

Office Refurb– Checklist

Doyle + Partners



D +
P

Foreword

The refurbishment of your office is likely to be one of the biggest expenses in the history of your business. So it's vital to get it right first time. If you've been tasked with creating a brand new space for your company, you're probably wondering where to start. And if that's not enough, it's pretty daunting knowing it will all take place under the watchful gaze of your company's board of directors and all of your colleagues.

But by taking it step by step, and breaking everything down into easily manageable stages, your project will run smoothly and will be an enjoyable process.



NVD Head Office – Wexford

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Think about why you are refurbishing

Identifying the reasons for refurbishing your office space are critical in ensuring that the finished result meets all of your company's needs. For instance, if you're running out of storage space, designing an office with insufficient storage capacity is the last thing you want to do.

If you think about the 'why' early on, you're well prepared to identify the 'what' when you come to writing up your brief and discussing your new space with your chosen office refurbishment partner.

REFURBISHMENT TIP:

Think about how your business is likely to change over the next five years and plan for that now. Whilst your workplace needs to reflect your current business values it must be able to adapt to any future changes that might be around the corner.

Ensure those who should be involved are

Choose your champion

Although it's a daunting task for one individual, having a single champion for the refurbishment is the best way to ensure things stay on track and don't suffer from "too many cooks" syndrome.

Who has what it takes to keep all the necessary balls in the air?

- Senior enough to make decisions
- Experienced at multitasking
- Skilled motivator
- Knows your business inside-out
- Great communicator
- Highly organised
- Good at sticking to a budget

Know who to involve and when

There are certain people who should be involved in the decision-making process. Make sure you know who to talk to when the decisions need to be made.

Managing Director

Your Managing Director holds the ultimate say-so over the approval of designs and costs. But whilst you need to be wary of approving anything he or she hasn't seen, they won't appreciate being informed about every little detail.

Financial Director

As the person who sets the budget, your Financial Director has a lot of influence.

Facilities Director

Your Facilities Director knows the ins and outs of your building, and

will already have built up a relationship with your landlord. Make sure he or she is involved in any negotiations that affect your lease.

Office Manager

The Office Manager hears the gripes and grumbles of staff on a day-to-day basis.

IT Director

If you're intending to make changes to your IT infrastructure, you'll need to have your IT Director on side. He or she will be able to help identify what needs upgrading, replacing or keeping, and where to find the best deals.

Operations Director

Your Operations Director is going to want reassurance that business won't be disrupted during the refurbishment works. Keep him or her in the loop so any issues can be managed before they impact your business.

Marketing

It's the job of your Marketing department to ensure that your company projects the right image and they'll no doubt have input into how branding can be incorporated into the new design.

Human Resources

The basic aim of your HR department is to ensure the wellbeing of everybody affected by the refurbishment. Make sure they know that consideration of staff welfare is top of your list.

Use technology to your advantage

Think of innovative ways to get everybody involved and create buy-in for the move. An online forum or extranet is a great way of letting your stakeholders voice their opinions and provides an ideal place to host files and plans:

- Hold workshops to present design ideas to staff and get their feedback
- Create a newsletter for staff, to keep them up-to-date with refurbishment progress and inform them of key dates

Work out how much you can spend and where you can make savings

The cost of refurbishment is likely to be one of the biggest single outlays your business will ever make, so it's imperative to set a realistic budget. All reputable suppliers will provide full cost estimates free of charge, so you can communicate the real financial impact of the refurbishment to the rest of your business.

Beware of those surprising hidden costs! Get quotes for everything, and then draw up your budget. Remember to include:

Environmental Assessments

Changes in your occupancy costs, particularly energy bills and maintenance costs, transaction fees for agents and lawyers, planning permission fees, Insurance costs, Fire/DAC cert fees, design and fit-out costs.

IT and Telecoms

If you're using the opportunity to purchase new equipment, make sure this is included in the budget, along with any associated disposal costs. And take into account the moving of cabling and equipment during and after the works.

