

CRITICAL OFFICE PLANNING GUIDE

AVOID DOWNTIME AND MAJOR HEADACHES



atWork
Office Furniture

Make it work atWork!

6 EASY STEPS TO YOUR NEW OFFICE

- 1 Getting Started
- 2 Determine the Services Needed
- 3 Space Planning
- 4 Ergonomics and You
- 5 Plan the Move
- 6 Enjoying Your Purchase



Renovating and moving can be times of stress and frustration especially while you are trying to keep a business running well. This guide will walk you through many of the issues to consider when looking toward an office redo. You can ask us more specific questions by phone, email or stop in.

We're atWork for you!



1

Getting Started

Okay, so you know you need to outfit your workplace. Now what? Sitting down with a pad and pen can help. Here are some questions to start you thinking:

1

Do you need planning help?

If you only need a couple of office pieces, stopping in to a trusted furniture dealer may be a quick option. If you are outfitting a couple of rooms or a full floor, talking with an experienced office furniture professional can point your project in the right direction from the start. A larger project may require an experienced interior designer. Your furniture dealer can recommend in house designers or experienced independent designers in your local area.

2

What is your target date?

The answer to this question helps you decipher between what is wanted and what is achievable. Most larger projects are months in planning, while many furniture items are available in stock or by "quickship" for fast needs. An experienced dealer will explain what is achievable with your important timeline. They can also help you develop a "phased plan" to break the work into sections accommodating critical down times and other renovations.

3

What is your style objective?

Office furniture and your facilities impact your staff and clients' view of your organization. What image are you trying to represent?

- Traditional or Modern
- Open or Private
- Elegant or Utilitarian
- Simple or Highly Styled

Achieving "Your Look" takes a little planning but can boost appreciation of your work.

4

What is your budget?

Your budget dollars are precious. You want to squeeze the most value out of each one of them. To start, consult with financial stakeholders to understand the reality of your available resources. When comfortable, share your budget with your trusted dealer to help them help you. An office furniture professional can assist you in using your budget to its fullest potential and achieve the best return on the investment.




2

Determine Services Needed

The competent office furniture dealer you select will lay out an array of services available to assist you. Some services will be at no charge, included with your furniture purchase. More personalized services may command an appropriate fee.

Your office furniture dealer can help...

- Determine the scope of work
- Determine an appropriate budget
- Develop a project plan with timelines
- Meet with stakeholders to understand desires and needs
- Uncover ergonomic needs and solutions
- Incorporate acoustic and sound transmission challenges
- Understand facility's unique characteristics with an on-site walk through
- Layout base building plan measurements (if not available from your builder)
- Inventory existing furniture
- Form workflow and space plan
- Consider corporate image in plan and design
- Select style and furniture
- Select finish and fabrics
- Present the plan to decision makers
- Coordinate details for a smooth move



In order to create a proper office space plan layout, a base floor plan of the area will be needed. If you cannot get access to this drawing, atWork can help and provide the measurements as part of our space planning service.

3

Space Planning

As in kitchen design, commercial space planning is important in helping your company “cook” without tripping over one another. Planning the workflow and process is essential to a productive environment.

An experienced interiors consultant will consider:

- User requirements
- Activity requirements
- Furniture fixtures and equipment
- Team or personnel adjacencies
- Space requirements

A full-service dealer can provide a visual plan of your customized space in 2D and 3D drawings to help you visualize your space. These plans need to take into account fire codes and workflow efficiencies. This is certainly an area to lean on experience.

4

Ergonomics & You

Ergonomics has become not only a hot button in the work place but a company responsibility. In 2001 parliament passed Bill C-45 which states “those who are responsible for directing the work of others are under a legal duty to take reasonable steps to prevent bodily harm to any person arising from such work”. This may include office ergonomic issues. Your office furniture dealer can walk you through the options and provide ergonomic consultations considering:

- Current employee complaints, injury and time loss
- Proper seating selected to suit among other items, work type and how many hours are worked sitting
- Worksurface and storage layout that is convenient and sufficient
- Keyboard and mouse surfaces to encourage proper posture and reduce injury



5

Plan The Move

Moving can be the storm before the rainbow. A number of items need to be laid on the table before the big day. Plan your project timelines around these critical issues to minimize disruption.

As a new business you should consider:

- Space availability
- Construction and facility clean up
- Personnel availability
- Furniture order times
- Furniture installation time
- Phone and data equipment installation

As an existing business you should consider:

- Phasing of department moves to allow for temporary work areas to stay up and running
- Temporary storage needs
- Existing furniture that will and won't be used

You should also consider what you will do with existing but unneeded old furniture. A full-service office furniture dealer can arrange to move out existing furniture on schedule and in tandem with your timing. A trade-in option may be available to put more money in your budget.



