



FINDING THE RIGHT OFFICE SPACE CHECKLIST



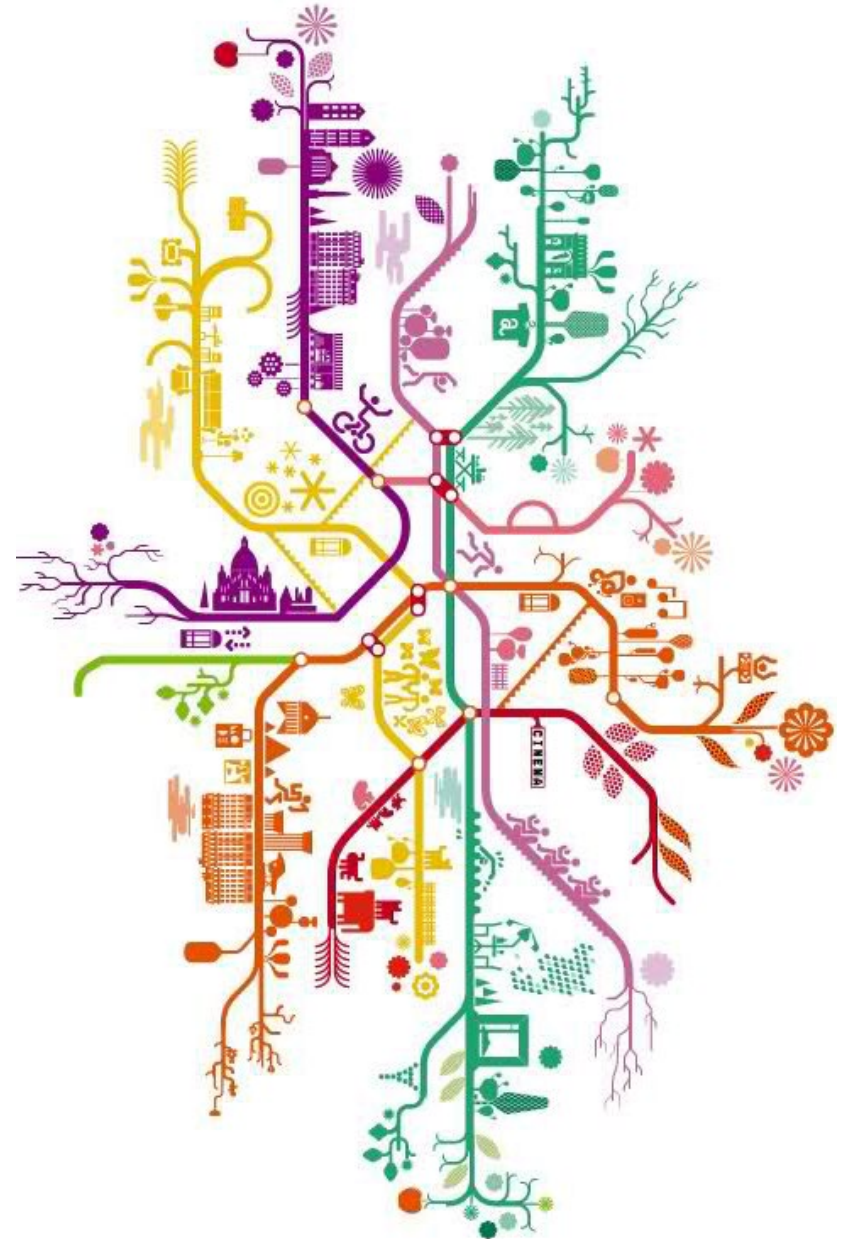
Your company is planning to move office and you have been tasked with finding the right office space, where do you start? How do you evaluate the different spaces that you view to determine which one is the best option for your company?

This short checklist includes several different criteria that we think should be used to rank each space and which we hope helps you to find the right office space. There are columns and boxes to tick for each category so you can score each property, and at the end, count each score and discuss the pros and cons of each space.

LOCATION

Deciding where your new office will be located is probably the single biggest decision to make, and one of the first to consider as it has a major impact on several factors.

Tip: Ensuring that you pick the right location for your new office is critical as it can have an impact on attracting and retaining the very best talent. Selecting a location where people want to work is something worth considering.



