

Design & Build *Handbook*

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Introduction

Welcome to our guide on office design and transformation. As we journey through the nuances of office spaces together, know that we're right by your side, sharing every insight and suggestion. Why? Because creating an optimal workspace matters to both of us.

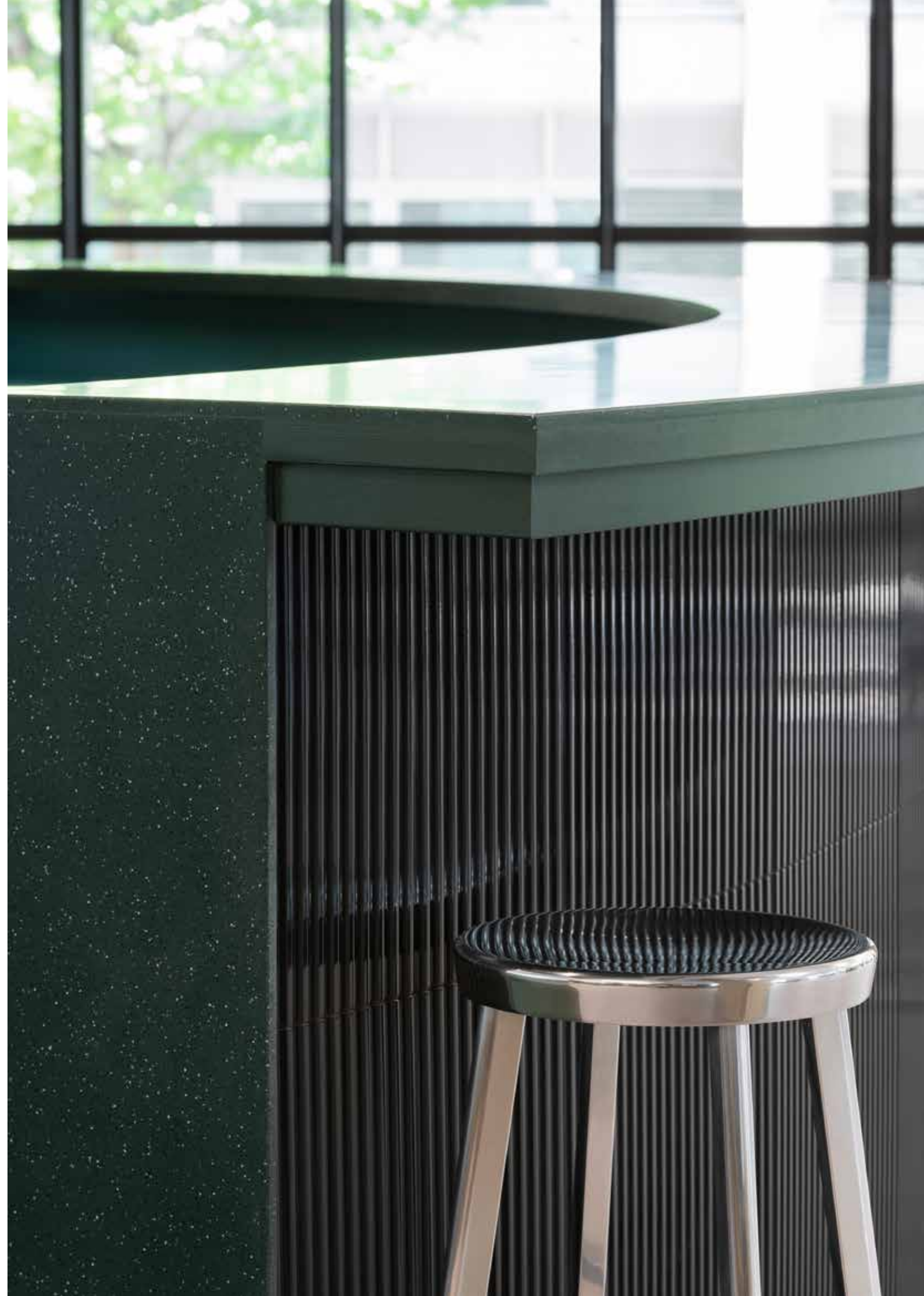
Considering an office relocation or refurbishment? Delve into our real estate strategy section first. While relocation might seem like the only solution, we've often found that a thorough workspace analysis offers a different perspective.

