



CROWN
WORKSPACE:
WORKING
FOR YOUR
WORKPLACE

www.crownworkspace.com

CROWN 
WORKSPACE



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PEOPLE AND WORKPLACES ARE THE TWO GREATEST COSTS AN ORGANISATION HAS TO MEET

WE WILL HELP YOU CONSIDER ALL THE THINGS YOU NEED TO KNOW WHEN
FACED WITH AN OFFICE RELOCATION OR REFURBISHMENT PROJECT

1 FIRST THING'S FIRST



APPOINT A PROJECT TEAM

You need to start the process by engaging with key stakeholders within your organisation including HR, IT, marketing and finance, to create a project team and produce a brief.

Participants will need to be good communicators, have an understanding of what is required from the office move or redesign and can cascade information to employees effectively. They needn't be experts in the process, but some experience of the business practicalities involved will be beneficial.

At this stage, it is also advantageous to appoint an external team of experts to work alongside your internal stakeholders to deliver your brief.

The majority of businesses don't have an in-house property director to manage the project and pull together the right team of consultants. Crown Workspace can guide you through this process and, by understanding your needs and the brief, can bring together the right group of dedicated experts from designers to furniture suppliers, to deliver your office move or redesign in the timescales you require.

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LOCATION LOCATION LOCATION



PICK A LOCATION

The location of your workforce is very important and the decision you make about a new location needs to be the right one for your business and workforce, both now and in the future.

Crown Workspace can help you to assess your criteria for location, offering guidance on what you need to consider during this part of the process.

Do you intend to grow the business and workforce substantially over the next few years? Where do your employees commute from and what transport links do they need to be able to access – road, rail, boat? Where are your offices located and would it be beneficial to be located close to one of those? How many car parking spaces and bike sheds do you need?



COMMUTING TIMES

You'll also need to think about your staffs' commuting distance – is public transport close by? A long or difficult journey to the office could affect your workforce and potentially impact on attracting new talent.

The distance between you and your clients must also be considered, especially if you want them to visit you? Likewise if you want your staff to visit clients, how much time will they spend travelling there?

It's also worth considering car parking facilities – are there enough spaces to accommodate both your staff and visitors?



HOTELS AND AIRPORTS

If you are a global organisation, will you have visitors flying in from across the world? Do you need to be near an airport or have easy transport links? Will your visitors stay overnight? If so, consider how close the nearest hotel is to your office.



REPUTATION

The location of your office could affect the image of your brand and how potential clients view your company. Think about where your competition is located as it might give them an advantage.

It's important to think about what local amenities are in the surrounding area. Will your employees have somewhere to go at lunchtime? An office close to a shopping area means they'll have the opportunity to get out and about.

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HOW TO BUDGET ACCORDINGLY

Whether you are moving miles away or updating the design of your workspace, you need to be clear on your budget and all the costs involved. If you haven't moved office before or carried out a complete redesign you may not know where to begin with setting a budget for the project work. So, here are some of the costs you should consider alongside insurances, rent, security and other expenses.



DILAPIDATION COSTS

Your landlord will expect you to return your workspace to its original condition when you move out, so budgeting for dilapidations when entering a new lease can save you money later.



REMOVAL COSTS

Although moving offices is an ideal time to dispose of old furniture, computers, paperwork and rubbish, there is a cost to do so which you'll need to consider and Crown Workspace can assist you with this.



AGENT FEES

Make sure you budget for agent fees, likely to be approximately 10 per cent of your first year's rent (excluding rent-free periods), and will cover the cost of searching for properties and negotiating with the landlord.



LEASE FINANCE

Consider using lease finance to fund your fit-out if you would rather not use capital expenditure. You can finance 100% of your project over the period of your lease. Ask to speak to an expert at Crown Workspace about this and other capital allowances you may be entitled to.



FURNITURE

Ensuring your employees are comfortable and healthy is important, and so care must be taken in selecting the right furniture for their needs. Crown Workspace works alongside expert furniture makers and providers who can discuss your furniture needs and recommend equipment that fits your requirements and budget.



