

# Commercial Fit Out Cost Guide

Second Edition

“Key for our business is minimising business disruption and Habit Action have proved they understand this. When looking for a partner for this major project of bringing two businesses into one facility under the Shoal Group banner, Habit Action was top of the list of who we would approach to tender for the work. Whilst costs will always be at the forefront of any decision, delivering on time and in budget were equally as important and Habit Action had a proven track record of this. Murray has been through each of those fitouts with us and the current major project so we knew exactly what the outcome would be.”

– **Leonie Pannell**  
*Group Commercial & Finance Director | Shoal Group*



# Introduction

A warm welcome to Habit Actions fit out cost guide for 2024/25, a powerful tool for you to use when considering a fit out in this post-pandemic climate, weighing up cost options and understanding some of the external factors that are currently influencing pricing in the UK.

Since the start of the Covid-19 pandemic, office design has been one of the most rapidly evolving industries with a series of lockdowns reshaping and redefining what the workplace means and peoples relationship with it. Within this fit out cost guide, we'll be looking at 3 different factors impacting on the design and definition of the office we know today.

The three priorities Habit Action have identified as the most significant consideration for office design that impact the overall project investment are; hybrid working, a renewed focus on sustainability and wellbeing, and an increase in technological requirements.

As a company with a client-first approach to everything we do, Habit Action believe it is important that each client is aware prior to the design and build process of the investment their project will require. It is important to bear in mind that this resource is a guide based on our experience over the last three years of project investment in the office, warehouse, and laboratory industry.

With 40+ years in the construction industry, specialising in commercial design and build, we understand the critical importance the design of a space has on the overall productivity of your team, attraction and retention of top talent, clients and suppliers, as well as what your workspace says about your brand to consumers. Our aim in every project is to create a space that helps your business to grow and teams to flourish.

The office has changed and will continue to do so as long as people and processes evolve, but often leaders and managers struggle to identify the individual needs within their organisations. We'd encourage you to reach out to one our team of workplace specialists to bring clarity and vision to your space, taking the guesswork out of design, replacing fiction with fact, and giving you a space that reflects who you truly are and the values you stand for.

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# What is an office fit out?

An office fit out is taking a space and developing it to align its usability with the unique needs and requirements of those using the space. Depending upon the level of work required to get the space to a point where it is fit for purpose and suitable for those using it, will dictate the amount of investment, time and effort needed to complete the project.

## Key Consideration Factors For a Fit Out

### Location

Initially, understanding your location options is critical, giving you the ability to consider meaningfully the following factors.

### Talent

People are the most valuable asset of every organisation, so you must understand where the talent is available as where as where they want to work geographically.

### Occupancy Rates

With greater flexibility being a given for the future way of working, footprints are reducing whilst connectivity is increasing.

### Property Rents

Location and building amenities go hand in hand with location and geography, together marginally with overall supply and demand.

### Fit out Costs

The extremely subjective cost, factored by all the above, but critically underpinned jointly by your business, brand, culture, and future growth anticipations.





As with all industries, the design and build industry is full of jargon and specialist terms which to most people mean nothing. Starting out with some of the most common terms and questions we have from our clients, we'll be explaining what Cat A, Cat A + and Cat B fit outs.

### What is a Cat A fit out?

Putting it simply, Cat A, or category A fit-out is the basic finish of an interior space, with a scope that typically covers mechanical and electrical (M&E) supply, lighting, walls, suspended ceilings and raised floor. Usually this phase would be completed by a landlord, making the space habitable but giving tenants a blank canvas to design and furnish the space provided according to their requirements.

### What is a Cat A + fit out?

Cat A+ fit out is the halfway mark between Cat A and Cat B where the landlord fits the space out to a degree that it is ready for someone to move in and work from straight away. As customer expectations increase, Cat A+ is becoming increasingly popular in the industry since it enables tenants to effectively plug in and go as soon as they take on the space. Although these spaces can just be walked straight into, most of these spaces will still need a certain amount of adaptation and personalisation to suit the specific needs of the organisation.

### Some of the typical works you'd expect to be carried out in a Cat A fit-out are:

- Mechanical & electrical services
- Ceiling lighting
- Walls
- Suspended ceilings
- Raised access floors
- Fire facilities
- Toilet shell

### What is Cat B fit out?

Cat B, or category B fit outs is everything that goes in a space to define the layout, design, look and feel. This phase is typically where the space becomes personalised and suited to your individual needs and requirements as led by your internal team or your design and build partner. This can be anything from furniture, wall coverings, partitions, doors, flooring, tea points, canteens and soft furnishings. Cat B would be the most common form of fit-out for most relocation or refurbishment projects as it is the point at which the given space becomes your space and becomes suited to your requirements.

### Some of the typical works you'd expect to be carried out in a Cat B fit-out are:

- Meeting and conference rooms
- Furniture
- Doors and partitioning
- Kitchens and breakout spaces
- Soft furnishings
- IT installations and infrastructure
- Brand detailing and design



The difference between  
Cat A, Cat A+, and Cat B  
fit out.



# What are the Drivers for Cost Inflation?

As with the majority of industries, the design and build industry has been hit by cost inflation. To understand the reasons behind this, we've provided a few examples below of what has influenced cost inflation.

## Higher Commodity Prices

Over the years, the prices of commodities like steel, aluminium, and copper have experienced significant fluctuations. These raw materials are the backbone of the office design and build industry. Any increase in their prices invariably influences the cost of products and services offered, further contributing to inflation in office construction projects.

## Labour Shortages

The office design and build sector relies heavily on skilled labour for efficient project completion. However, a shortage of skilled labour, often fuelled by factors such as retirement or limited local talent pool, has increased labour costs. Companies are now forced to pay a premium to attract the limited available labour or even outsource work, incurring additional costs in the process.

## Higher Material Costs

Technological advancements and the demand for sustainable building materials have led to increased market demand for energy-efficient lighting, innovative insulation materials, and eco-friendly construction practices. While these materials contribute to a more sustainable and environmentally friendly approach, they often come at a higher price point, in turn contributing to inflated costs.

## Fuel and Haulage Costs

The transportation of materials and equipment to and from construction sites forms a significant part of the overall office design and build costs. Fluctuations in fuel prices directly impact haulage costs, and these increasing expenses are often passed down to clients, thus adding to the overall project costs.





# Stay vs Go?

Deciding whether to stay in current office space or relocate involves a detailed analysis of various factors impacting your business. Here are some key insights and steps to help guide your decision:

## 1. Asses Alignment with Business Goals

Ensure that your real estat decisions align with your business plans and future growth needs. This includes evaluating if your current space can support your business objectives and if it meets your space requirements now and in the future.