Through years of hands-on experience in London's dynamic office design sector, we've honed our ability to identify under-utilised spaces and untapped potentials. More times than not, the answers lie not in a complete change of address but in reimagining and reconfiguring the space you already have. It's about evolving current spaces into environments that inspire, function efficiently, and truly make every square foot serve its purpose.

But let's not forget the collaborative spirit that's key to this entire process. We're in this together. Our role is to ensure that you're not just a spectator but an active participant, fully informed and confident in every decision made. When you come to us with a vision, we respond with our expertise, moulding and shaping that dream into tangible reality. And yes, while the industry is riddled with technical jargon, we promise to always communicate clearly and candidly.

Our core values of transparency, creativity, and genuine partnership are not just buzzwords – they are the very foundation of our ethos.

Together, let's not just design a workspace; let's craft an environment that stands as a testament to innovation, functionality, and shared vision.



Real Estate Strategy

In the world of office spaces, understanding your current scenario is pivotal to determining your next steps. A methodical approach to assessing, analysing, and improving your environment not only refines your workspace but also fosters productivity and employee satisfaction. Let's break down this journey into actionable steps to guide you effectively:

1. Analyse Your Existing

Understand Your Current Status	Start by reviewing your current building and location. This foundational knowledge will guide subsequent decisions, preventing potential derailments later.
Commission a Building Analysis Status	Investigate your current building's facilities. Note constraints such as: • Layout and desk arrangement. • Meeting rooms or breakout spaces available. • Varieties of working spaces. • Building infrastructure, including power socket availability and air conditioning effectiveness.
Rate Landlord Performance	Assess your landlord's property management team. Are they responsive and attentive to your needs?



2. Engage Stakeholders

Identify Key Players	Recognise who's essential in decision-making, reporting, and supporting throughout the project.
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3. Collect Feedback

Engage Your Staff	Understand their feelings about the existing building. Consider facilities like showers, toilets, bike storage, and parking. Feedback can offer invaluable insights.
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4. Review Lease Agreement

Understand Your Lease	Familiarise yourself with the terms of your current lease. If unfamiliar with lease technicalities, consider hiring a property agent and solicitor.
Key Points to Consider	Lease end date, breaks, holidays, subletting clauses, and dilapidation obligations.

5. Seek Expert Advice

Engage a Property Agent

A reputable agent, preferably sourced through recommendations, can provide:

- Market analysis
- Local rent rate insights
- Comparisons with potential locations
- Experience with current or potential landlords, offering insights into lease renegotiations

Get in touch with us for agent recommendations.

6. Assess Location Advantages

Evaluate Proximity

Assess the current location in terms of staff commute times.

Amenities & Infrastructure

Proximity to public transport, coffee shops, gyms, and other facilities can greatly influence the attractiveness and functionality of a workspace.

By methodically working through these steps, you'll build a holistic view of your current situation, empowering you to make informed decisions moving forward.