Furniture

Along with the purchase, delivery and installation of new furniture, please budget for the removal of any old furniture. Some charities will collect your furniture free of charge, and check out local office surplus companies who might be willing to take it off your hands.

Waste

You'll probably find a lot of clutter and paperwork that isn't needed anymore. Look into recycling where possible, but be prepared to pay for rubbish to be removed.

Security

Your office is about to become a building site, meaning it will be hard to keep track of the comings and goings of staff and contractors. And because your office will be occupied during the refurbishment there'll be plenty of works done out of hours. Make sure you have sufficient security in place.

Contingency Costs

Budget for contingencies. Then include contingencies for your contingencies. It's not unusual to budget an additional 20% for unforeseen changes and extras.

Dilapidation Costs

Be aware that any alterations you make could impact on the cost of dilapidations at the end of your lease.

Mechanical and Electrical

Upgrading the air conditioning, heating and ventilation systems could use up a large percentage of your budget. Discuss possible contributions with your landlord.

Energy Performance

Part L of the Building Regulations refers to the conservation of fuel and power. Introduced in 2006, the regulations set high standards for the refurbishment of buildings.

Ensure you are insured

Check that you, and your chosen office refurbishment partners, have all the necessary insurance cover in place, particularly:

Designer

Professional Indemnity

Contractor

Public Liability insurance

Professional Indemnity insurance

Contractors' 'All Risks' insurance

Decide when is the best time to carry out works

Minimise Disruption

Your office design and refurbishment partner should have experience of carrying out works where 'business as usual' was paramount.

Discuss how much work can be done during office hours and what needs to be done out of hours.

Prepare in Advance

Carry out surveys well in advance to ensure that you order long lead-in items with sufficient time to build, deliver and install them:

- Heating, ventilation and air conditioning
- IT
- Furniture & Storage
- Custom joinery
- Sustainable elements

Synchronise your Calendars

Time is of the essence when decisions need to be made. When you work out your programme, factor in the holidays and commitments of your key stakeholders. Your managing director won't appreciate his holiday being interrupted because he needs to sign something by last Friday.

Visualise the Blank Canvas

Don't let your imagination be confined by current physical restrictions – walls can be moved, or even removed. Ask your office design and refurbishment partner to help you visualise the empty space before they draw up some indicative designs – We supply a full 3d model of your new office space.

Carry out feasibility studies and storage audits

Evaluating your space and needs now through a well-done feasibility study can save you thousands. It will not only help you determine how to accommodate your people but will also help you plan for future growth.

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- How many people/workstations do you need to accommodate?
- Work out growth rates for each department and compensate accordingly for changes in your space plan
- Take a fresh look at how your teams and departments work together with a view to maximising efficiency and communication
- What sort of rooms/spaces would you like?

Calculate current and future size, capacity and usage needs for:

- Reception areas
- Meeting rooms
- Executive offices
- Presentation suites
- Kitchen/tea points
- Break out spaces
- Comms room
- Copy areas
- Mailroom
- Recycling points
- Toilets and showers
- Other, i.e. trading floor, library

REFURBISHMENT TIP:

The incremental costs of sustainability are minimal if it is planned well in advance. If going 'green' is an afterthought, it could be expensive.

It's quite likely your office refurbishment might involve stripping back the building's bare bones, so it's an ideal time to examine what you can change in your lighting and heating, ventilation and air conditioning (HVAC) systems.

If you share services with other companies in your building, then there's very little you can change from an HVAC point of view. Although you should make sure you're getting your fair share of cool air.

Look into how improving your lighting and HVAC systems can contribute to an environmental rating such as BREEAM®4

Make the most of natural light, but ensure solar gain is taken into account when assessing HVAC requirements.

