

Office relocation guide

An opportunity to improve your business

An architectural floor plan of an office building, rendered in a light blue color. The plan shows various rooms, corridors, and a central area with a large 'X' shape. The drawing is detailed, showing walls, doors, and furniture. The background of the slide is a solid dark blue color.

An opportunity for your business...

Moving to a new office is an exciting prospect for your business. This is your opportunity to:-

- Invest in business success
- Maximise brand impact
- Increase staff morale
- Develop the potential of the business
- Introduce smarter ways of working
- Update and integrate technology
- De-clutter
- Go greener
- Improve space efficiency (and so save money)

Do you know...?

How do I want to portray the company brand to staff and visitors?

What exactly are my power & data requirements?

Will I be fully compliant with the latest Health & Safety legislation?

What shared facilities are provided within the building?

What volume of my storage is personal, shared or centralised?

How will technology be integrated with the furniture?

Are all the storage cabinets I currently have fully and usefully utilised?

Do I need new furniture?

How can I make the best use of natural light?

How will the orientation of the building affect the office design?

How do I co-ordinate furniture delivery with the fit-out?

How much space do I really need?

Am I making the most of advances in technology?

If I buy new furniture, how do I dispose of my existing furniture?

Will my new furniture be sustainably sourced?

What style best reflects my corporate identity?

Is there a more efficient way to accommodate my storage needs?

How do I build-in flexibility to accommodate future as well as current needs?

What are my environmental obligations on site?

Do I know my Health & Safety obligations?



Facing all these questions can seem very daunting... luckily, we are here to help.

How we can help...

At times of change, our client partners tell us we provide exceptional support and innovation in terms of best use of their business spaces.

Moving, expanding, consolidating or co-locating provides the best opportunity to build on the good and manage out the less favourable.

In terms of workspace this might mean that long-intended storage audit or making sure you have enough power and data in the right place! Whether it's a strategic re-plan of existing furniture into the new space or an alternative concept to help improve productivity, staff morale or corporate identity, the friendly experts at SIS can help.

Hindsight shows us it's never too early to be collectively discussing the interior elements such as furniture, workstation power and data integration and evolving work styles. Experience tells us the sooner the dialogue begins - the less compromise is required as the scheme unfolds.

This saves our clients time and money from day one!

SIS is a commercial fit-out, furnishing and relocation group with services including:

- Front end consultancy, including pre-move
- Space performance analysis - existing and target locations
- Workflow, communication and occupancy profiling
- Space planning and visualisation
- Interior architecture
- Fit-out and furniture
- Audio visual systems integration
- Storage systems – office to warehouse
- Relocation and move management
- Disposals and recycling with kg/CO2 off-set certification
- Day 2 services to protect your investment
- Change management – process and culture alignment

A true one-stop-shop to minimise risk and reduce costs!

How much space do you really need?

Relocating offers an opportunity to make your space work harder to support your business.

