5m² anywhere up to 18m² per person. Forecast your spatial requirements for the duration of your lease, get it wrong and you are stuck with it.
- Talk to us. We have our own unique spatial planning software to assist in this process.

Notes

STEP 10 Authority Approvals

- Deliver your chosen office design to your building manager and into council / Private Certifier for approval if it is required.** You can only submit plans to council along with required paper work after the owners of the property have approved of what you are going to do and all parties have signed the lease. We can assist in this process if required. A Complying Development Certificate (CDC) can generally be done in 10 working days. If you need a Development Application (DA) then that must be done through council and this will be a minimum in most cases of 6 weeks. We have known them to take twice that long. Decide now if you need to start this process.

STEP 11 Service Agreements part 1

- Get your Relocation team to start contacting people like electricity companies, your phone provider and ADSL provider.** Once numbers and addresses are firm up you can start ordering stationery and organizing your PO Box.

STEP 12 Finalise a quote for fitout

- Obtain comparable quotes on your chosen office design from selected fit out contractors.** Ask for the quotes to be broken down so you can see exactly what you are getting so you can compare apples for apples. You should not award the project to a contractor on price alone; you need to feel you can trust the contractor you choose. Make sure that appropriate attention has been paid to service trades such as Air Conditioning and Fire Services, they are not just a good idea, in most cases they are mandatory.

STEP 13 Award the fitout contract

- 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). 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.
- Organize IT equipment and phone systems.**

STEP 14 Dilapidation report

- Take photos of the site and conduct a written Dilapidation Report.** It may warrant having an independent company come in at this stage to do the dilapidation report for you. 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. We will do a dilapidation report the first day we arrive on site In most cases, but bear in mind you may have been there before us.

Notes