REFURBISHMENT TIP:

Work your space plan around the existing M&E. Moving air-handling units can be costly, so plan your offices, people and meeting rooms around what's already there.
Guarantee Health & Safety

Discuss how to make sure works proceed safely and with minimum disruption

You are responsible for health & safety on your site, even if you have hired contractors. If you are carrying out an office refurbishment in occupation, it is even more crucial because your staff will be working near a building site. Therefore it's important that you work with companies with excellent health & safety credentials and procedures. Ask your appointed fit out contractor to provide you with health & safety advice. Consider what arrangements you'd like contractors coming onto your premises to comply with:

- Parking
- Access
- Use of welfare

Manage your move

Whether you're moving out of your office temporarily whilst works are being carried out or occupying decent space if works are phased, you'll need to manage the movement of people and equipment.

- Your office design and refurbishment partner will be able to advise if refurbishment in occupation is the ideal route for your business.
- Talk to your IT department, and get expert advice if required.
- Put someone in charge of managing the packing and declutter process.
- This is the perfect chance to dispose of unnecessary clutter in your workplace. Ensure you have sufficient waste and recycling facilities in place.
- Make arrangements with your removals company (even if your business is remaining in occupation during the works, there'll be times when you'll have to pack up as swing space is reallocated).
- Arrange crates and labels for packing up.
- Put into place arrangements for temporary storage off-site, both long term (during the works) and short term (over the weekend).

Choose what you want and work out what you need in the new space

Once you've got indicative designs, it's time to:

- Produce a full layout (including desks, meeting rooms, kitchens, comms room, IT and M&E).
- Put together some mood boards, to find the look and feel that's right for your business.
- Involve your marketing team in agreeing on a colour scheme/graphics that reflects your brand and identity throughout the building.
- Arrange 3D walkthroughs, to help you visualise the final result.
- Look for ways of maximising sustainability and energy efficiency.

Going Green

Sustainability isn't just reserved for new offices. There's plenty you can do within an existing space to make it more environmentally friendly:

- Talk to your office design and refurbishment partner. They should be able to advise you on what's possible.

- Think about aiming for a BREEAM® or other environmental rating.
- Make energy efficiency a key requirement of replacement lighting, heating or ventilation systems.
- Install a wireless sub-metering system to closely monitor energy use
- Look at desktop energy reduction technology to save energy used by computers and peripherals.
- Include recycling points in the design.
- Maximise natural light through clever space planning and innovative daylight-capture systems.
- Specify furniture, fixtures, fittings and flooring with a high content of recycled material, use paints low in VOCs and other toxins.

Find furniture that fits

Ergonomics and health and safety are strangely overshadowed by style and cost when it comes to furniture. First of all, take a long hard look at your existing furniture, as reuse may be the most cost effective option.

If you still need to purchase new furniture, then consider the following points to find the right furniture at the right price:

- Are you getting good quality for your money? The cheapest option isn't always the best in the long run.
- Would you be better off renting, rather than buying?
- Is everything covered by warranty?
- What will it cost to deliver and assemble?
- Will it be practical for everyday work? Are the chairs ergonomic?
- Will it work with your existing or new computers and other equipment?
- Do you have enough storage?

Calculate your storage needs

You'll already have a fair idea if your current storage capacity is meeting your needs. Your office refurbishment is the opportune time to calculate your exact storage requirements, especially if storage is a major problem in the existing space.

Consider:

- Storage for individuals (in lockers or at desks)
- Office supplies and equipment (storerooms)
- The basics – don't forget somewhere to put your coat

Take stock of technology

Assess whether your existing IT and telephony systems effectively support your business or if it's time to upgrade them.

- Some things you need to consider:
- Power points
- Floor boxes and data points
- Location of printers



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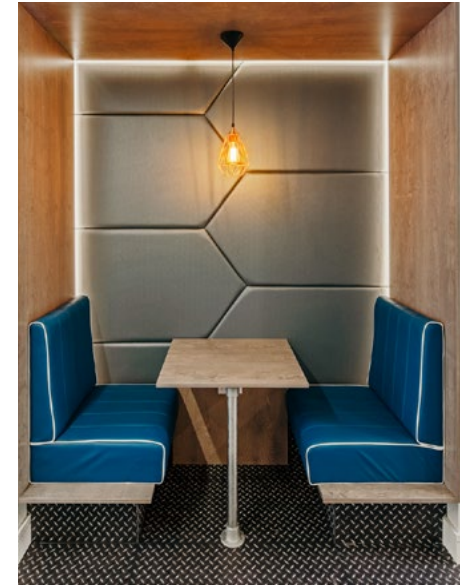
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- Comms room / cabinets
- Cabling
- Backup generator
- Servers
- Service and support
- Wireless sub-metering for your energy use
- IT management and coordination – who'll make sure it all works?