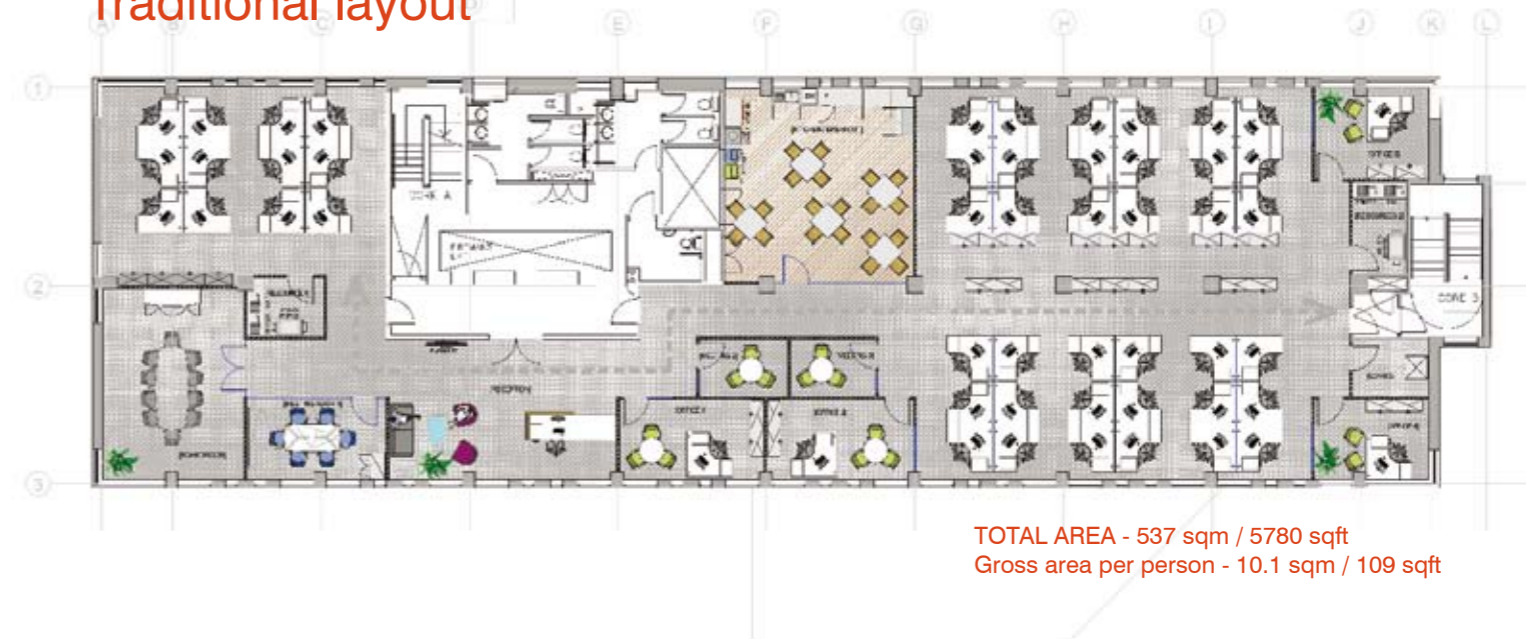
An example of this is the replacement of a traditional, static office with a modern layout designed for knowledge transfer rather than process work. In order to accommodate changing work patterns and the growing emphasis on communication, **smarter ways of working** can be introduced.

The smart-working office needs to be flexible and multi-purpose in order to support continuously changing work patterns and business strategies. Staff need a range of work settings to support a variety of activities. Spaces for collaboration and communication need to be balanced with quiet spaces for privacy and concentration. The furniture provided must support the necessary technology and promote mobility.