LEGAL FEES

When looking for a new office or renegotiating your lease, it's essential to appoint a solicitor to help you with the legalities involved and to work alongside your property agent. If you do not have or know a reputable property solicitor, Crown Workspace can introduce you to one.

They will help you:

- comply with current commercial property laws relating to the lease.

- check if your business rates can be negotiated. Solicitors will often save you money.
- negotiate a service charge holiday between the tenant and landlord.
- negotiate the terms, length and possible breaks of your lease through your agent before signing on the dotted line.



FIT-OUT COSTS

Fit-out costs will vary greatly, all depending on your brief, your design expectations, your building and the scope of works. The team at Crown Workspace has decades of experience and knowledge to share with you and will provide you with detailed capital expenditure comparisons for your shortlisted buildings, free of charge, enabling you to make considered judgements whilst selecting.

HAVING WORKED WITH CROWN WORKSPACE ON A NUMBER OF PROJECTS I CANNOT SPEAK HIGHLY ENOUGH WITH REGARD TO THEIR PROFESSIONALISM AND ABILITY TO WORK CLOSELY WITH THEIR CLIENTS TO ENSURE THE TASK IN HAND IS COMPLETED TO THE HIGHEST STANDARD. THE 'CAN DO' ATTITUDE OF EVERYONE INVOLVED HAS BEEN AMAZING, THEY HAVE WORKED HARD TO ENSURE ANY PROBLEM HAS A SOLUTION AND DELIVER WELL EXECUTED PLANS ON TIME AND WITHIN BUDGET.

Patrick Phipps,
Head of Property & Facilities, Gowling WLG (UK) LLP



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FUTURE PROOF & PRODUCTIVITY



COLLABORATION

Does the space provide the opportunity for a canteen or somewhere for staff to eat lunch? Can they grab a coffee or have a quick informal meeting? Cycle spaces and shower facilities are becoming increasingly important for employees, it's also a good way to encourage a healthy and active workforce. If these facilities are not already available, can they be added?



FUTURE GROWTH

Do you plan to extensively grow your organisation and with it the number of employees? If so, will the new space allow for this expansion?

Good design will reduce the risk of you having to completely change your space during the course of your lease.



LOOKS MATTER

What does the building look like internally and externally, will it need some work to fit your brand? If there are lifts, do they work well and do they look new? Evaluate the quality of the views from inside the building. Good surroundings and access to natural light can reduce stress for employees. Check for any potential changes to the views to avoid disappointment later.



INTERIOR DESIGN

Crown Workspace interior design and fit-out services cover the whole journey from initial conception to completion. We will select the most suitable designers for you and manage the design process so we can create spaces for people to collaborate more effectively and streamline business processes to deliver better performance.



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IT'S ALL IN THE DETAIL



FLOOR PLATE

Do you require just one floor or space or multiple storeys? Larger floor plates are most cost effective because it lessens the need for duplication.



CABLING

Some cables require raised flooring and if there isn't any currently available, you'll have to get creative with your planning to get data and power to your employees



SIZE MATTERS

How many people can the space hold? Will it be a tight squeeze, or is there a need for precise and careful planning to fit all your employees?

Have you thought about storage? What business storage assets such as archiving rooms, cabinets and cupboards are required? A storage audit will map out a landscape of your data and storage, telling you what you have and what you really need. Completing one might condense the amount of space you need.



SERVICES

Air conditioning, plumbing, heating and waste disposal all need careful consideration, but are often overlooked. Are any of these services shared with other tenants? Will you need to enlist experts to install these?



POWER

Is the electricity supply sufficient to power your data centre and IT equipment? A good office design and fit-out company will help you work out how much power is required and carry out a load check to identify if the space is sufficient.



DESIGN

One size never fits all, which is why Crown Workspace will take the time to get to know your people and culture. This is vital so that they can create a workspace that stimulates minds and keeps inspiration alive. Crown Workspace can help you to visualise your new space through mood boards, a 3D walk through and 2D and 3D designs so you can touch, feel and explore the proposed design.

