



Top 10 common office fit-out mistakes

In charge of managing your office fit-out? We've been in the office design and fit-out industry many years, so we understand how stressful a time this can be if not managed correctly. We also know all about the mistakes that can be made and how to avoid them. Here are some of the most common mistakes we've come across...

Not preparing a brief – You need project goals! What are your reasons for wanting an office fit-out? Think about what your organisation really needs and how you want the space to look and feel?

Not undertaking a space audit – Reviewing your current space is essential; how you are using it, your storage needs etc... It's worth thinking about what you need now and what you might need in the future, what happens if you need to expand? You don't need to do this by yourself; a professional office interior design company can do this for you, which leads us to our next point...

Not employing the services of a professional office design and fit-out company – Office fit-outs can be complex, employing the services of a professional company will help you achieve results that last. Always check out the range of services a company offers, to ensure everything you need is covered. Choose a fit-out company that offers a full turnkey package. Having one-point of contact will allow you to keep better control.

Making the budget up as you go along! – It's vital that you set a realistic budget. Employing the services of professionals and taking the time to communicate your goals at the outset, will ensure more accurate costs are provided.

Failing to space plan – Space planning is crucial! It's more than just rearranging a few desks... A well designed workplace is not only aesthetically pleasing, it can also play an important role in motivating and increasing productivity within your workplace.

Overlooking Building regulations and Health & Safety Legislation – There are certain works that will require building control approval; structural works, electrical and mechanical works, fire regulations etc... Before work begins make sure that your chosen contractor is aware of the regulations and latest legislation you need to be compliant with. Using a trusted office design and fit-out company will ensure you cover these issues properly.

Not communicating – It is essential that the right people are involved in the decision making process. You may want to consider forming an office fit-out project team within your organisation, involving key decision makers and employee representation. Engaging and communicating to staff will make them feel they are contributing to a better working environment. Although, too much consultation can slow the process! By striking the right balance your office fit-out can be a positive experience for everyone.



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Not having the necessary insurances in place – Ensure your chosen office fit-out partner provides evidence of their insurance cover before work begins. As a minimum they should have: Public liability insurance, Employers liability insurance, Professional indemnity insurance, Contractors ‘all risks’ insurance.

Not liaising with the landlord – Most building alterations will need the landlord’s consent and in some cases a License to Alter. Also, landlords tend to have house rules (a dos and don’ts list) especially if you are in a shared occupancy building where minimum disruption is key. This could include times of access for contractors and restrictions on certain types of work during office hours. You must also consider dilapidations; you should make a budgetary provision to return the premises to it’s original state if/when you leave.

Not reviewing progress – Have weekly site meetings with the office fit-out contractor so that you know everything is on track.

And lastly, don’t forget to enjoy your new working environment...