## 2. Cost Considerations

Staying can save costs associated with relocation, such as fit-out and moving expenses. However, relocation might offer better premises, potential rent savings, and an opportunity to adapt to new working styles such as hybrid models.

Conduct a cost – benefit analysis to compare the expenses and savings of renewing your lease versus moving. This should include upfront costs, potential rent changes, and long-term financial implications.

## 3. Evaluate Current Space Viability

Asses whether your current space can accommodate future growth or if essential services need updating. Consider the building's sustainability regarding location, amenities, and sustainability goals.

Analyse whether the current layout supports your business operations and if redesigning could enhance efficiency and employee satisfaction.

## 4. Market Conditions and Lease Negotiations

The current office market dynamics, such as increased availability and lower take-up rates, might offer leverage for negotiating better lease terms. Evaluate the market for opportunities to renegotiate your lease or find a more suitable location.

Understand the costs your landlord might incur if you leave, such as vacancy and re-leasing expenses, to strengthen your negotiating position if you decide to stay,

## 5. Impact on Employees

Consider how a potential move might affect your employees, including changes in commute times and overall satisfaction with the new location. The ability to attract and retain talent can be significantly influenced by your office's location and amenities.

## 6. Strategic Review and Planning

Conduct a thorough strategic review involving staff satisfaction surveys, contractual lease terms, and space cost comparisons. This should help your formulate stay and go options, factoring in both quantitative data and qualitative aspects such as employee well-being and operational flexibility.

By following these steps and conducting a detailed analysis, you can make a more informed decision about whether to stay in your current office or relocate to a new space. This approach ensures that your final decision supports your business goals and provides a conducive environment for your employees.





# Define Your Needs

## How Soon is Soon?

It's crucial to start planning as early as possible to establish a project timeline. Whether you're deciding to move office or refurbish your current space, advanced planning enables you to create a comprehensive workplace strategy, preventing rushed and potentially flawed decisions.

## Creating Your Brief

An insightful brief is fundamental to any successful workplace transition. Common objectives include:

- Business change (expansion, consolidation, re-branding, merger).
- Enhancing recruitment and retention.
- Lease event (lease expiry or break).
- Reducing costs and physical overheads.
- Increasing customer exposure.
- Implementing new working methods.
- Boosting employee motivation and productivity.

## Workspace and Workplace Requirements

Differentiating between your workplace (the building your company occupies) and workspace (where work is carried out) helps identify diverse needs and prioritize what matters most.

## Workplace Considerations:

- Compatibility of the building and local area with your brand.
- Proximity to suppliers.
- Accessibility of amenities for employees and clients.
- Nature of local businesses (complementary or competing).
- Attractiveness and accessibility of the local area for potential employees.
- Commuting routes and convenience.

## Workspace Considerations:

- Optimal space plan to support business needs.
- Expected expansion or contraction within the next five years.
- Environmental factors that support employee performance.
- New space needed to maximise team productivity.

## Planning Well in Advance:

Planning at least 18 months before your move ensures ample time to address all considerations and avoid rushed decisions.





# How much will an office fit-out cost?

In today's rapidly-changing business landscape, it's essential to understand the required investment for an office fit-out in 2024. Here, we'll examine the average cost and break it down into four key components: construction, AV & IT, professional fees, and furniture costs.

## Cost Breakdown

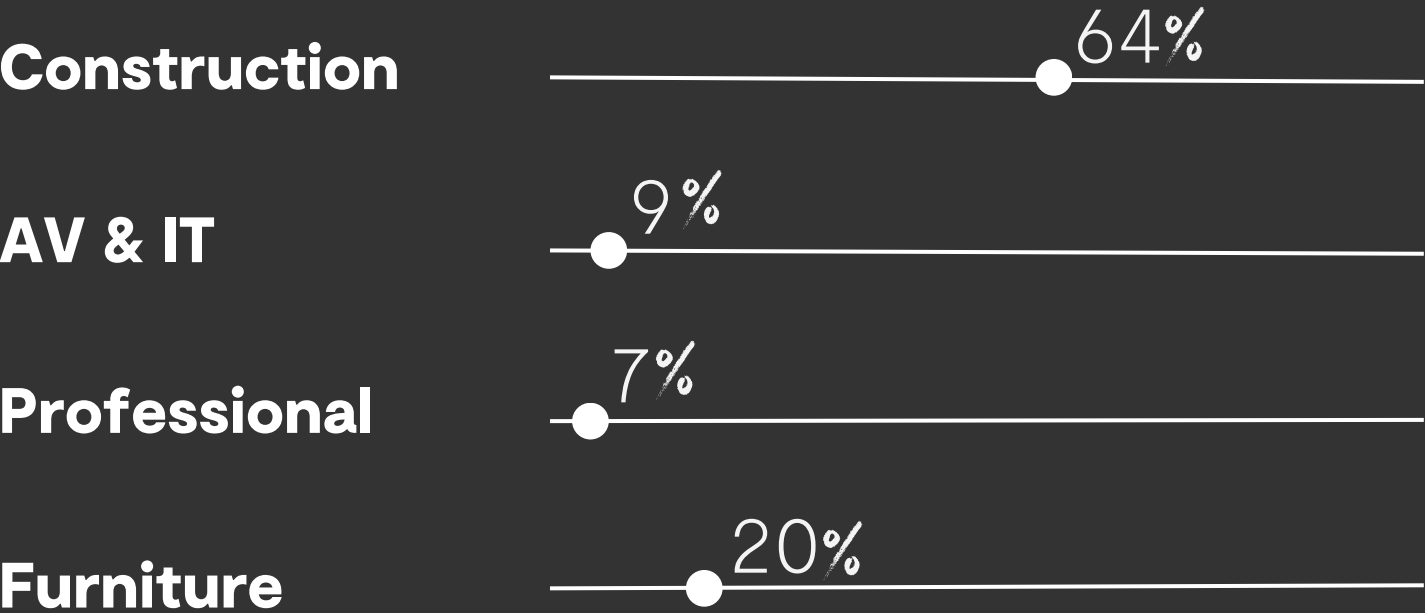
**Construction (64%):** The largest portion of a fit-out comes from construction costs, including demolition, drywall, flooring, electrical systems, and climate control. In 2024, construction costs are expected to account for approximately 64% of the total investment.