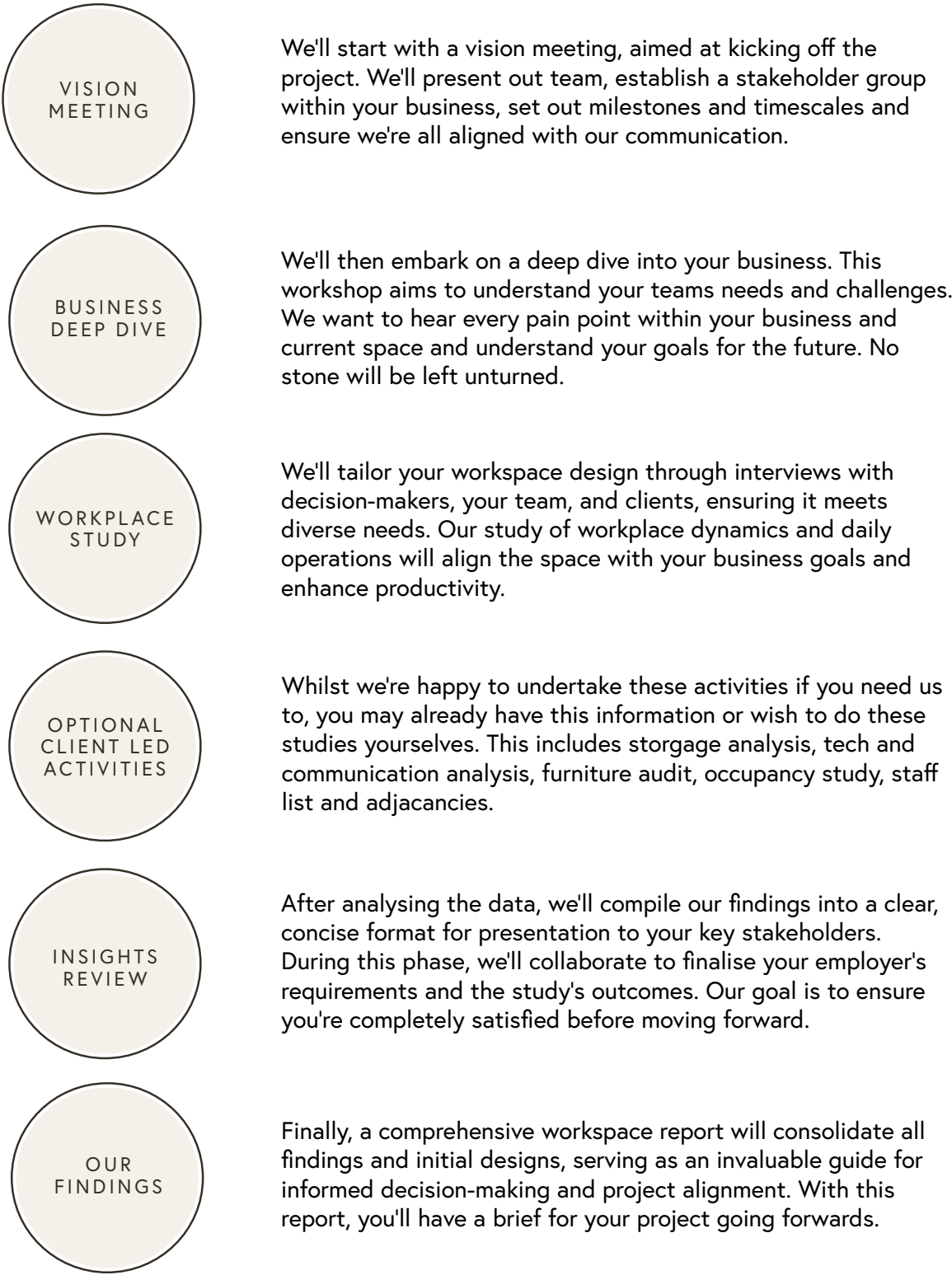
Workplace Strategy

The workspace we occupy can be more than just a physical place; it's a reflection of our operational efficiency, culture, and growth aspirations. As businesses evolve, so do their spatial needs. Thus, the importance of a thorough workplace analysis cannot be stressed enough. Here's how to navigate this process effectively:

Why Commission a Workplace Strategy?

Third-Party Perspective	Getting an external viewpoint provides in-depth insights into your space utilisation. This can reveal opportunities for improvement or reconfiguration.
Tailored Analysis	The size and scope of your analysis should be moulded to your distinct needs.

What's involved in workplace analysis with AW Spaces?





Design

Design Brief & Workplace Feasibility

- Gather information and requirements for the new space based on prior workplace feasibility assessments.
- Determine the functional and aesthetic needs for the office.

GA (General Arrangement) Plan

- Draft the Day 1 layout (initial setup) and Day 2 layout (potential future changes).
- This layout will be the foundation for the entire design and will be submitted for stakeholder approval.

Concept Design Development

- Using the GA plan as a base, the design team will further refine the office design layout into a comprehensive concept design.
- Produce inspirational imagery and mood boards which can be digital or physical. These mood boards communicate the inspirations and ideas behind the proposed design.