YOUR OFFICE MOVE CHECKLIST

You've just been given the complex task of moving your company and you are not sure where to start. If you want to avoid moving pitfalls - be prepared and have a plan! Depending on the size and type of move that you are faced with, your list of "things to do" will evolve to suit your requirements. You shouldn't have to shoulder the responsibility all by yourself, recruit some key employees who can offer assistance and guidance during the entire move process. *You can do it. AllWork can help!*

ONE YEAR TO FOUR MONTHS AHEAD

Your main emphasis should be on planning the major decisions that will determine the rest of the relocation process.

- Decide on a move in date
- Select key staff
- Know your budget
- Create a "Checklist" which will help you to create a "Timeline" which can then be made into a Gantt chart (*see example below)
- Identify any major tenant improvement requirements
- Retain architectural firm (if required)
- Choose contractors (if required)
- Obtain any necessary permits (if required)
- Communicate to all employees
- Take inventory and be prepared to toss what you don't need, moving is an excellent time to clean house.
- Then meet with your space planner and/or Interior Designer and have a list of furniture and equipment that will need to be incorporated into your new space. Trying to fit everything into a new space with little or no expertise is asking for trouble. By having a professional analyze your space and review your requirements, you will make efficient use of real estate and optimize your new workspace.

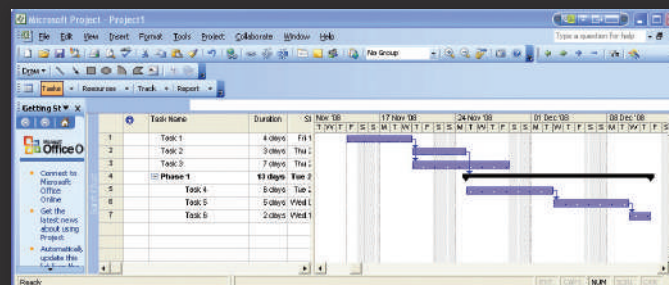
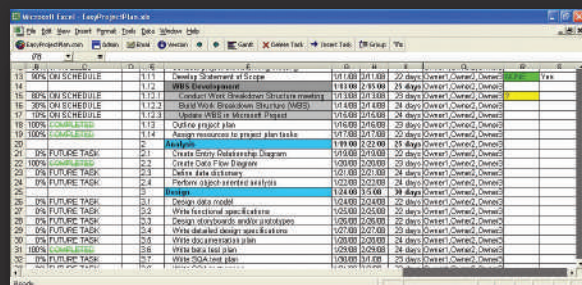
FOUR TO TWO MONTHS AHEAD

The main emphasis will now be on furniture, equipment, and phone & cable systems. Work with an experienced furniture dealership, they help people relocate all the time and will help you to choose a line of furniture that suits your budget, your needs and fits the décor of your new space. The result will be a dynamic workplace that encourages employees to rise up and exceed business goals, and that will make "you" look like a hero!

This is a good time to ask for some decorating advice (carpet & paint) if you are working with a dealership with interior design services. (*see Decorating Tips)

- The IT Department is often called upon to coordinate an internal department move and you will likely be calling upon them to help with your office move – so be nice to your IT Department. They will help you figure out the requirements for outlets, with the ordering of new equipment, and the installing, packing, and moving of existing equipment that you may want to re-use.
- Depending on the type of furniture you plan on installing, you will need to decide if cabling should be installed before or after the furniture is installed. Free standing furniture vs. modular systems furniture.

EXAMPLES OF GANTT CHARTS



- Make sure to check to see if the doorways, access hallways, ramps, and elevator doors are wide enough to accommodate your moving equipment and any large items.
- Order New Signage
- Hire cleaning service for origin and destination
- Order change of address labels
- Evaluate telephone and internet services
- Look into security system requirements (existing & new)
- Evaluate Server Room needs

TWO TO ONE MONTH AHEAD

The focus shifts here to staff, customers & suppliers, as well as the purchasing of equipment & services for the new offices.

- Get rid of junk
- Send change of address to all vendors and customers
- Update your web site
- Insurance
- Copier (move or buy new)
- Schedule alarm system and keys
- Vending machines
- Order cheques and update financial records
- Stationery

ONE MONTH AHEAD

Prepare existing equipment & supplies.