**AV & IT (9%):** As modern offices increasingly rely on technology, the cost of AV and data setup is another critical component of a comprehensive office fit-out. AV & IT costs cover installing computer networks, telecommunications systems, and audio-visual equipment, contributing to 9% of the overall budget.

**Professional Fees (7%):** Hiring architects, interior designers, and project managers are essential for a seamless office fit-out process. These professional fees generally account for 7% of the overall expenses.

**Furniture (20%):** Office furniture goes beyond mere aesthetics, as it impacts employee comfort, well-being, and productivity. Therefore, allocating 20% of the budget to procure ergonomic chairs, workstations, storage solutions, and common area furnishings is a must.

# Fit out Cost Breakdown

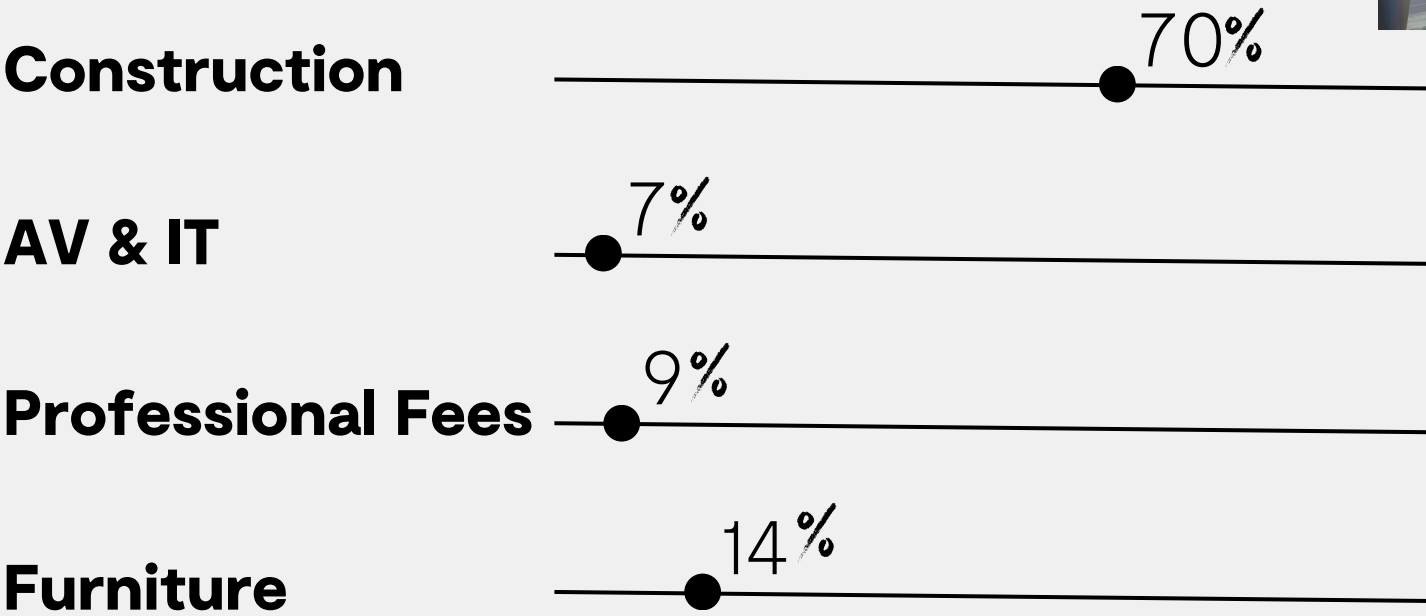




# Office

## Breakdown of office fit-out costs

Based on our recent office fit-out projects as well as industry averages, in 2024, the average fit-out cost for the whole project sits at **£104 per sq ft**. We have compiled a breakdown of where these costs are allocated on average as a comparison between construction, AV & IT, professional fees, and furniture.

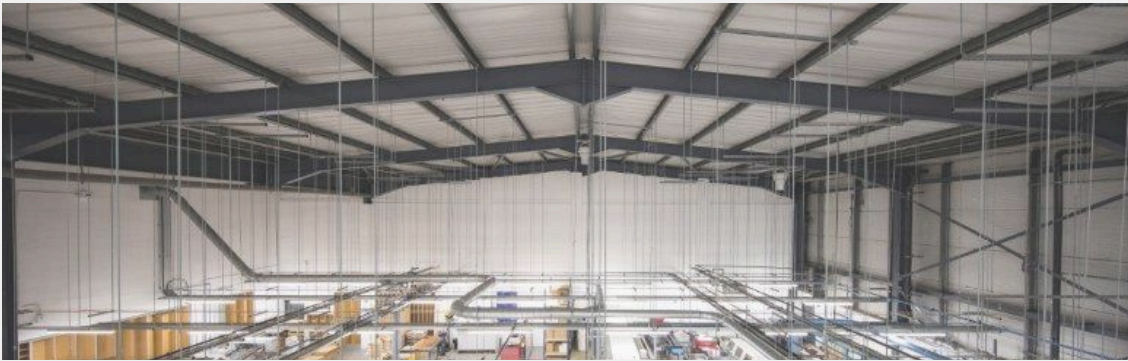
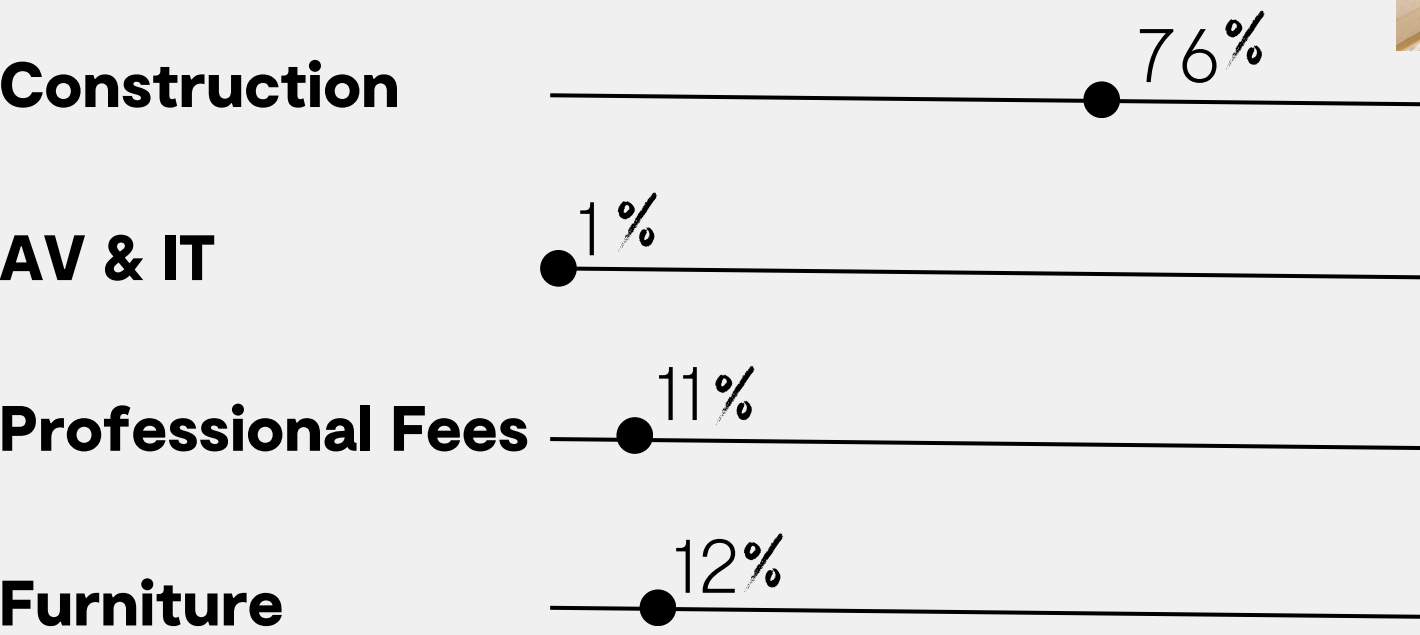