THE TEAM FROM CROWN
HAVE RESPONDED POSITIVELY
TO FREQUENT CHALLENGES,
IRRESPECTIVE OF SIZE OR LOCATION.
THEY HAVE UNDERTAKEN WORK ACROSS
THE UK, ON MANY OCCASIONS RUNNING
MULTIPLE PROJECTS AT THE SAME TIME. THEY
HAVE NEVER FAILED TO DELIVER ON THEIR
COMMITMENTS AND THE RESOURCES THEY
HAVE DEPLOYED TO SITE HAVE ALWAYS BEEN
POLITE, PROFESSIONAL AND FLEXIBLE. THEY
HAVE COMPLETED, TO A CONSISTENTLY HIGH
STANDARD, MINOR CHURNS THROUGH TO
MAJOR RESTACK PROJECTS WHICH HAVE RUN
OVER A SIX MONTH PERIOD.

Justin Palmer,
Lead Project Manager, Communities and Central Government & Defence Interserve Support Services



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MANAGING YOUR INFORMATION



INFORMATION TECHNOLOGY

What is your IT strategy and how can it be implemented in the new workplace? Where are you storing your data and at what cost? An information audit should be carried out to identify what data you currently store, how you store it and the procedures around it. This could help cost saving and reduce the risk of data breaches.



IT EQUIPMENT

It's not a good use of your employees' time to move their own desk equipment, plus you'll want everyone set up quickly, and ready to go on Monday morning. Look into the costs of outsourcing this.



AGILE WORKING

Is hot desking part of your working practise or will it be? It can save office space but make sure you have the equipment to support it. Wi-Fi, cloud storage, and digital scanning services can all help to improve your IT efficiencies. This is also a great time to review how you manage your information and how it can be made more efficient in the new workplace.



DATA CENTRE

Will you be basing a data centre within the space? If so, have you considered the extra requirements that comes with it such as air conditioning, security and power? Think about the space you'll need for a comms room, and if there's a good place to locate it.



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KEEPING THE WORKSPACE GREEN



SUSTAINABILITY CONSIDERATIONS

As well as being responsible about the effect you have on the environment, the advantages of a sustainable office include increased productivity, reduced energy costs and a more efficient workspace.



THE ENVIRONMENT

A model sustainable office should be sensitive to its environmental impact. This includes energy and water consumption, equipment quality and long-term energy efficiencies. Additionally, it also includes building materials, waste management and furniture quality standards.



BREEAM

Is the building BREEAM rated? If so, under which version of BREEAM? Older versions were less stringent and won't guarantee a similar rating of the interior space. *BREEAM is an environmental standard that rates the sustainability of buildings in the UK.*



ENERGY EFFICIENCY

When selling or renting a building, the landlord is required by law to provide an EPC (Environmental Performance Certificate). This will give you clues about the building's energy efficiency.



DOUBLE GLAZING

Easily overlooked, double glazing can help save money on your energy bills as well as reducing external noise.



NATURAL LIGHT

Natural lighting is a contributing factor towards achieving a BREEAM rating. Not only does natural light increase the productivity of your staff but it can also reduce your energy costs. Visit the space during different times of the day to assess how light penetrates the office space.



THERMAL TESTING

Thermal testing can show you how much heat escapes the building, which can have an impact on your energy bills.

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ON THE JOURNEY WITH YOU



CHOOSING A DESIGN AND FIT-OUT COMPANY

Selecting a design and fit-out company to partner with is often difficult.

There are many to pick from and you should carry out your due diligence and research accordingly.

However, choose one that you truly believe will understand your organisation's culture and you will get along with the people. Discover what makes them different. We at Crown Workspace believe we are different. Why? We believe you

deserve the best of the best when facing an imminent project whatever the scope of works may be.

We are unique by carefully selecting and tailoring the most suitable and experienced team for you so you never have to settle for second best.

For us it is all about ensuring you benefit from: 1. advice from the most appropriate people 2. a wider range of experience 3. a more focused and tailored approach.



FOR 50 YEARS CROWN HAS SUPPORTED BUSINESSES AND THEIR PEOPLE – ADAPTING AND CHANGING TO SUIT YOUR NEEDS

To find out more about our services, please call 0330 024 0959,
email crownworkspace@crownew.com or visit www.crownworkspace.com