Keep cool while works are on site

While work is taking place on site consider the following points:

- Ensure environmental compliance.
- Separate waste, and recycle any plasterboard, carpet and other materials being stripped out.
- Follow the proper procedures to dispose of hazardous materials.
- Run weekly site meetings.
- Have a sign off procedure in place for any changes.
- Take photos of the work at every stage to record defects.
- De-snag as you go to save time later on and minimise disruption when everybody has moved in.
- Keep staff informed of the key dates, so they know what's happening.



Liferay HQ – Dublin
D + P Services: Architecture, Interior Design
Graphics/Branding, Furniture Design



Meet the Team

Philip Doyle – Owner/ Director, Head of Design and Construction

We are a professional, friendly, close-knit team passionate about Retail, Hospitality and Office Design. We have complementary skills to bring a fully integrated package to our business clients.

Philip is founder and director of the practice with over 12 years experience. He has always been interested in design and construction. His father is a builder and he and his brothers used to work Saturdays and any holidays on construction sites all through school and college. This gave him a great understanding, from a young age, how a building is constructed. It also showed him how tough a building site can be on an icy winters morning. It instilled in him a passion for design and a wish to build projects and not just watch them being built by someone else.

A passionate sportsman Philip played hurling and football all his life and won a number of county titles for his club and an All-Ireland with his school. In the last few years he has taken up trail running and completed the 60k Mt Blanc (UMTB) race last year in France which was difficult but an amazing experience.

Some of our core values in the studio are; Thankfulness, Positivity, Hard Work, Happiness, Honesty, Success and a good work life balance. Life is too important to waste.

Eddie Phelan Architect /Partner MRIAI

Eddie graduated from Dublin School of Architecture DIT Bolton Street in 2006. Prior to setting up practice, Eddie worked for a design driven practice in Waterford City working on complex new build and conservation projects that were acclaimed both at a national and international level. Eddie has experience of delivering a wide range of high-quality projects from inception to completion, managing all aspects of the project process.

David Merrigan Architect /Partner

David is a graduate of Dublin School of Architecture, DIT Bolton Street. He has extensive experience in Civic, Local government, Commercial and large scale residential projects. David was the project architect for the recently completed French Embassy and Consulate on Merrion Square, Dublin. This particular project involved a number of high specification elements, high levels of confidentiality, a large and complex design team based in Ireland and France and an extremely tight, 14 month time period from inception to completion.

Cybele Fermino Senior Architect

Cybele is an architect with five years professional experience working on various commercial buildings including Hotel and Office design projects, she has extensive skill in: Autodesk Revit Architecture and BIM. A Brazilian, Cybele has been living in Ireland for three years and brings further international experience to Doyle & Partners.

Krzysztof Galaszewski Senior Architect MRIAI

Krzysztof is an architect with 15 years professional experience working on various commercial buildings including hotel, schools and office design projects. He has concentrated his efforts on projects requiring unique problem-solving skills with specialisation in workplace and retail sectors and was an early adopter of Building Information Modelling or BIM. With his advanced skills and understanding of BIM technology, Krzysztof has been able to augment the implementation of LEED design principles in an effort to optimise the energy efficiency of a given project beginning at the early stages of design.

Shane Kelly Senior Architectural Technologist & Designer

Shane Kelly is the technical principal for D + P office. He has more than 15 years' experience in project coordination and architectural design, as well as the administration of projects. Shane is responsible for initiating, developing and monitoring methods of technical design, technical content, quality assurance and construction phase services to ensure a holistic, consistent approach to the delivery of technical design services.