- Inventory existing computers
- Inventory and tag existing furniture
- Store property that will not be moved (if req.)
- Obtain moving cartons
- Pack up common areas
- Tag all wall items and move to central location
- New office preparation
- Install systems furniture (if space is ready)
- Install phone system
- Assign phone numbers & extensions
- Order utilities
- Notify post office of change of address

LAST WEEK

Prepare to move — keep this week simple — no big meetings

- Pack up desks
- Tag EVERYTHING
- Back up computers
- Final prep for new office
- Map out the floor plan new location
- Inspect the new building
- Reserve elevators and loading docks
- Distribute new keys, cards
- Schedule security, phone training

MOVING DAY

Keep everyone out of the way. This day belongs to the movers. Only the person you selected to guide the movers to the right locations should be on location.

- Post coded signs in the new office for the movers
- Have the Move Coordinator on hand who has the authority to make “on the spot” decisions. This will avoid costly delays in the event of unforeseen changes in your move plan
- Have several copies of the Floor Plan available
- Protect the moving paths
- Set up a Lost and Found
- Clean out the old office

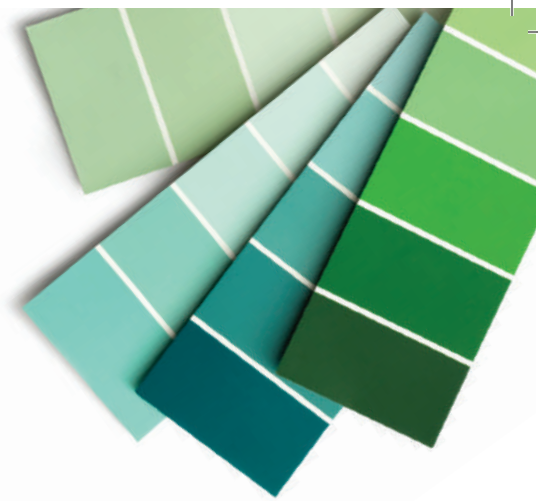
POST MOVING TASKS

- Collect old keys, cards
- Periodically visit old office to pick up any mail
- Arrange an Open House / Grand Opening!
- Make your staff feel welcome and celebrate the success of the move
- Don't forget that you didn't do it alone! Congratulate everyone on his or her contribution... it goes a long way!

Decorating Tips

Working with an interior designer on your office plans can help smooth difficult decisions. If you need to pull it together yourself, here are a few tips.

- Keep in mind that when decorating your office space you will need to find balance. You want your office space to be inviting and pleasant for your employees and visitors but it must remain professional in look and feel.
- Start with the flooring colour and finish... it is a large surface to cover and will have a major impact on impression and will dictate the rest of your finish choices. Consider a colour that is forgiving with respect to coffee spills, snow and salt.
- When choosing paint colours, decide first if you are going to incorporate any corporate colours or company logos, because these will dictate your colour palette.
- In general, the traditional conservative industries such as banking or legal services seem to stick with neutral colours, whereas "Creative" type industries try to have fun with colour and go for more visual pizzazz.
- Whichever way you go, be sure to use high quality paint that will last you a long time, because repainting an office can be a very disruptive event.
- Artwork is a good way to brighten up any space, but don't rush it. Choose tasteful framed photos or prints that suit your business and space. If you have blown the budget and do not have any money left for artwork try inviting a local artist to display their art on your walls. They get exposure for their work while you get free office décor.
- Plants are a good way to make your office a "Green Zone" Employees will feel less cut off from the outside world, especially in urban areas. When buying plants, read the tags and make sure they will thrive with the amount of light available in your workspace. There are also many corporate plant services that will "rent" office plants and take care of them for you.
- One last piece of advice when decorating if you have just moved into a new space is to Control the Clutter! This is the perfect time to set some new office rules! It has been said that with a clear desk comes a clear mind. Consider having a company meeting to discuss what will be acceptable clutter on each desktop. Perhaps a "move in" present to all staff would be a frame for a photograph of a loved one. That way you maintain uniformity and the finish is complementary to the workspace and furniture you just purchased. A chaotic physical environment will soon give way to a chaotic energy in the workplace and this is rarely good for productivity or progress.





6

Enjoying Your Purchase

Financing

To find yourself in a comfortable position after your move you may need to consider financing. There certainly are benefits to leasing for businesses. Here are a few...

- Free up vital cash flow with low monthly payments
- Take advantage of tax benefits by writing off the expense
- Buy what you need now, rather than be restricted by current funds, and gain in office productivity

If you plan to purchase your furniture outright your trusted dealer can explain deposits needed, and payment terms so you will be prepared when asked.

