

A 6-Step Guide to Office Refurbishment



Refurbishing your office gives you all the benefits of a new office without the time and expense of sourcing new business premises and the stress of moving. An office refurbishment project can offer the following benefits for your business:

- Provide more space for your business to grow
- Facilitate changes to the way the company works (e.g. more hot-desking for remote workers or break-out areas for small meetings)
- Allow you to update your look and modernise your technology

As specialists in this field, the team at Logic PM can design and manage your office refurbishment project to deliver the workspace that you want **on time** and **on budget**.

We can use our extensive experience and work alongside our network of leading interior designers to help you personalise the look and feel of your new workspace. We can also advise on how your chosen design will fit with the day-to-day activities and brand values of your organisation.

An office refurbishment project consists of several stages, depending upon the level of fit out being undertaken. Your dedicated

Logic PM project manager will guide you through each stage while managing the entire project. We can also advise on the best way to minimise disruption to business operations during the project.

Email info@logicpm.co.uk to find out more about working with a project manager to refurbish your office space.

6 Steps to Office Refurbishment:

1. Planning:

At the start of the project, we will ask questions such as:

What are your objectives?

What do you hope to achieve from the office refurbishment?

What is your motivation for embarking upon an office refurbishment project?

Examples often include:

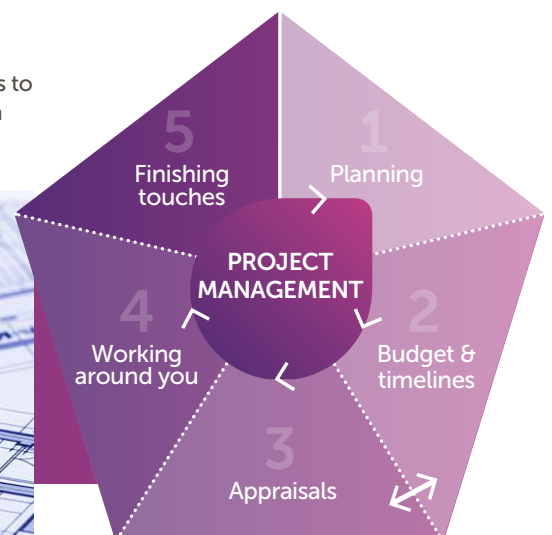
- Increased workspace (see workspace optimisation for more information) <http://www.logicpm.co.uk/services/workspace-optimisation>
- A more modern look and improvements to technology including collaborative tech
- Increased productivity

- A better working environment for staff morale
- Accommodate specific business requirements (e.g. more hot-desk space for part-time staff or remote workers, more open-plan areas to encourage team communication, larger meeting rooms for staff training, etc.)

2. Budget and timescale setting:

It is extremely important to have a budget and timescale in mind. This information will help your project manager advise you on how best to achieve the results you want for the budget you have available.

Having a budget helps to set realistic expectations and allows you to make important decisions at an early stage in the project. Your project manager will conduct an estimate and provide you with a quote for the works and keep you updated throughout the project. They can also recommend ways to reduce your budget, adjust the scope of the project or advise you to increase your budget if necessary.





3. Project management

As a specialist project management firm, Logic PM has experience of office refurbishment projects across the spectrum. We work with suppliers, sub-contractors and technicians that we know and trust and manage the entire project from start to finish so you can focus on managing your business.

4. Building appraisals, drawings and 3D visualisation:

Within the pre-construction works, we survey the existing layout of your office and map all relevant systems, including telecoms, heating and electrical systems to ensure our proposed design works with every part of your office.

When we have all the information, we create concept drawings, conduct space planning and test fit visuals. We can also create a 3D animation showing the process from start to finish. This way, you know exactly what to expect from the project and when each phase of work will take place.



5. Working around your business:

To reduce disruption to normal business operations, we ensure that as much of the downtime in your IT and telecoms systems occurs outside of your normal business hours. It may be possible for building work to take place during evenings and weekends to further reduce disruption.

Your project manager will work with you to minimise any interruption to your business activities during the refurbishment process.

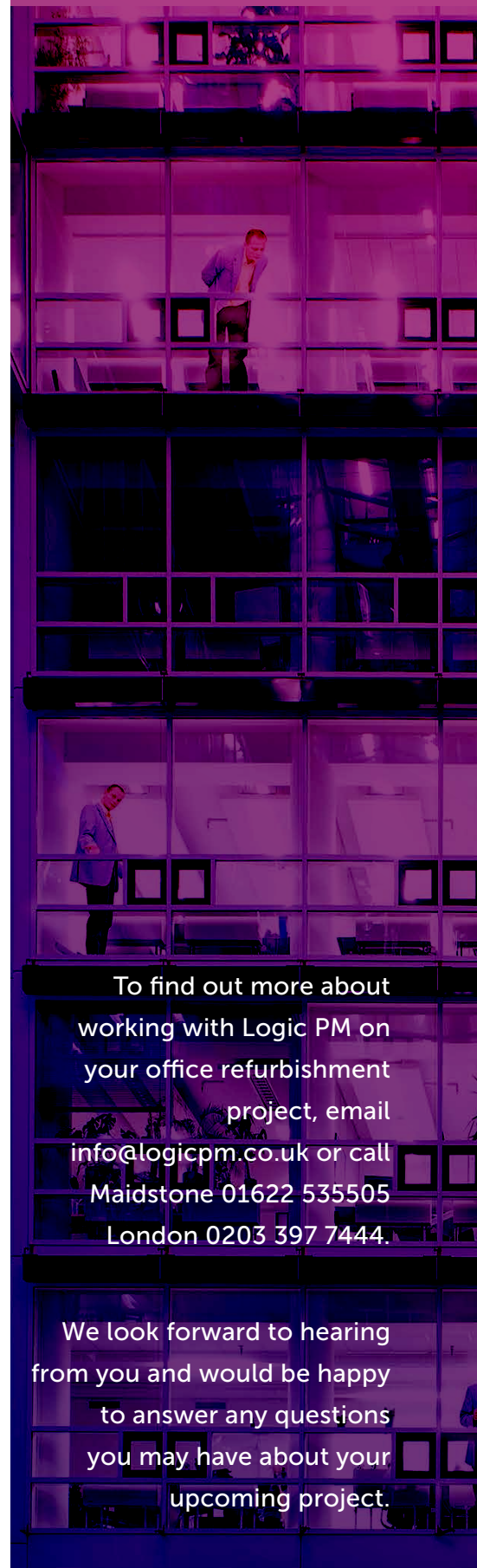
6. The finishing touches:

The devil is in the detail - finishing touches are important and can take a project to the next level in terms of style and wow factor. Whether furniture, glass partitions, flooring, lighting or accessories, we can help you source the best products for your business needs to truly complete the refurbishment. We can also introduce your team to the new office and provide training for any new equipment where necessary.

No two projects are the same; some projects may not require all these steps while others may be more complex. Contact us today to discuss your project in more detail.



Logic 
Project Management



To find out more about
working with Logic PM on
your office refurbishment
project, email
info@logicpm.co.uk or call
Maidstone 01622 535505
London 0203 397 7444.

We look forward to hearing
from you and would be happy
to answer any questions
you may have about your
upcoming project.

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