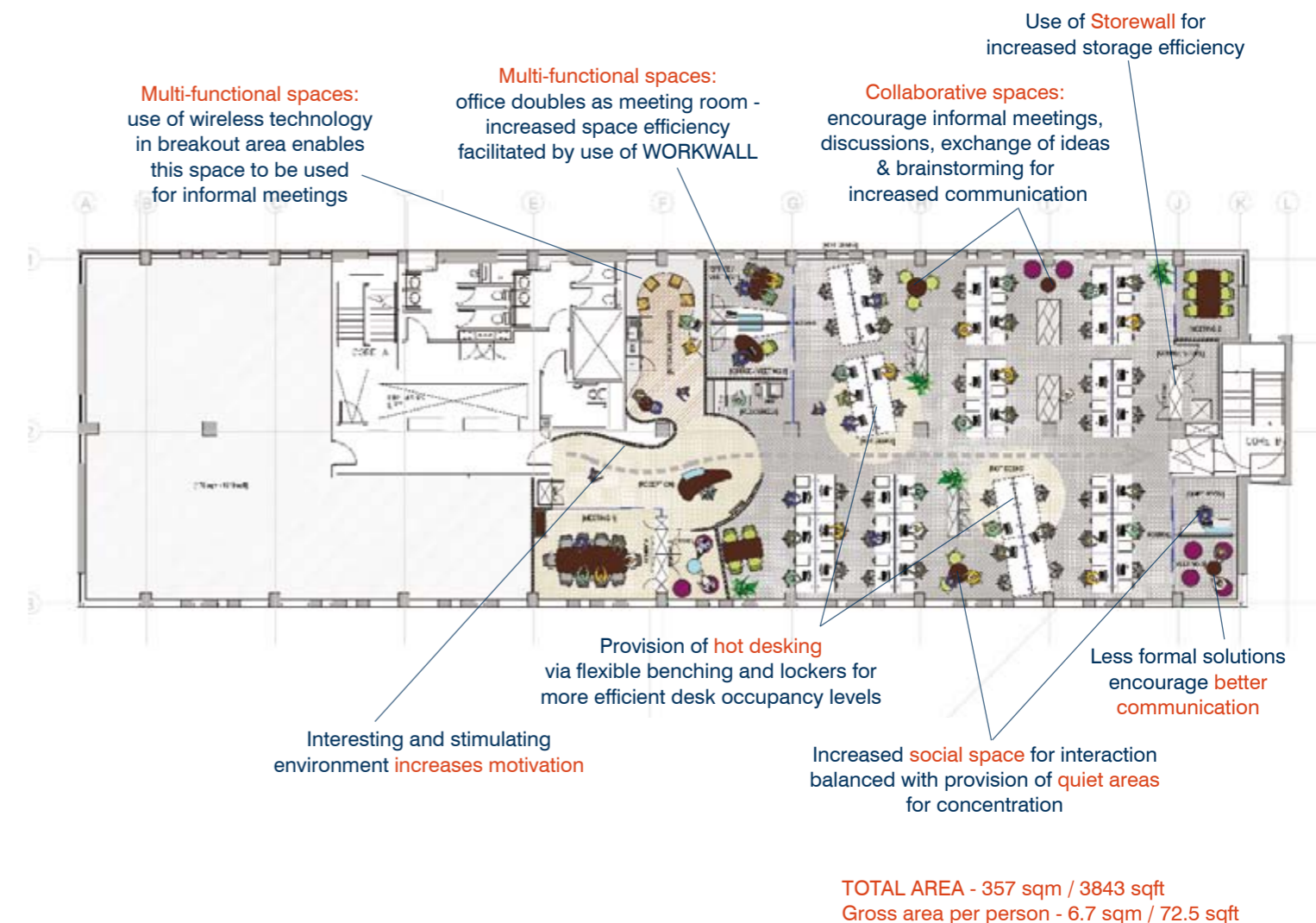
Smart ways of working may include:

- provision of hot desking
- use of multi-functional spaces
- increased social space for interaction balanced with quiet space for concentration
- interesting, stimulating environments improve motivation
- use of storagewall for increased storage efficiency

Traditional layout



Smarter working layout



What about furniture?

When your organisation relocates, it is important to support the valuable human resource with a responsive and aspirational workplace. Furniture is a key component.

Understanding the way you work is critical so that we can provide suitable tools to support your business.

The right furniture should:

- support your people & processes
- integrate power & data
- be flexible to adapt to different work patterns
- be adaptable to support future change
- be compliant
- satisfy your storage needs, now and in the future
- demonstrate formality / promote collaboration, as required
- incorporate mobility, if required
- define spaces
- reinforce brand identity to staff & visitors

...and thereby improve the performance of your business.



What next?

Do you need...

- Workplace consultancy
- Storage audit
- Space analysis
- Change management
- Space planning & visualisation
- Interior design & fit-out
- Furniture sourcing
- Relocation & move management
- Furniture disposal
- Day2 services

We're always keen to 'show and tell' new ideas, work styles and innovative space concepts and we'd love to hear from you if you suspect we may be able to help you or you'd just like to put us to the test!

“Let us help you make opportunity to improve

the most of this your business”.

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