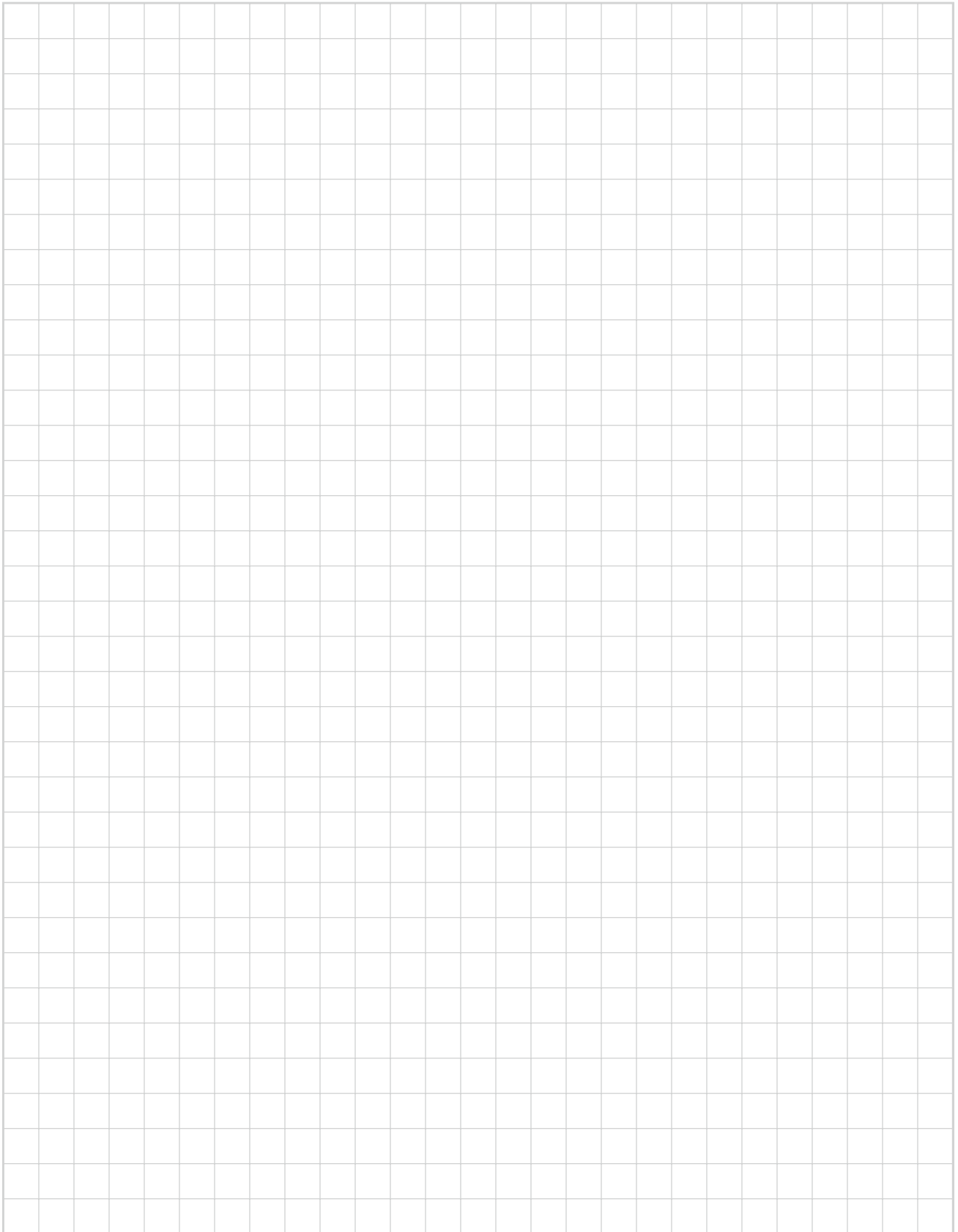
Warranty

Commercial furniture is made with heavy-use in mind. If you do experience a problem, knowing how your dealer handles warranty service will give you peace of mind. Ask your furniture professional for manufacturers' warranty statements and how a repair will be handled. How fast is the turnaround? Is a loaner available if the item needs to be repaired off-site? Are there charges involved for service?



Make Your Plans

1 Square = ()



*Office Furniture · Leasing · Installation & Delivery · Experienced Team · Service & Repair
Furniture Design · Space Planning · Free Consultation*

*Need Help?
We are atWork for you!*

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