# Industrial

## Breakdown of industrial fit-out costs

Based on our recent industrial fit-out projects as well as industry averages, in 2023, the average fit-out cost for the whole project sits at **£128 per sq ft**. We have compiled a breakdown of where these costs are allocated on average as a comparison between construction, AV & IT, professional fees, and furniture.

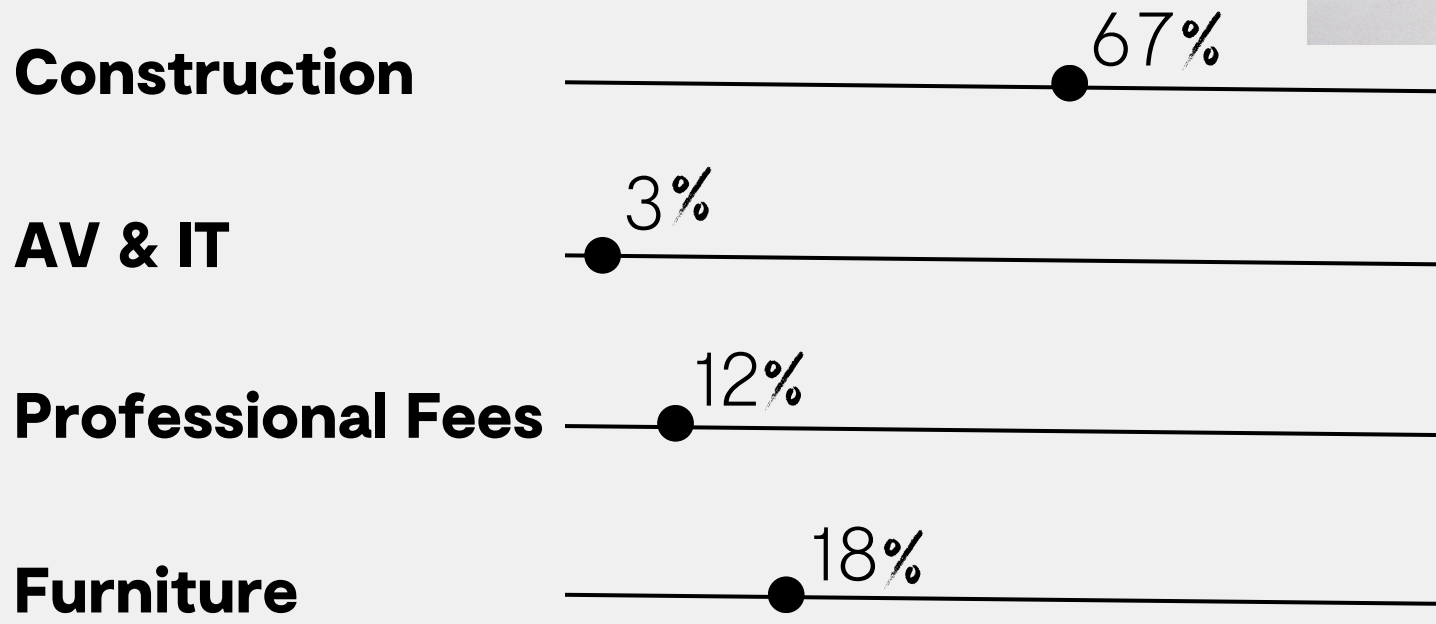




# Lab & Life Science

## Breakdown of lab & life science fit-out costs

Based on our recent lab and life science fit-out projects as well as industry averages, in 2023, the average fit-out cost for the whole project sits at **£94 per sq ft**. We have compiled a breakdown of where these costs are allocated on average as a comparison between construction, AV & IT, professional fees, and furniture.





Following industry wide research on standard fit out cost prices across the UK and Europe, we bring you an overview of the average price per for a high-quality specification office in each market. This data was collated by an extensive network of workplace designers, local cost managers and project managers across the different locations.



# EMEA Fit-out Prices

Total fit out costs £/sqm (including AV / Data, professional fees, and furniture)



# Calculating Your Budget

Fit-out costs will likely be one of your company’s largest expenditures. Key variables such as design, size, furniture selection, and location will significantly impact your final costs.

## Major Areas of Potential Expenditure:

### Building-Related:

- Rent
- Rates
- Service Charges
- Building Security
- Maintenance
- Running Contracts
- Existing Space Dilapidation's
- Stamp Duty

### Advisory Fees:

- Commercial Property Agent
- Legal Advice Cost Consultants
- Environmental Audits

### Capital Expenditure:

- Fit-out and Furniture Costs
- IT Infrastructure and Hardware
- New AV Systems, Installation, and Training.
- Telephone Lines

## Budgeting Recommendations

As a general rule of thumb, it’s advisable to budget an amount equivalent to one year’s rent for office fit-out costs. This helps ensure you have sufficient funds to cover all necessary expenses and unforeseen contingencies.