	Building 1	Building 2	Building 3
Does it has access to public transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there parking available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What impact would it have on staff commute times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there adequate amenities in the local area? (shops, cafés, restaurants)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How close it to our clients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it close to our competitors offices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE BUILDING

It is important to make sure that the building you are moving to is in good condition and that there are no major works planned in the near future.

Your new building should tick all of your requirement boxes and also provide your staff with a comfortable work environment.

	Building 1	Building 2	Building 3
Is it an old building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it meet current building regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building exterior clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there disabled access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building energy efficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there bike storage available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any major works or renovations planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a working lift system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you comfortable working with the building landlord?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Tip: Remember that your workplace should reflect your brand so ensure that your chosen building is somewhere you are proud and happy to bring clients to. An ugly building or a building in a rundown area can leave a lasting impression.

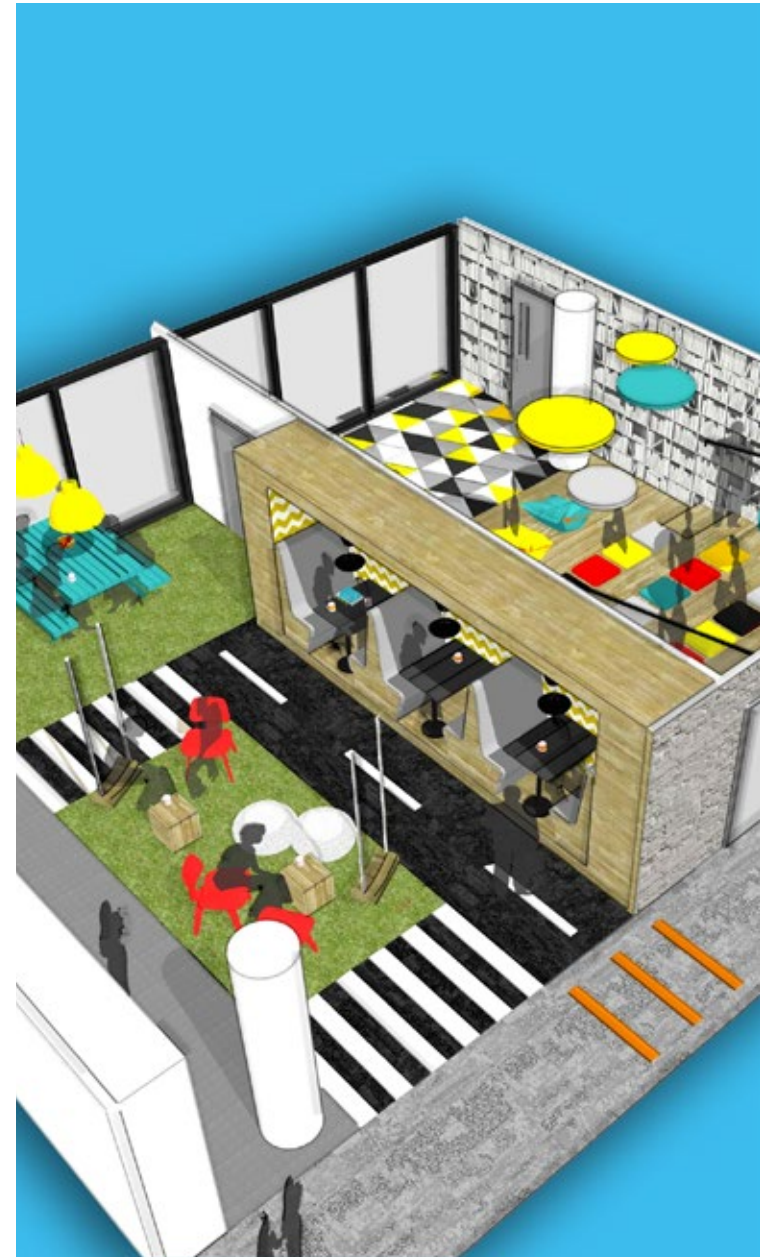
THE SPACE

Once you have determined the location and happy with the building, it is time to review the space that may become your new office.

Your new space should comfortably fit all of your staff, accommodate anticipated growth and provide your staff with a work environment that allows them to reach their full potential.