3D Visualization and Immersion

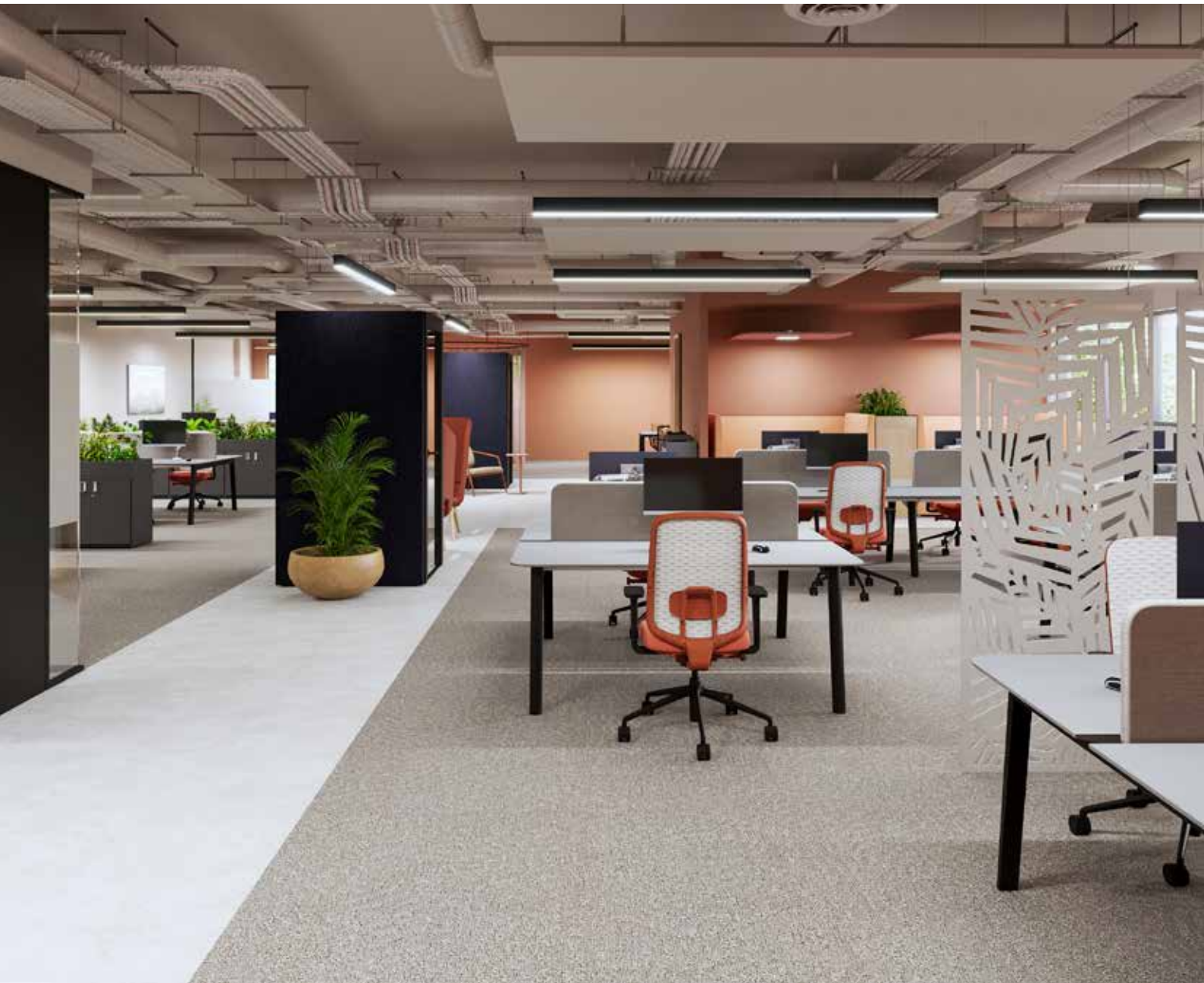
- Once the design concept is refined based on feedback, it's handed over to the visualisation team.
- Develop CGIs (Computer Generated Images) which give a photorealistic representation of the proposed space.
- Create a VR (Virtual Reality) experience, allowing stakeholders a chance to virtually navigate through the proposed design. This is especially useful for stakeholders to get a “feel” of the space.

Detailing Fixtures & Fittings

- Decide on the final touches. This includes floor finishes, furniture choices, lighting solutions, and art installations.
- These elements not only provide functionality but also play a huge role in the ambiance and feel of the space.

Showroom Visits in Clerkenwell

- Schedule visits to showrooms located in Clerkenwell for a firsthand experience of potential products and fixtures.
- Viewing products in person can often help in making more informed decisions, ensuring what’s seen in catalogues matches reality.