### Logistical Fees:

- Mail Redirection
- Move Management
- PR and Marketing

### Soft Costs:

- Insurance
- Staff Training
- Project Contingency

### Regional Cost Varitions:

Fit-out costs can significantly differ based on the location. For instance, costs in cities like London, Berlin, and Dublin vary, with London generally being the benchmark (0% difference), while other cities may see a range of cost reductions.

### Types of Fit-Outs:

Low Budget: Basic and functional designs with minimal intervention in base build systems. Suitable for open-plan spaces with standard furniture and AV for meeting rooms.

Medium Budget: More bespoke and innovative designs with higher attention to detail, including specialist finishes and quality furniture.

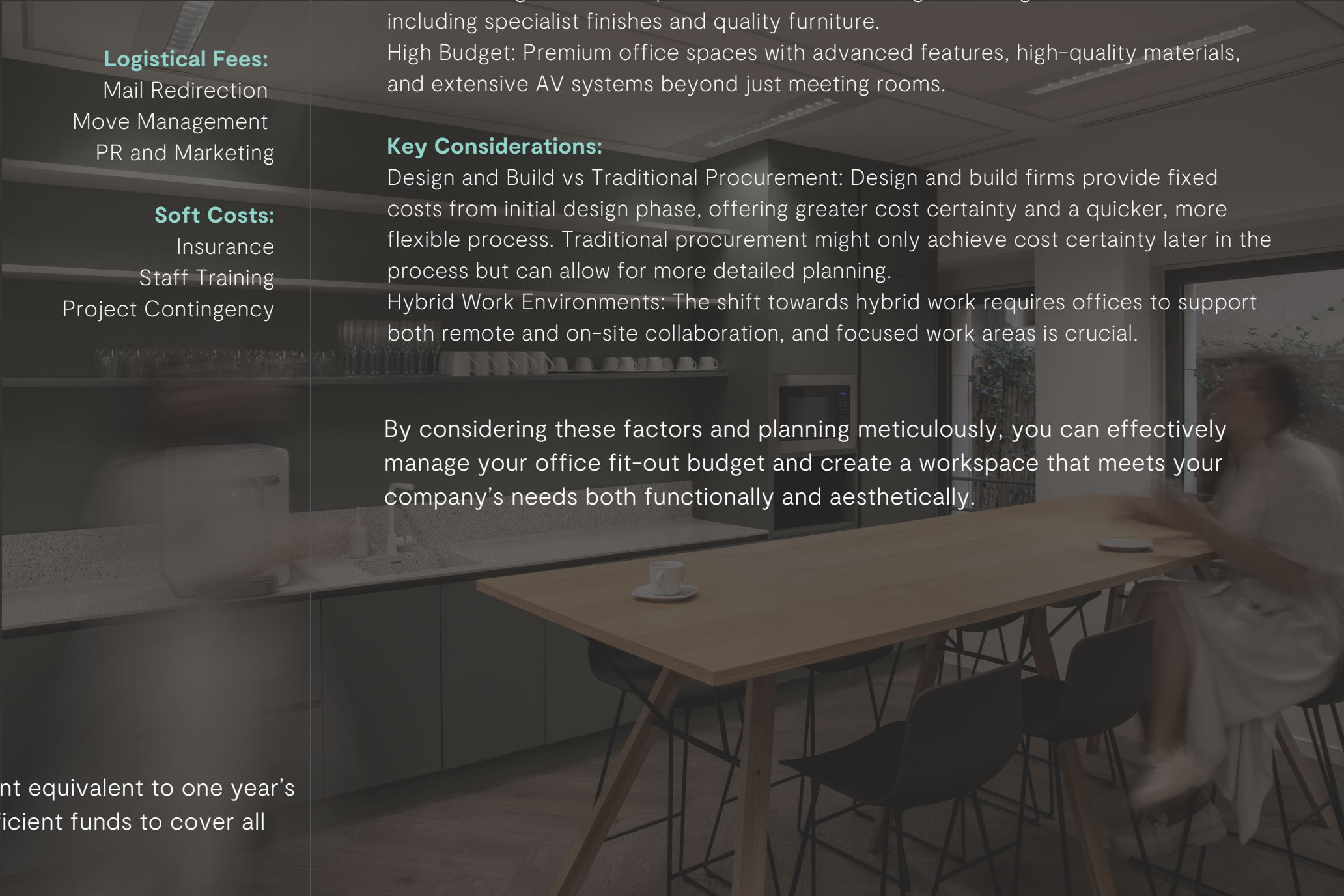
High Budget: Premium office spaces with advanced features, high-quality materials, and extensive AV systems beyond just meeting rooms.

### Key Considerations:

Design and Build vs Traditional Procurement: Design and build firms provide fixed costs from initial design phase, offering greater cost certainty and a quicker, more flexible process. Traditional procurement might only achieve cost certainty later in the process but can allow for more detailed planning.

Hybrid Work Environments: The shift towards hybrid work requires offices to support both remote and on-site collaboration, and focused work areas is crucial.

By considering these factors and planning meticulously, you can effectively manage your office fit-out budget and create a workspace that meets your company’s needs both functionally and aesthetically.





# Building Your Team

Early advice is crucial for a successful workplace project. Each team member provides invaluable expertise, helping identify and mitigate fees, risks, and obstacles promptly.

## Internal:

### Internal Project Leader:

Appoint a single point of contact within the company to manage the day-to-day aspects of the project. If you take on this role, be prepared for it to require significant time and effort, especially as the project nears completion.

### Fiance Team:

Involve your finance team to draft a budget forecast. It would be wise to conduct a three-year headcount forecast to evaluate the suitability of your current space and decide whether to expand, downsize or stay.

### Internal Team:

Each department will have unique requirements. Form an internal team from the management personnel of these divisions to act as liaisons, ensuring that their specific needs are addressed in the new office design.

## External:

### Landlord:

Meet with your current landlord to understand their plans for the building. Their objectives might differ from yours, potentially necessitating relocation. Maintain open communication, as economic and market conditions can influence their goals.

### Commercial Agent:

Property agents have extensive knowledge of the rental market and potential locations, crucial for your selection criteria and success. They can also help renegotiate favorable terms on your existing lease. Engage them early for insights into the current market and future forecasts.

### Legal Team:

Commercial property transactions are complex and costly. Consult with property solicitors to understand your lease obligations, such as notice periods, rent reviews, and dilapidations. This often overlaps with the services of your commercial agents.

### Workplace Specialists

Design and build firms aka “us”. We should thoroughly understand your business. We gather measurable insights to review your requirements, improving engagement and performance and driving meaningful change within your organisation. We essentially are the glue that sticks your whole team together, managing and overseeing everything to make sure its up to your level of requirement and beyond.





