

Morgan Lovell

CHOOSING THE RIGHT OFFICE SPACE CHECKLIST

A HANDY TOOL THAT HELPS YOU COMPARE, EVALUATE AND NEGOTIATE OFFICE SPACE THAT'S RIGHT FOR YOUR BUSINESS (EVEN IF YOU DECIDE TO STAY RIGHT WHERE YOU ARE).

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HOW TO USE THIS CHECKLIST

Should you stay or should you go? Which location is right for your business? What hidden costs should you look out for? Is your current building the best option? Or would a whole new location be more cost effective? With the average length of a commercial property lease at 5 – 10 years, finding the perfect space is crucial; nobody wants to be stuck in the wrong office for any amount of time, let alone 10 years!

Using this checklist, you can compare buildings side by side and make the right decision, whether you decide to move or stay right where you are. Just take a look at the criteria and check which building meets it. After you’ve been through the checklist you’ll have a better idea which building suits your needs.

TICK BOX KEY: Current Building Building One Building Two

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Location, location, location

You've identified office space in your dream area, but location is about more than just the neighbourhood, there's more to consider. Have you thought about the other things that can make your new workplace a success or a living nightmare?

	Current Building	Building One	Building Two
<p>Public transport</p> <p>If you're in London you will need to consider the closest underground stations. Which lines are nearby? Are there alternative stations in case of closures? In addition to the tube, check the nearest mainline station and how frequent the trains are.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Planned closures</p> <p>Road, rail and tubes may all be subject to closures which could affect both your staff and visitors during their journeys to your new office. Are there any long term closures planned? Tube and rail stations can close for years if there are major upgrades planned. Check before you sign on the dotted line.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>What is the commute like?</p> <p>A long or stressful journey can put employees in a bad mood before they've even reached the office. Consider the journey into work for your staff. If you are relocating to a different area you may want to consider the impact on employees' commutes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Traffic patterns</p> <p>If your staff or visitors will be driving into the office, consider local traffic patterns. When are the busy times? How will this affect the journey to your new office? Is the proposed location in a notoriously congested area? Take a test drive to and from the office during rush hour.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Image/reputation of the area</p> <p>The reputation of the local area can have a big impact on the way potential clients see your business. Your staff and visitors will feel safer visiting your office if the area has a good reputation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Neighbours</p> <p>Consider your potential neighbours, in and out of the building. Are they competitors? Could they cause problems? A 24/7 call centre should be cautious of a nightclub next door, for example.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is the proposed office space close to residential areas? You may need to consider this when carrying out the works and your local authority may insist on a noise test report.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Local labour market</p> <p>If you are relocating to a new area you may want to consider the local labour market, especially if you are not near a large city.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Taxis</p> <p>If your business requires staff or visitors to travel regularly to and from the office, you may need to consider the quality and availability of local taxi companies.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Current Building	Building One	Building Two
<p>Competition</p> <p>Consider the location of your competitors; are they nearby? Will this pose problems? Are they located in an area that has a better or worse reputation?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Clients</p> <p>Your staff may need to regularly visit clients' offices (and vice versa) so you may need to consider this when finding your new office space. If your new office is far from your target market, your sales team may spend more time on the road than with clients.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Couriers</p> <p>As with local taxi companies, nearby courier companies may also be a consideration, especially if you are looking for space outside of a city.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Security of neighbourhood</p> <p>Employees spend in excess of 8 hours a day in the office, so having a secure neighbourhood where your employees feel safe should be a priority. Consider the route staff will need to travel to and from local transport, especially if travelling by foot.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proximity to emergency services</p> <p>Nobody wants to think about serious accidents at work, but it is possible you may need to call out the emergency services. Think about how close the nearest hospital, fire station and police stations are</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Client entertainment</p> <p>What's nearby? Will you need to design in client hosting areas in your new space?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Transport to airports</p> <p>Do you (or your clients) have a global presence? Are your staff likely to need to travel abroad for business? Locating far from an airport can waste precious time and cause hassle for your staff.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Food</p> <p>Take a look at the local area; are there enough places to eat? How far will staff need to travel during their lunch break? Are there suitable places for both dining in and take away?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Local amenities</p> <p>Life carries on when we are in the office; your employees will have errands to run after work or during lunch. Find an office close to a bank, pharmacy and shopping area and your staff will thank you forever.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Construction</p> <p>Are there any current or planned construction projects nearby? These can not only be unsightly, but also cause noise and air pollution. Major works can change a nice view into an eyesore.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hotels</p> <p>Will visitors need to stay overnight? Consider how close the nearest hotel is to your office, and the possible travel time.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other offices</p> <p>If your employees need to travel between offices, you may want to consider the proximity of your proposed new space to your other sites and how easy the journey will be.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINDING AN OFFICE TIP: Map your employees' new journeys into work to assess how the move will affect their daily commute. You may also wish to pull together a travel plan to identify alternative routes for visitors and staff.

