

key stage 1 THE MEETING

The key to all of our successful contracts is a clear brief. Tell us about your organisation, your staff & your clients, & we will create an inspirational environment that will enable your business to thrive.

At the first meeting, we'll listen to your business & operational objectives & discuss with you the information our design team need to begin work on your new workspace.

key stage 2 GETTING TO KNOW YOU

Before deciding whether to refurbish, we want to understand your space requirements, now & for the future.

The optimum amount of space will enable you to create a congenial workspace with the facilities your people need to drive the business forward. Our design team will determine the best use of office space that will enable you to maximise company potential & create a welcoming environment for your employees & your clients.

To establish your requirements we will:

1. Interview key members of your team
2. Survey your furniture, filing, storage & equipment requirements
3. Explore any other facilities you may need

Our designers will create an environment that reflects your corporate personality & culture, ensuring that your company brand values are fully supported.

key stage 3 RESPONDING TO BRIEF

Now that we have your brief, we develop 2d layouts indicating the 'best fit' within the space available, incorporating all of the necessary equipment & staff levels.

The next step is to develop initial layouts detailing the location of all workstation offices & facilities, which we discuss with you before committing to final layouts. To help you make the right choices we often present a couple of options..

key stage 4 DESIGN DEVELOPMENT

With the detailed floor-plan layouts agreed, we consider specific design details. Typically, initial ideas are presented as 2d visuals together with style boards detailing colours, finishes & materials.

As the project progresses, we develop final layouts & 3d visuals with detailed technical drawings for our construction & manufacturing teams, together with all the drawings & documentation required for statutory & landlord approvals on your request.

key stage 5 PROGRAMME OF WORKS

The contracts team develop outline specifications & detailed cost options for every aspect of the project. In addition, we produce a comprehensive programme clearly setting out key objectives & decision points for both the design-development phase & for all on-site works.

key stage 6 ONSITE WORK BEGINS

Once all designs/costs have been confirmed & the relevant applications have been approved, we move on site. A dedicated project-management team will oversee the whole process & a contracts manager will be the single point of contact on site throughout the project.

As your new environment becomes a reality, you'll appreciate the advantages of our complete design & build methodology & procedures which ultimately lead to the realisation of a shared goal: a workspace that helps fulfil the aspirations of your company.