Shane Walsh
Senior
Architectural
Technologist

Shane Walsh is an Architectural Technologist with over 10 years experience. Since graduating he has gained valuable experience in a wide range of sectors – residential, commercial, educational, health, industrial and pharma. Like all Doyle and Partners employees Shane also brings international experience to the company having worked on major projects in Canada, Belgium and the U.K. Shane is a certified Revit user and BIM enthusiast who sees the benefit of collaboration between the entire design team.

Eoin Bennett
Architect

Eoin joined the firm after moving back to Ireland from Italy where he graduated from the Politecnico di Milano after completing his MSc. Architecture, having previously completed both; BSc. Arch. & BSc. Arch Tech at Waterford Institute of Technology. He is a very talented designer with a keen eye for detail and unique understanding of spatial design. Having worked on various retail, commercial, equestrian and residential projects, he's quickly built up a diverse understanding and background in architectural design.

Matthew Keating
Part 2
Architect

Matthew graduated from Waterford School of Architecture in 2015. He has worked for a large range of industrial commercial and residential projects from inception to completion. Matthew has specialist skills in Revit and BIM and is responsible for developing feasibility studies for large scale residential projects using this skillset. Matthew is an exceptionally talented designer with a keen eye for detail.

Services we Offer

Architecture

D + P design solutions result from a collaborative process that encourages our multidisciplinary teams to research alternatives, share knowledge and imagine new ways to solve the challenges of our built environment. Our architecture responds to the needs and aspirations of our clients and communities. We give form and meaning to rooms, buildings and landscapes – always balancing internal functions with external demands of site, climate and culture.

Interior Design

We design interior spaces that improve collaboration, inspire occupants and attract the best employees. The interior design teams study a client's business drivers and culture and create space that helps them flourish. Great interior space has extraordinary effects on our wellness and productivity. D + P's design solutions use space, colour, materials, energy and light as tools to create healthy environments that enhance performance.

Graphics + Branding

Great brands connect. It takes a thoughtfully designed strategy to develop communication programs and branded environments that define, inspire and engage consumers.

Brand Design Service Areas:

Strategic Brand Development

Visual Identity & Communications Design

Environmental & Experiential Design

LEED

LEED, or Leadership in Energy and Environmental Design, is the most widely used green building rating system in the world. Available for virtually all building, community and home project types, LEED provides a framework to create healthy, highly efficient and cost-saving green buildings. LEED certification is a globally recognized symbol of sustainability achievement.

Adaptive Reuse Design Specialists

Adaptive Reuse—the art and design science of reinventing existing buildings — occupies a small but powerful niche within the larger world of commercial development. It's powerful because it gives clients a way into otherwise impenetrable urban centres.

New Service Available

Virtual Reality (VR)

We utilise virtual reality technology to explain the transformation of existing buildings and spaces to our clients and stakeholders. Creating immersive, three-dimensional, virtual models provides a time machine for our clients to travel to a hypothetical future version of their building.





JLR Marshalls, Waterford
D + P Services: Architecture
and Interior Design

Sources:
Morgan Lovell
Gensler

At Doyle & Partners our client list includes:

FANAGANS



Colourtrend



AUTOBOLAND



Nolan Transport



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Doyle + Partners are a leading design and architecture firm specializing in small to medium retail, corporate and hospitality sectors. Our expertise is based on regular independent research into the retail, corporate and hospitality marketplace.

D + P are a young design company, characterized by an entrepreneurial spirit, true team-work across a number of areas of expertise and new ways of approaching conventional tasks. We have an informal work environment where camaraderie and collegial support are highly valued, where ambition, very high morale and dedication to being the innovators of our field unify the staff.

Our firm is characterized by creativity, high energy and a unifying team spirit. Additionally, we are dedicated to creating and maintaining a workplace where we want to be. We continuously work at becoming better and better at what we do. We are a company in growth and over the last three years, we have worked intensely on the professionalization of our business.

Our client list includes: Volvo, Colourtrend, BMW, Audi, Nolan Transport, NVD, Jaguar, Wright Group, AutoBoland and Fanagans.

www.doyleandpartners.ie