	Building 1	Building 2	Building 3
Is the space large enough to fit all staff comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the space available when you need it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the space accommodate future growth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What condition are the mechanical and electrical services in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the space support your IT requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the air conditioning system work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the space get enough natural light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the view like from the office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the space have a raised floor? (important for cabling)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tip: An office design and build partner can work with you and the landlord to assess the space and also the condition of its mechanical, electrical and IT systems. They can also provide a test fit to ensure all of your staff (including future team members) can fit comfortably into the space.



COSTS

Agreeing on a budget for your office move (and sticking to it), is crucial to ensure you get the office space that you and your staff deserve.

	Building 1 (£)	Building 2 (£)	Building 3 (£)
What is the rent cost per Sq. Ft (per annum)?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is the annual service charge per Sq. Ft?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What business rates will you be charged (per annum)?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much are agent fees for this property?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much legal fees will be incurred?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much will it cost to design and fit out the space?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much will it cost to furnish the space	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much will any planned IT upgrade cost?	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>



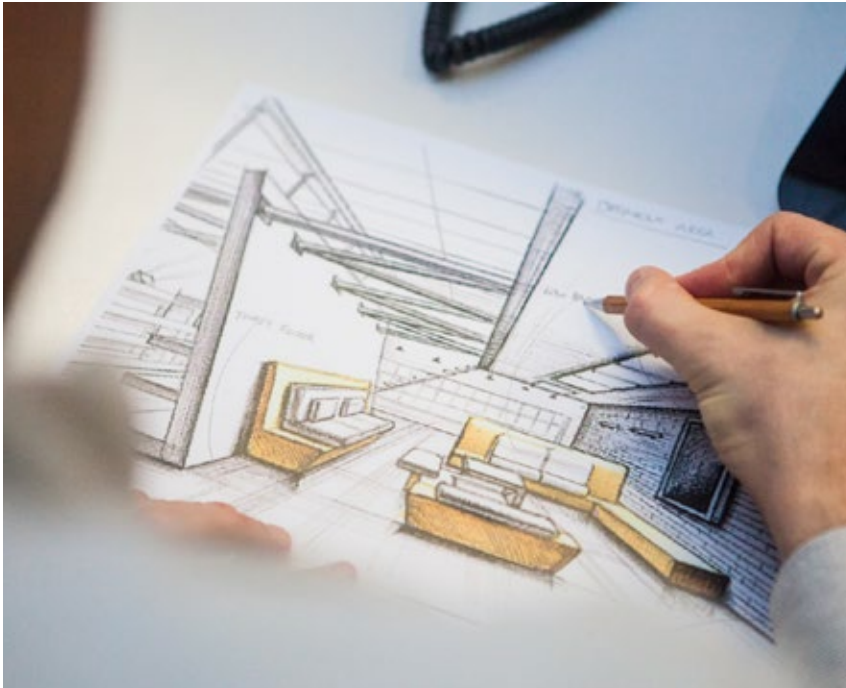
To consider

- Negotiate a rent free period and/or a service charge holiday with your new landlord
- Meet with office design and build companies so they can provide cost proposals
- Ensure you can easily get a Licence to Alter the space from your Landlord (Your design and build company can help with this)

Once you have found the right space, it is crucial that you select an office design and build company that you trust, who can work to your budget and who share your vision for the new workplace. They should also be able to help and assist you every step of the way, providing test fits, dealing with the local authorities and landlords to get the necessary permissions, helping you to select the right office furniture and ensuring your move is as stress free as possible.

SELECTING A DESIGN & BUILD PARTNER

Now that you have selected a location and are busy finalising terms for your new space, it is time to select an office design and build partner who can help you create an amazing new workplace.



Questions

- Have you worked with companies in our sector?
- Who have you recently delivered projects for? (Ask for projects of a similar size)
- Have you worked in the building/area before?
- Do you work to a fixed price budget? (No hidden fees)
- Do you offer a free space planning/test fit service prior to appointment?
- How financially stable are they?
- Can we visit some offices you have recently designed and built?
- Can they assist with any issues that arise with the landlord and local authorities before work can commence e.g. Licence to Alter?
- How do you ensure you deliver projects on time?
- Do you have extensive knowledge of office furniture?

There are a lot of companies who can help and while you may receive numerous calls and emails from contractors, we would recommend conducting your own research online and getting recommendations before making a shortlist.

