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EXPERT TIPS TO AVOID COSTLY OFFICE FITOUT MISTAKES

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1. ASK THE RIGHT QUESTIONS

Start by asking questions about your organisation on what it wants to achieve on a daily basis and why.

> Does the workplace support business growth?

> Does the decor define your brand?

> Do you have enough room to retain existing staff and attract new ones?

> Is the workplace cost-efficient?

> What kind of storage will you need?

Once you have a clear idea about your workplace, it becomes easier to commence any office fit-out project.

2. KNOW YOUR BUDGET AND PLAN OUT AN ESTIMATED COST

Keep your budget in place before you begin your office fit-out. Several things affect your budget, from the number of staff you have to the technical requirements of your business. The exact cost of an office fit-out will depend on different factors such as location, scale, design, staff numbers and furniture selection.

Your budget must be a reflection of how much you want to spend on an office fit-out project. Think about costs associated with the move, new furniture and equipment prices, and electrical infrastructure changes. Do this to avoid wasting time with contractors or suppliers outside your budget.

3. ENSURE SAFETY

You might not see the potential hazards in your workplace, but many factors can impact the health and safety of your employees.

Consider ergonomic office furniture to minimise risk and promote good health of employees. Natural lighting boosts your employee's mood, while poor ventilation can lower concentration and impact positivity. Jobs that require prolonged work and limited movement can leave team members tired and ultimately, risk their health and wellbeing.

Maintain a safe, inclusive and comfortable workplace that makes you and your team happy.

4. KEEP YOUR BUSINESS RUNNING DURING THE FIT-OUT | NOISE CONTROL

It's good to ask office fit-out contractors about their workflow and time periods. Consider any less-busy period for the business, so there is less distraction in the workplace. Talk to your fit-out company to limit noise and disruption.

If you want to design a minimal distraction-free space, then you can use acoustic design. Additionally, provide quiet spaces for focused work as well as breakout spaces for collaborative work.

5. TALK TO YOUR STAFF

Talk to your team about their needs. Take inputs from your staff because they work in the office most of the time and will be able to identify the office needs.

Who knows you will be able to cut back on expensive design solutions that aren't even needed.

6. FIND A TRUSTED PARTNER

Find a fit-out company that can do your office fit-out with ease. There are several clues to find whether you are working with the right company or not. Here's how you can find it.

> Get to know their style and quality of work in previous jobs.
> Look into their reputation and experience within the industry.
> Ask for their advice on the latest regulations and Health & Safety.

Having conversations with all the right people before you begin setting up will save you money and time.

7. GET THE RIGHT FURNITURE THE FIRST TIME

When you're building an office fit-out, you are creating a pleasant experience for you, your team and visitors.

When it comes to office fit-outs, there are many things to consider about the furniture. Know your space needs and select the right pieces to facilitate and support that.

Arrange furniture in a proper place to maximise the comfort of your staff and also to maximise the available space. Matching furniture also gives a clean, polished look to your office space.

CONCLUSION

At Interia Systems, we understand how important it is to have an active team to manage the fit-out from start to finish. Contact us at **sales@interiasystems.com.au** to learn more about our services.