# The Different Approaches to Relocation and Refurbishment

If you're considering either relocating to a new space or refurbishing your current offices, you'll need someone to manage and implement the design and construction phases of the project. There are two main approaches you can take to this process known as Traditional or Design & Build, and another process known to Habit Action as Evidence-based Design & Build. Here we'll take a look at what each process involves to help explain what might be the best route for your project.

## Traditional

Your internal project team takes responsibility for coordinating all project elements, although you may appoint a third-party project manager to oversee the whole project on your behalf.

This project manager then engages with architects, designers, furniture specialists, and quantity surveyors to take your brief and develop the project scheme accordingly.

A formal tender process is then used to coordinate a number of quotes on each discipline from individual contractors.

Successful communication can be difficult to maintain as there are multiple independent parties, often with conflicting interests and aims.



## Design & Build

Usually after a 'beauty parade', a shortlist of design and build companies are selected based on their previous experience and other credentials.

The shortlisted companies then take your brief and present back a solution with associated costs. Designs will be based on the assumed best fit for your company with little or no background knowledge or research.

Once a preferred company is selected, and the design and cost are agreed upon, then the project is managed in its entirety by the design and build company's team.

## Evidence-based Design & Build

This method is similar to design and build, however, the design brief is formed based on evidence and research. It takes account of what the organisation is trying to achieve, both in terms of daily activities and long-term objectives.

Evidence-based design uses facts and data from analysis to advise on the best workspace for optimum productivity and ROI.

An evidence-based workspace design and build company will still offer the full level of project management and implementation and gives the added benefit of a sustainable design that is based on data rather than design assumptions.



# 6 Common Fit Out Mistakes To Avoid.

## 1. Rushing the design development

It is an easy mistake to make as you try not to buckle under the pressure of meeting deadlines, but it can be a costly one to make for both the total value of the project, and the effectiveness that results from the design once occupied. Carrying out a fit out is no small task and no matter the size of the project, a lot of work needs to take place to take the project from concept through to delivery. Planning is the key to a successful fit out that effectively meets the needs of the client and optimises their space whilst also having completed the necessary due diligence to avoid unforeseen setbacks.

## 2. Sacrificing quality to save pennies

In some instances, it can be very effective to swap out high end finishes for more cost-effective options to value engineer the project budget. There are some obvious areas where this can be done with minimal impact on the finished aesthetics however, there comes a point where the overall quality is sacrificed, and the end users will really feel the impact. Flooring finishes are low-cost high impact investment.

## 3. Not prioritising the staff

You need to understand your staff – how they operate and what they want out of their work environment. This can be heavily impacted by your company's culture, activities, age demographics, and staff personalities. Your workplace environment has the power to be a huge pull factor that contributes towards happy and productive staff. Take the time to listen to your staff and what they want.

## 4. Not checking the building has enough power from the mains to accommodate the fit out

This is a simple one but can often catch clients out. Upgrading the mains power supply can be expensive and take months not weeks.

## 5. Not being realistic with the budget

Calculate the likely cost of your space by speaking to one of our team. We will need to know the total area of your space, total number of staff, the existing state of the space & its facilities and the level of spec you are after. If you want the WOW factor this will come at a price.

## 6. Contingency planning & realistic time frames

Often your fit out is only one piece of the puzzle when it comes to refurbishing or relocating your workspace. There are many other factors that play a part and to coordinate all of these effectively will take time. To name a few:

- The landlord requirements or a License to alter
- The new buildings facilities. Are there any common area showers or bike storage?
- Has the building got an existing fibre link?
- What IT setup will be required in the new building?
- New maintenance and facilities contracts with
- M&E, cleaners, coffee machines, printers, food deliveries, etc.
- Access fobs for staff to remain the same.





# Choosing a Project Partner

Selecting the right designer, architect or fit-out company can be challenging due to the variety of specialties, expertise, and pricing schemes available in the UK and globally. Here are key factors to consider:

## 1. Creativity

Choose a team that can creatively interpret your brief, ensuring your workplace reflects the unique identity of your company.

## 2. Track Record

Look for a firm with a strong track record. Reputable companies will be eager to showcase industry-specific case studies and testimonials from similar projects. Inquire about awards and accreditation's to gauge their credibility.

## 3. Technical Capabilities

Ensure the team is well-versed in contemporary solutions that can support your business growth and operational needs.

## 4. Attention to Detail

Attention to detail is crucial. Make sure the firm strives for flawless installation, aiming for a trouble-free and operational-ready project from day one.

By considering these factors, you can ensure that you choose a project partner who aligns with your company's values and goals, ensuring a successful and sustainable office fit-out project.

## Key Aspects of a Partner

## 5. Budget Management

A reliable partner should demonstrate a consistent ability to deliver projects on time and within budget, showcasing strong financial management skills.

## 6. Well-being

Evaluate how the fit-out partner should demonstrate a consistent ability to deliver projects on time and within budget, showcasing strong financial management skills.