Preconstruction Phase

Collaboration Between Designers and Preconstruction Team

- During the design phase, designers work in tandem with the preconstruction team.
- This collaboration ensures the office design plan is feasible, within budget, and can be executed within the stipulated timeframe.

Role of the Preconstruction Team

- The preconstruction team estimates the project costs, sets the timeline, and handles the technical specifics of the build.
- Liaise with the landlord’s management team to comprehend site complexities, rules, delivery arrangements, and required permissions.

De-risking the Project

One of the primary responsibilities of the preconstruction team is to identify potential risks early on. This ensures that issues are tackled proactively, leading to a seamless project delivery.

Finalizing the Design & Cost Estimation

- Once the design is finalized (design freeze), the preconstruction team provides a detailed cost estimate.
- This estimate breaks down costs associated with products specified by the design team, site access arrangements, and project duration.

Production of Technical Drawings

- Oversee the creation of working technical drawings necessary for the build. This includes:
- Elevations of joinery items
- Power layouts
- RCP (Reflected Ceiling Plan)
- These drawings are instrumental in ensuring the project progresses without hitches on site.

Supply Line Analysis

- The preconstruction team analyzes supply chains, focusing on long lead time items and specific goods that need early specification.
- Early notifications based on this analysis help in risk mitigation and ensure a delay-free project delivery.

Drafting a Full Construction Programme

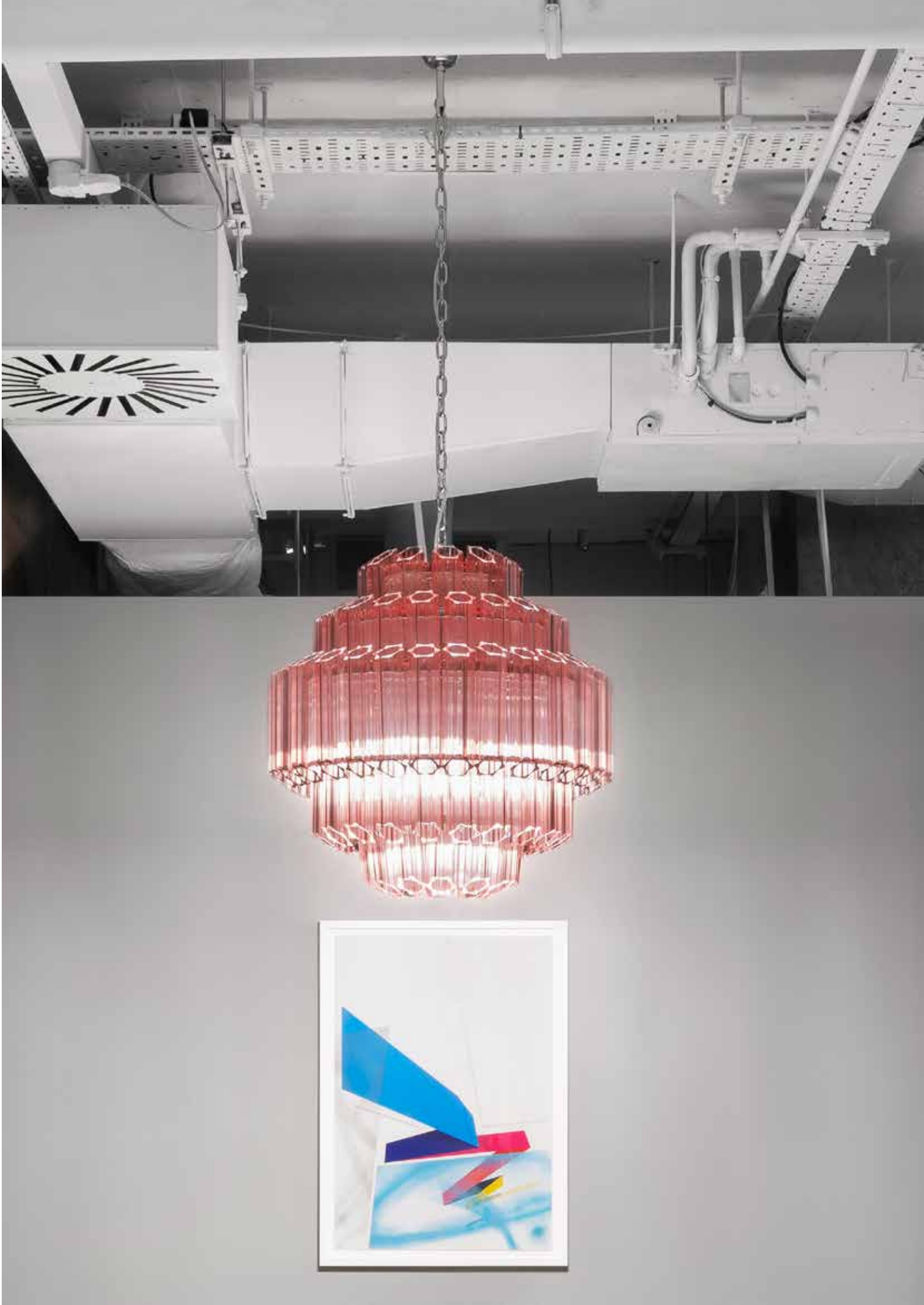
- Convert the draft construction schedule into a detailed working programme.
- This programme accounts for every phase of the construction process, from site setup to project completion.