THE BUILDING ITSELF

Before signing on the dotted line, it's important to know exactly what you're getting yourself into with your new office space. Careful consideration can help iron out any potential problems before they occur.

	Current Building	Building One	Building Two
<p>Access at night and weekend</p> <p>If your staff are likely to need access to the building outside of normal office hours, you'll need to consider how easy it is for them to do so. Is there 24 hour access and security? Will you need to implement any extra security measures?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Age of building</p> <p>Older buildings can not only bring with them issues relating to maintenance, but also possible restrictions to building work. The landlord should be able to tell you how old the building is.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Asbestos survey</p> <p>An asbestos survey can help you to identify and dispose of ACMs (asbestos containing materials) safely and securely. Find out if an asbestos survey has previously been carried out or if the building has a high chance of containing ACMs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Building manager</p> <p>Find out who is managing the day-to-day operations, security and services of the building. Is it a credible firm? Ask other tenants about the quality of service.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Building regulations</p> <p>Does the space meet current building regulations, or will certain things need updating, for example lighting, heating and ventilation systems? This can add a substantial amount to your final cost, so make sure you check before agreeing to anything.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Building security</p> <p>Nobody likes to work in an insecure environment and your staff are no different. How secure is the building? Do you need extra security for different areas? Have there been any recent break ins? Are windows, skylights and doors secure, or will they need to be altered upon occupation?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Canteen in building</p> <p>For those all important tea breaks and power lunches, a canteen in the building can not only provide a place for staff to relax and buy lunch, but also a different environment to hold informal meetings. Is there a shared canteen or will you need to build a café in the space?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contamination survey</p> <p>Has a contamination survey been done on any land associated with the property? Check beforehand to avoid any expensive surprises later on.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Cycle park and showers</p> <p>One of the contributing factors towards a BREEAM¹ rating, cycle park and shower facilities provide your staff with an alternative means of transport that's not just good for them, but the environment too.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disabled access</p> <p>Does the space/building meet current DDA (Disability Discrimination Act) regulations? In October 2010 the Equality Act² replaced most of the DDA; check your proposed space is up-to-date with the latest changes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ BREEAM is the UK's leading method of reviewing and improving the environmental performance of office buildings. For more information visit: <http://www.breeam.org/page.jsp?id=17>

² More information on the Equality Act 2010 can be found here http://www.equalities.gov.uk/equality_act_2010.aspx

	Current Building	Building One	Building Two
<p>Disaster recovery</p> <p>Does the building have a reliable back up generator in case the main supply goes out? How will the building fare in the event of a national disaster? Consider emergency exits and the time it would take your employees to evacuate the building.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drainage</p> <p>If you are planning to add kitchens or tea points, you'll need proper drainage and exhaust access. Get a survey done before you plan any work to make sure what you want is feasible (and affordable).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fire plan</p> <p>Are the fire plans up-to-date? Are there the right amount of fire exits for the amount of people? Check beforehand in case structural changes are needed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Growth</p> <p>Make sure you consider future growth. Nobody wants to undertake a large office move, only to realise another move is necessary a year later because you've been expanding rapidly. Does the new space allow for increasing staff numbers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Landlord plans for refurbishments</p> <p>Does the landlord have any plans to update the common areas (reception, toilets, hallways)? Get the landlord to commit before you do.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Listed building</p> <p>If your building is listed, you may be severely restricted in what construction can take place. Your local authority will be able to tell you if your building is listed. Do some preliminary space planning taking the restrictions into consideration to make sure the office space still works for you.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Mechanical & electrical</p> <p>The last thing anyone wants is to go through a relocation project only to discover the mechanical and electrical equipment in the new space isn't up to scratch. Consider a full survey to check the current state of all equipment.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>External noise</p> <p>Is the building on a main road, next to a railway or in an airport flight path? Does the building have sufficient double glazing? Does the space echo? Get an acoustic survey done.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Internal acoustics</p> <p>A noisy office is one of the most common complaints from staff. Check the acoustics of the internal space. An echoing space can be very uncomfortable to work in.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floor plate</p> <p>Is the space on one floor or multiple storeys? Larger floorplates are more cost effective because it lessens the need for multiple teapoints, copy points etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fit factor</p> <p>Is the floor plate a perfect rectangle or oddly shaped? Irregular shaped buildings fit fewer desks and will increase your cost per employee per square foot.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Outside of building</p> <p>Looks matter. Consider the external image of your potential building, and what it says about your company. Are there any planned upgrades? If so, will it lead to an increase to your management charge?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Outward views</p> <p>Evaluate the quality of the views outside. Good views and access to natural light reduce stress for employees. Check for any potential changes to the views to avoid disappointment later.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parking

Are there enough spaces? If your building doesn't have its own car park, is there sufficient parking nearby for employees and regular visitors? You may wish to consider renting out several individual parking spaces for those all important client visits.