## 7. Sustainability

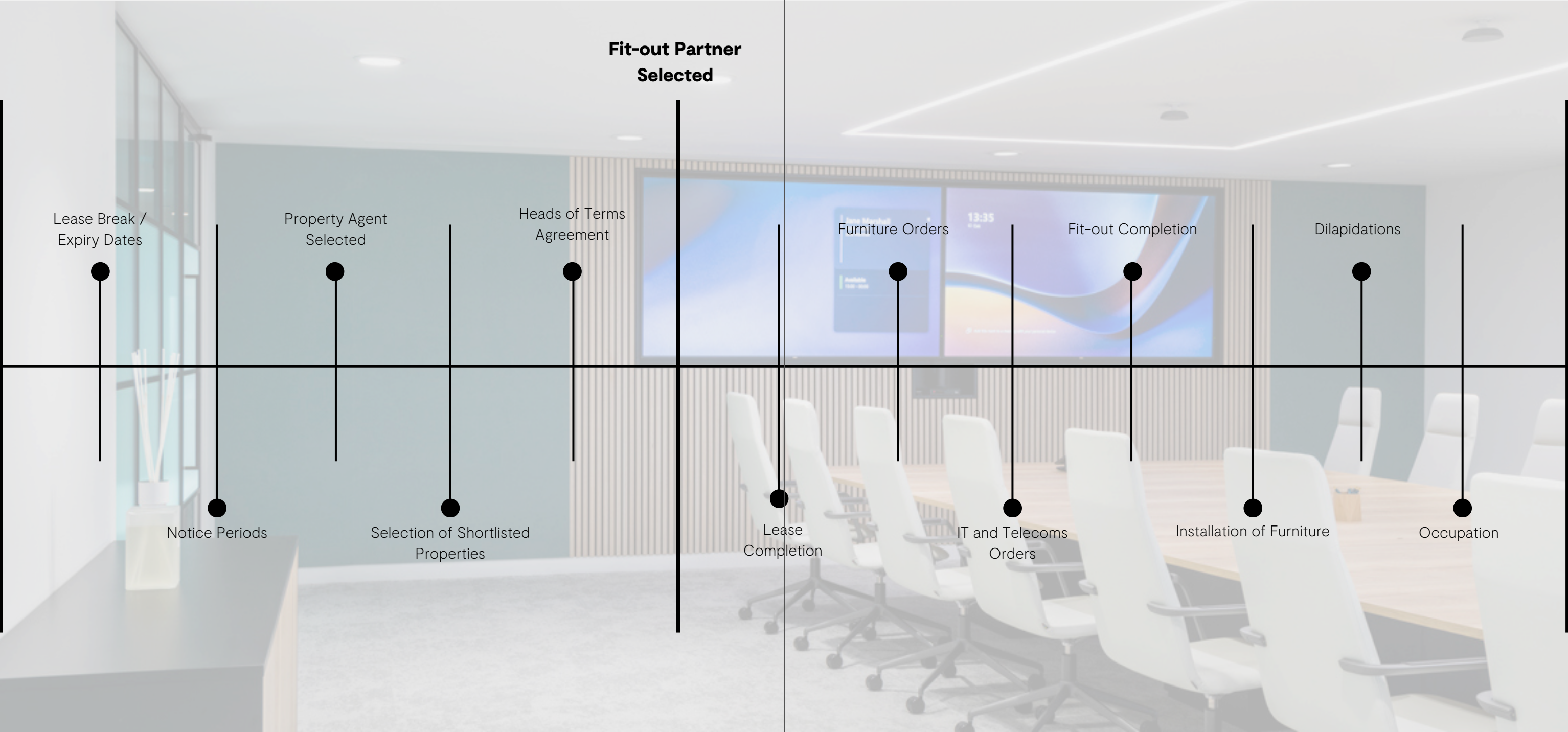
Choose a partner who prioritizes environmental impact. Certifications such as ISO 14001 and ISO 9001 indicate environmentally conscious practices. Additionally, BREEAM and SKA assessment ratings provide a clear picture of a project's environmental considerations.





# Whats Your Programme

Work with your team of decision-makers to establish project parameters, key dates, and milestones you aim to achieve.





# Your Workplace Strategy

Agile working and the need for a tailored workplace strategy isn't new, but it has never been more relevant. We've all learned to work in a new way that will bring long-term improvements to any organisation.

## Enhance Your Culture

Use this process as a catalyst for enhancing your culture, bringing people together.

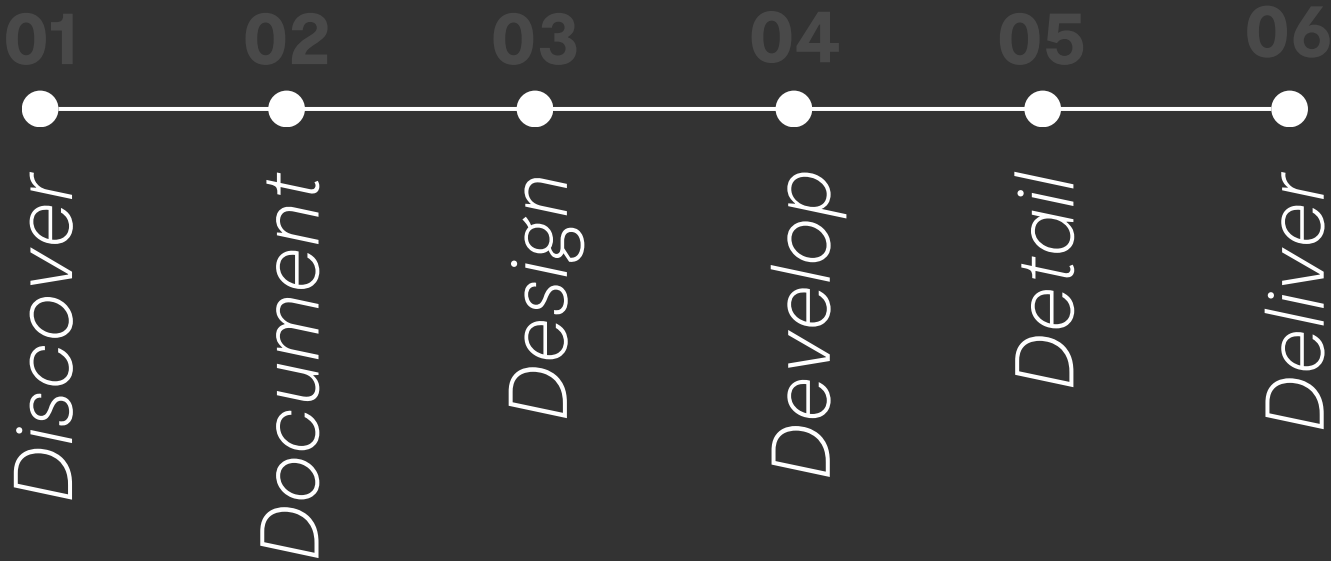
## More Productive Staff

Give them a working environment calculated to help them perform.

## Attract the Right People

Customers and talent alike

We look at what people are doing, we look at how people are doing it, and we look at how people feel. The workplace strategy that Habit Action provides, takes our clients on a unique journey where we can engage with staff from each area of the company, making every project truly one of a kind that take into account the needs of the company as a whole. Since workplace strategy and a data-driven approach to office design lie at the heart of everything we do, we've created a clearly defined structure known uniquely to us as 'The Six Ds'.



# Design Process

Here are some key aspects to consider in your approach:



**Designing for Brand and Company Culture:**  
Office design is vital in shaping your company's brand and culture. Collaborating with the right fit-out company can significantly boost your performance.



**Designing for Compliance:**  
Ensure your new office design complies with all relevant government laws and building regulations. This is a critical aspect of any office fit-out.



**Designing for Function:**  
The functionality of the space is just as important as its aesthetics. Both the look and practicality of the new space are crucial.



**Designing for Sustainability:**  
A company's commitment to sustainability can be reflected in the workplace's BREEAM or SKA ratings. Incorporating green design principles is an important consideration.