Collaboration with Building Management Team

- Establish a strong working relationship with the building management team.
- Ensure all of the landlord’s regulatory requirements are met promptly.

Adherence to Statutory Regulations

The preconstruction team ensures all legal and regulatory standards, such as building control, are adhered to from the early stages of the project.



Construction

- Designate a Project Manager
- We'll appoint a project manager to oversee the construction process.
 - The project manager will work closely with a team of construction professionals, including external consultants, site managers, site operatives, and subcontractors.

- Responsibilities of the Project Manager
- Ensure the final space aligns with the design approved by the client.
 - Monitor the project's timeline and budget closely.
 - Provide weekly progress reports, which include regular site meetings, progress photographs, and a risk management system (e.g., traffic light system).

- Prioritize Health and Safety
- Emphasize the importance of health and safety throughout the construction process.
 - Ensure all team members, from the project manager to site operatives, are committed to maintaining a safe environment for staff, clients, and visitors.
 - Project managers should constantly plan and monitor health and safety measures throughout

Statutory Requirements & Compliance

The project manager oversees all regulatory aspects during construction, such as the H&S F10 submission and building control compliance.

- Furniture Delivery & Installation
- Ensure the timely delivery and installation of furniture towards the end of the project.
 - Ensure the workspace is clean and ready for handover.

- Project Handover
- Conduct a formal handover process once construction is completed.
 - This includes the commissioning of all installed equipment and providing training to the client's team on how to use installed equipment (e.g., air conditioning systems, instant boiling water taps).



Aftercare & Adjustments

Post-Delivery Availability After the project delivery, the construction and design team remains accessible for any necessary tweaks or modifications to the installation, ensuring optimal usage of the newly developed space.

Ongoing Communication Stay in regular contact with clients in the subsequent months following project completion. This ensures you remain updated about any evolving needs of their business.

Adapting to Business Evolution As business requirements change, be prepared to assist in making necessary adjustments to meet the client’s goals.

- Facilitating Minor Works**
- Be available for smaller, ongoing works based on the client’s changing needs. This might include:
 - Adding new spaces such as management offices or meeting rooms.
 - Overseeing office modifications due to expansion, which might involve more power outlets or additional desks.
 - Adjusting spaces for new initiatives, e.g., facilitating space for activities like yoga classes.

Leveraging the Day 2 Team Utilize the Day 2 team for subsequent adjustments. Their in-depth understanding of the original project installation positions them well for any follow-up work required.

Flexibility in Operations Ensure that teams can operate during non-traditional working hours, like weekends or evenings, to guarantee that the client’s daily operations remain uninterrupted during any adjustments.



Glossary

¹ Dilapidations.	Your legal obligation stipulated within your lease to return your space to its original layout and finish.
² GA Plan.	General Arrangement plan is the layout spaceplan for an office.
³ CGIs.	Computer Generated Images which will bring your office to life in 3D.
⁴ VR.	Virtual Reality. A virtual office space allowing you to virtually walk around and through your new space before it's built.
⁶ WELL.	The WELL Building Standard is an international system that measures, monitors and certifies a series of features to promote occupant wellbeing.

Get in touch with us

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