Current Building	Building One	Building Two
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Permissions

Consider who you'll need to gain permission from to alter any aspect of the space. From the local authority to the building manager, make sure you speak to the relevant parties beforehand.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Pollution

Is the building close to a major motorway, factory or airport? Consider carrying out an air quality survey.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Post room

Does the building have a post room that you can share, or will you have to install your own facilities?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Raised floor for cabling

Certain types of cables will require raised flooring. If there is no raised flooring you'll have to get creative with your space planning to get data and power to your staff.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Risk of flooding

Nobody wants to come into the office in the morning to find the place underwater. Consider any possible flooding risks; is the plumbing up to scratch? Is the office in a flood risk area? Will you need extra insurance?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Services

Air conditioning, plumbing, heating and waste disposal will all need careful consideration, but are often overlooked. Are any of these joint services with other tenants? Will you need to provide any of these yourselves?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Lifts

Older lifts can be easily re-skinned to look like new, but underneath can be knackered. Find out the real age.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Size

How many people can the space hold? Will it be a tight squeeze, or need careful space planning to fit your staff?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Storage

Have you calculated your storage needs for the new space? Calculating the cost per square foot for your storage may encourage you to consider offsite storage or electric archiving.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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FINDING AN OFFICE TIP: TEST FIT YOUR SPACE

Get your office design company to do a 'test fit' of the space before deciding on a property. That way you can be sure you're getting exactly the right amount of space for your business.

Which floor/s will you be on?

In a multi-storey building, the floor you're on can have all sorts of implications. Lower floors can cause privacy issues and can be noisy next to busy streets. If your staff are split over several floors will this affect communication, costs or security?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Who is the landlord?

Are they located in another country, or nearby? Will they be able to react to your needs quickly and effectively? It's worth finding out as you may need quick answers when it comes to getting approvals for any alterations to your space.

Current Building Building One Building Two

Windows

Double glazing may seem like a given now, but many older buildings may need upgrading. This could add a substantial amount to your fit out cost. If you are considering street level windows, you may want to consider vulnerability to vandalism. Do they provide enough privacy to your business?

IT AND TELECOMS

Older buildings weren't designed with today's technology in mind. Thinking about the suitability of your shortlisted spaces for your IT needs can save time and money later.

Power

Is the power supply sufficient to power your data centre and IT equipment? A good office design and fit out company can help you to work out how much power you'll need and carry out a load check to identify if your new space will meet your requirements.

Location of exchange

How close or far away you are from the internet exchange can have an affect on your internet speed. Have your IT department investigate to avoid an ongoing problem later.

Data centre

Will you be locating a data centre in the space? Have you considered the extra requirements needed, for example; air conditioning, security and power? Think about the size of the space you'll need for a comms room, and if there's a good place to locate it.

Cabling

Does the space have raised flooring? Without it laying relevant cables can be a problem. Are there enough electricity points to service desks, copiers and equipment?

COSTS

A proper budget can save a lot of stress down the road. Nobody wants to go over budget when moving offices, so have a clear idea of all costs involved beforehand to avoid surprises later on.

Deposit

You'll need to budget for the deposit of your new space which should be refundable at the end of the lease (minus any reasonable costs for damages).

Energy

The energy efficiency of the building can either increase or decrease your energy bills, so make sure you budget accordingly for this.

Fit out costs

Depending on the scope of works, fit out costs can vary greatly. All good office design companies will provide detailed fit out cost comparisons for your shortlisted buildings, free of charge.

	Current Building	Building One	Building Two
<p>Furniture</p> <p>Will you be moving old furniture or buying new? Undertake a furniture audit to identify your needs before moving. Make sure your furniture fits in the space before moving in; you don't want to get to moving day and realise your large boardroom table won't fit in the room!</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Insurance</p> <p>Insurance. Nobody likes paying it, but it's a must if you want to protect your company from all kinds of possible problems. Your solicitor should be able to tell you what insurance is mandatory and what is optional.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>IT</p> <p>Moving existing IT systems, equipment and cabling can add a significant amount to your final budget, so make sure you have an idea of how much this will cost to avoid going over budget.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Legal</p> <p>You'll need legal representation to help you get through the mountain of paperwork that comes with finding a new office space, not to mention ensuring you're complying with all related laws.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Some landlords will try make it a term of the lease that the tenant should pay the landlord's legal costs. To avoid this, make it clear from the beginning that any offer on the property or space is subject to your company not paying legal costs incurred by the landlord.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stationery</p> <p>Moving to a new office can be an ideal time to consider rebranding. If this isn't an option, consider your stationery that will need to be updated. Letter headed paper, business cards, email signatures, documents, website, internal communications, outgoing invoices and any other branded merchandise will all need to be updated with your new address details.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Removal costs</p> <p>Moving offices is an ideal time to dispose of old furniture, computers, paperwork and rubbish. It doesn't just cost to buy new office items, but to dispose of them as well so you'll need to budget for removals.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Temporary storage</p> <p>Will you need to temporarily store any furniture or large amounts of filing? Make sure you get a quote and plan for this in your budget.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Personnel</p> <p>Many businesses overlook personnel costs when moving offices, but they can often add a large amount to your final cost. Will you need to offer staff travel allowances?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Business rates</p> <p>Before committing to a new property find out what your business rates are likely to be. Consider getting professional advice to check if these can be negotiated.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Agent fees</p> <p>Make sure you budget for agent fees, these are likely to be approximately 10% of your first year's rent (excluding rent free periods), and will cover the costs of searching for properties and negotiating with the landlord.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NEGOTIATIONS

