



THE ULTIMATE OFFICE FITOUT CHECKLIST

Any smart office fit-out is about making the internal space uplifting and suitable for staff to work with confidence. The fitout process involves installing facilities, adding furniture, including team breakout areas, and well-designed meeting rooms and quality workstations.

We have created this checklist to help you meet all workplace requirements, while ensuring the project stays within budget and on schedule. Check these items off your list and you are on your way to creating a successful workspace.

1

The Big Questions

You need to identify the reasons for wanting a new workspace to ensure the finished results meet your company's needs. To do this effectively, list every outcome you want from your office fitout. Establish a team of staff, stakeholders, and decision-makers to decide on your project requirements and priorities. The team can pool together different ideas about work requirements, budgets, and deadlines. Start by confirming why you need a new workplace and what you want to get out of it.

- ☐ Has your business gone a current expansion, contraction or relocation?
- ☐ Are you hoping to make better use of your existing space?
- ☐ Do you want to boost employee's productivity?
- ☐ Would you like to accommodate future requirements?
- ☐ Do you want to improve the company's image and reputation?

2

Choosing The Right Office Furniture

Furniture is a staple piece to have in any office fit-out project. The step is to decide if you will reuse your existing office furniture or add new ones. If you need to cut costs, do a current inventory of your existing furniture and search for high-quality furniture items. You can keep them if they fit the theme, space, design, and layout of your newly planned office fitout.

Ask these questions before choosing an office furniture:

- ☐ Do you need to buy new furniture or want to keep existing furniture?

- ☐ Is your furniture functional for the required day to day work duties?
- ☐ What furniture finishes or textiles can be added?
- ☐ What are the warranty terms offered? Is there delivery and installation?

3

Space Planning

Space planning is an exciting part of any office fit-out project. Whether you want to improve workflow, add more staff, or create a comfortable working environment, the space planner will meet your requirements.

- ☐ All open plan office areas - departments/teams.
- ☐ Meeting rooms and informal meeting areas.
- ☐ Directors and managers offices.
- ☐ Reception area, visitor waiting.
- ☐ Breakout and refreshment areas.
- ☐ Conferencing facilities
- ☐ Toilet facilities
- ☐ Waste and recycling points.

4

3D Visuals

It is difficult for you to visualise how your new office layout and design will look especially when the new design differs vastly from the existing. The last thing you want to do is waste money on an office fit out design which isn't well received by your team in the end. That's where with the advancement in technology that 3D visuals come in. 3D drawings and photo-realistic colour renders lets you see the final look of your office space before you spend a cent.

- ☐ Does your office fit-out company offer 3D Visuals?

- ☐ Have you planned and designed your office fitout with the fitout partner?
- ☐ Are you happy with the new office design?

5

Office Layout & Design

Now's the time to make the most of your space. While undertaking the office fitout, the designer will have their own ideas but tell them your ideas (colour scheme, theme, style of furniture) too. Consider both functionality and overall appearance when doing office layout & design.

- ☐ Does your office design reflect your company's brand values?
- ☐ Is your office partitioning adequate? Is it in the right places? Do you require more cellular spaces?
- ☐ How can you make better use of natural light?
- ☐ Do you have adequate storage, is it the right type and is in the right location within the office?
- ☐ Does your reception look professional and welcoming?
- ☐ Does your office layout facilitates both private and collaboration space?

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Choose The Right Office Fitout Partner

Your office fitout is a substantial investment, and the significance of your chosen fitout partner failing to complete on time could be seriously disruptive and costly to your business. Things to look for in an office fitout partner:

- ☐ Can they provide track record of working in a project or an industry sector similar to yours?
- ☐ Do they have relevant insurance covers, references, and industry accreditations?
- ☐ Will they guarantee ontime project completion?
- ☐ Can they prove their environmental commitment (ISO 14001 and BSEN 16001 accredited)?

7

Budget

Depending on its scale, your office fitout could be among the larger investments, so it is important to budget the project costs effectively from the start.

- ☐ How much is your budget?
- ☐ Have you kept aside extra budget for unforeseen changes in your office fitout project?
- ☐ Have you asked your office fitout company to provide you with a fully detailed quote?
- ☐ What services are included in your office fit-out budget?

8

Timeframe

Time is of the essence when fitouts need to be made. You want to work with a reliable partner who can complete the fit-out work on time.

- ☐ Did you keep a realistic timeline for your office fit-out project?
- ☐ Have you considered minimising the disruption to the workflow while the fit-out is being carried out?
- ☐ Did your fit-out company highlight project lead times and schedule everything to complete the furniture project on time?

9

Legal Requirements

Invest time and effort to create a safe and healthy workspace for your staff. This will also help avoid any potential legal issues that might arise in the future.

- ☐ Have you considered ergonomic elements to include in your office fitout?
- ☐ Is there sufficient space (both private and collaboration) for your staff to work in?
- ☐ Does your office fitout fulfil all health and hygiene standards?
- ☐ Does your office fitout cover all legislation requirements?

We hope you have enough factors to consider for your next office fit-out project. If you want us to create ideal workspace for your business, contact Interia Systems at **1800 951 424** or email **sales@interiasystems.com.au**.