# Forms of Contract

## Developing Your Design Brief and Project Agreement

Once you’ve created your design brief, the next step is to develop a schedule and project agreement. This will define the legal and financial responsibilities for you and your project partner.

### FF & E Procurement:

One of the major expenses for your new office will be FF&E procurement (furniture, fittings, and equipment). While these items can often be procured directly from manufacturers, there are distinct advantages to using an independent consultant or a design and build partner with in-house expertise.

### Sustainability and Compliance:

By working with a broad range of suppliers, FF&E consultants can provide more options that meet your sustainability initiatives, ergonomic criteria, and British Standards compliance.

### Best Value:

FF&E consultants can leverage strong purchasing agreements, supplier relationships, and tender processes to ensure you get the most competitive pricing, avoiding the usual 20-30% margin.

### Designing for Sustainability:

A company’s commitment to sustainability can be reflected in the workplace’s BREEAM or SKA ratings. Incorporating green design principles is an important consideration.

### Insurances

Ensure both you and your fit-out partner have adequate coverage for the project. This includes:

- Public & Product Liability
- Contractors’ All Risks
- Employers’ Liability
- Professional Indemnity

## Contractual Agreements

Your schedule will detail the legal and financial contracts for the project. These should include:

**Warranties:** Standard warranties for mechanical and electrical items are usually 12 months. Your project partner should be able to extend these to match the duration of your lease.

**Licence to Alter:** This landlord’s approval includes a detailed schedule of the property, proposed alterations, and the programme of works.

**Third-Party Contracts:** Your partner should coordinate with your telecoms or IT provider to ensure their integration into the project.

**Preparatory Payment:** An initial payment to your fit-out company, often in the form of a 'letter of instruction,' covers project management. This should be timed appropriately to ensure smooth progress.

**Stage Payments:** Establish a timeline with your fit-out partner, detailing agreed objectives and corresponding deadlines, with payments made upon successful delivery.

**Changes and Variations:** Plan for potential disruptions or changes by agreeing on a fixed price for any amendments in advance.

**Health and Safety Liability:** Confirm in writing that all contractors have the relevant qualifications and comply with construction regulations, including working at heights, accident reporting (RIDDOR), asbestos treatment, access, and parking.



# Project Delivery & Construction

Once you've created your design brief, the next step is to develop a schedule and project agreement. This will define the legal and financial responsibilities for you and your project partner.

## Site Planning

Construction sites are intricate environments requiring the coordination and movement of significant quantities of high-value materials. Effective and precise site layouts are essential for ensuring that work is carried out efficiently and safely. These layouts should include:

- Welfare spaces
- Meeting rooms
- Vehicle access
- Property access points
- Material and equipment storage
- Subcontractor facilities
- Emergency access routes

## Site Reports

Weekly progress reviews are essential to stay updated on-site activities. Your site report meetings should include:

- Minutes of previous meetings
- Review of program and progress
- List of any snagging issues
- List of design amendments or schedule changes
- Photos of the site

# Move Management

Whether you're relocating, moving into a temporary space during renovations, or refurbishing while in occupation, you need to manage your assets effectively. Consider the following:

## People:

Ensure you know who will be where and when. Department leaders should have contact details for their team members.

## Technology:

Coordinate with your IT and telecoms providers about moving technical equipment. Some companies offer this service for free, while others may void warranties if you move their items.

## Furniture:

Decide if you will reuse any existing furniture. Take an inventory and determine what you want to keep during the transition.

## Filing and Storage:

Arrange with a removal company and consider your off-site storage needs, including how often you'll need access.

## Communications:

Create a communication plan for staff, customers, suppliers, and service providers to keep everyone informed.

## Dilapidation's:

Request a disposal and dilapidation's report from your current landlord to understand if you need to restore your space to its original condition

## Snagging:

To avoid costly mistakes when moving into the new office, ensure quality control from the start. Conduct weekly site inspections with your project manager and adopt a zero-tolerance policy for faults.



# Cost Management During Completion

Keep your staff, suppliers, and clients informed throughout the project, especially as the moving date approaches. This helps manage the social transition of your fit-out project and ensures everyone is on board. Provide clear and concise timetables, including:

1. When and how occupation will take place
2. Key dates and schedules if moving into a new workplace
3. Logistics and timescales if refurbishing while occupied
4. Training schedules for new technology, equipment, and furniture
5. Induction packs to welcome staff to the local area

## Final Considerations

Once everything is finalised, consider the following:

- Organize all redirections (Royal Mail, phone, etc.)
- Terminate outstanding contracts at your previous workplace
- Confirm with the previous landlord that they are satisfied with the dilapidation works
- Launch your PR and marketing initiatives
- Take photos of the new space for social media
- Celebrate! Invite clients and suppliers to see your new space

Your workplace should continue to meet your needs and support your objectives. However, aftercare is often overlooked. With access to your new office layouts and contents, your fit-out partner can provide insights on making alterations, improvements, or amendments. They should demonstrate:

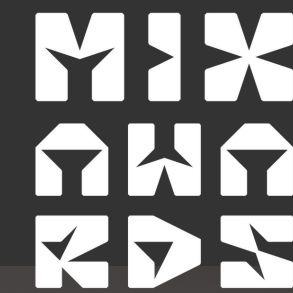
- Commitment to the ongoing relationship
- Six and twelve-month health checks
- Advice on the future of the workplace
- Previous work with maintenance partners
- Furniture replacement and maintenance





# Why Habit Action?

- 1976 | started a family carpentry business.
- 2002 | entered the interior design & build market.
- 2014 | on boarded leading in house design talent, winning our first lab space project for CPL Aroma's global HQ.
- 2016 | acquired our own HQ asset, now developed into a state-of-the-art office and showroom.
- 2018 | delivered our first European project, a £3.5M design & build transformation for NYC based international Flavours & Fragrance company, including lab facilities.
- 2019 | acquired Habit Action, establishing a London design workforce and widening team.
- 2022 | awarded Atlas Copco CAT A & B £8.5M project in Hertfordshire – completion date November 2023.



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## Commercial CAT A & B Design & Build

# 45+ Years

The future for us is bright, founded on a strong balance sheet position and a wide network of Clients that highly recommend our capabilities and brand, establishing us as a trusted Partner for the delivery of commercial office spaces both in the UK and Europe.

Our clients are our heroes. Their challenges are our challenges and their needs are what drive us to continually improve what we do. Being able to improve the working lives, cultures, and success of the businesses we work with, is undoubtedly the biggest rewards.



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