Many aspects of your move can be negotiated to save you money now and later. Knowing who to negotiate with and when is key to reducing those costs.

	Current Building	Building One	Building Two
<p>Rent free periods</p> <p>Your solicitor should be able to help you negotiate rent free periods. The general rule is the longer the lease (without an option to break), the longer the rent free period will be.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Service charges</p> <p>As with rent free periods, a service charge holiday can be negotiated between the tenant and landlord.</p> <p>Consider negotiating a fixed service charge before committing to the new space; you don't want to be stuck paying for the landlord's renovations!</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Dilapidation costs</p> <p>Your landlord will require you to return your space back to its original condition when you move out, so locking the cost of this in when taking out the lease can save you money later.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Lease terms; length and breaks</p> <p>The terms, length and possible breaks of your lease can all be negotiated through your agent and solicitor before signing on the dotted line. Your solicitor should be able to tell you what is normal and what can be negotiated.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT AND SUSTAINABILITY

Not only can a sustainable office interior save you money on your energy bill, it can also boost motivation, raise productivity and lower absenteeism amongst staff. Consider the points below and start saving money from day one.

<p>BREEAM</p> <p>Is the building BREEAM1 rated? If so, under which version of BREEAM? Older versions were less stringent and won't guarantee a similar rating of the interior space.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Energy efficiency</p> <p>When selling or renting a building, the landlord is required by law to provide an EPC (Environmental Performance Certificate). This will give you clues as to how energy efficient the building is.</p> <p>Check the energy efficiency of the heating, ventilation and air conditioning systems. Get an idea of energy costs from the landlord or if possible, previous tenants.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Air conditioning</p> <p>Finding office space with a new air conditioning unit can shave a substantial amount off your final fit out cost. Is the current air conditioning unit of a good enough standard? What would it cost to upgrade or replace? Get a mechanical and electrical survey done.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Double glazing</p> <p>Easily overlooked, double glazing can shave large amounts off your energy bills as well as reducing external noise.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Natural light</p> <p>A factor towards achieving a BREEAM rating, natural light can not only increase productivity amongst your staff, but also reduce your energy costs. Visit the space during different times of the day to assess how light penetrates the office space.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submetering

If you can't measure it, you can't manage it. A crucial place to start when monitoring energy consumption, submetering helps you to measure your energy use, identify areas of waste, and manage your future consumption. If not already installed, consider submetering during the fit out stage. It will be cheaper to install during a refit than later on.

Current Building
 Building One
 Building Two

Thermal testing

Have you considered thermal testing? This can show you how much heat is escaping from the building, which can have an impact on your energy bills.

Footprint tracker

Is there an energy display for all to see? Footprint trackers allow you to monitor energy floor by floor, meter by meter, enabling you to identify and reduce wastage.

SELECTING A DESIGN & FIT OUT COMPANY

At this stage, there are several things that a design & fit out company can do to help you identify the office space that will most suit your company's needs:

- Workplace appraisal – this will help you to identify how much space you need and how it should work for your business.
- Space plans for short listed buildings – otherwise known as a 'test fit' this will give you peace of mind that the space will actually work for your business.
- Indicitive fit out cost – so you can begin to form an accurate fit out budget. Knowing how much it will cost to fit out a space can be a negotiation point for your lease.
- Concept drawings and 3D visualisations – so you can get a feel of how the space will really look.
- Surveys – there are a number of surveys an office design and fit out company can help you with so you know exactly what you're getting into with your new space. These include mechanical and electrical, environmental, asbestos and contamination surveys.

FINDING AN OFFICE TIP – CHOOSING THE RIGHT OFFICE DESIGN & FIT OUT PARTNER

When selecting a design & fit out company, make a list of everything that your contractor will provide as part of their service, and those things that it won't. Comparing companies on this basis will determine true value for money.

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