



Paul Beningfield, Director of London Based Surveyors - Conrad Merrin explains the office refurbishment process, and how Chartered Surveyors can save companies money on refurbishments costs and lease agreements.

REFURBISH YOUR OFFICE - INCREASE PRODUCTIVITY

It may seem like an extravagance, but refurbishing your office can make a big difference to your business. Good office design can boost staff morale, increase productivity and impress visitors.

WHY USE A CHARTERED SURVEYOR

Chartered surveyors are experts in property refurbishment. With a unique blend of construction knowledge, design flair and property expertise. We specialise in refurbishment of existing buildings and creating great office space on a budget that meets your needs.

- 1 | Professionalism
- 2 | Design flair
- 3 | Budget control
- 4 | Competitive quotes from contractors
- 5 | Advice on statutory regulations
- 6 | Expert project management
- 7 | Advice on leases and building surveys

Appointing a Chartered Surveyor will give you peace of mind that your project is in the hands of a professional looking after your interests.

OFFICE REFURBISHMENT - WHERE DO I START?

The first step is to analyse your office space and determine your needs and budget. Once this is established our designers produce a series of proposals and you decide which option best suits your needs. We then create detailed CAD drawings and a schedule of works which is competitively tendered to selected contractors. The quotes are analysed and we recommend which contractor to appoint. We also supervise the project to completion.

MONEY SAVING OPTIONS

The current climate is tough for business so why throw money away? Save it by using ECO Lighting. There are a variety of lighting

solutions on the market which reduce your energy costs. You can also use daylight sensors, intelligent lighting controls and infrared motion detectors. There are even Government grants to help you make eco savings with lighting and other energy saving fittings.

GO GREEN - ENHANCE YOUR COMPANY IMAGE

A sustainable office is good for your company image and can save you money. Our designs can incorporate timber from sustainable forests and products made from recycled plastics. By using energy efficient technology and choosing materials that don't emit high levels of carbon dioxide you can do your bit for the environment.

LIMITED BUDGET - GIVE YOUR RECEPTION THE WOW FACTOR

The entrance area of your business is arguably the most important space within your organisation, it says something about who you are and creates the first impression of your company. A reception refurbishment needn't cost the earth, and will enhance your working environment.

LEASING NEW OFFICES SPACE - PROTECT YOUR INTERESTS

A schedule of condition survey is usually commissioned before the signing of a lease in order to establish the condition of the office prior to occupation. It records the condition at a particular time and may be supported by photographs, sketches and drawings. Often, a schedule of condition can be used to negotiate with a landlord to have defects corrected prior to taking over the lease, and it can also be used to limit the extent of repair required at the end of the lease, thus saving you considerable sums of money. However it's important to fully understand your potential liabilities before signing your lease.

USEFUL TIPS

Whether you're an established company or a start up, moving into offices or refurbishing existing ones can be stressful. Before embarking on your project consider the following ten tips;-

- 1 | Identify your space and storage requirements
- 2 | Employ a professional to prepare design options
- 3 | Obtain landlord and building control consent
- 4 | Comply with Health & Safety and DDA regulations
- 5 | Establish your short and long term technology needs
- 6 | Make energy savings on lighting and power
- 7 | Enhance your "Green credentials" explore eco grants
- 8 | Establish time line and keep stakeholders informed
- 9 | Obtain competitive quotes for office refurbishment
- 10 | Work out a budget and allow 10% for contingency



FREE CONSULTATION – EARLS COURT EXPO

Conrad Merrin are exhibiting at the Business Start Up Expo at Earls Court on 30th November and 1st December 2010. If you're a start up or an SME, visit **stand 360** for a free consultation or call Paul Beningfield on **0845 539 2104** or visit www.conradmerrin.com