



Office renovations can be a really fun and exciting time for your company. It presents an opportunity to revitalize the ambiance and overall aura of the workplace—it's primarily the reason why most companies decide to give their HQ a new look. However, this task is not all bright and happy. Office renovations can be arduous, tedious, and could become very stressful if your preparation is not enough. That's why we decided to create this checklist to help you organize your workplace face-lift.

❑ 1. Understand Why you are Renovating

Understanding the reason as to why your office is renovating ensures that the outcome would meet what your company originally needs. Renovation takes time, and a lot of things may happen during the process. Having a strong foundation such as the reason behind the renovation can help you get back on track.

❑ 2. Identify the People Involved

Assigning the right people to do the right tasks could make or break any project. It requires ample amount of trust and hours and hours of background checks.

➔ The Point Person

Not everyone can handle the pressure of this daunting task of taking the helm of the renovation project. Here are just some of the necessary skills one must have:

- ◆ Senior enough to make decisions
- ◆ Experienced at multitasking
- ◆ Skilled motivator
- ◆ Knows your business inside-out
- ◆ Great communicator
- ◆ Highly organized
- ◆ Good at sticking to a budget
- ◆ Know whom to involve and when

❑ 3. Who to Involve and When

To keep a renovation project as organized as possible, it's best to divide it into multiple tasks. Obviously, some tasks come in first, so deciding who should do what within a specific time period is vital to the project's success.

❏ 4. Budget and Insurance

There's no way to sugar-coat this—renovation costs a lot. But there are plenty of ways to avoid overspending, and one of the most effective is to set a realistic budget. Review the suppliers' offers and make sure to get the best deal for your company. Don't be too cheap as most of the time, being cheap would hit your office like a bus after a few months. Remember that a renovation, when done right, would also mean more income.

Also check if you, and your renovation partners, have all the necessary insurance cover in place; it's better safe than sorry.

❏ 5. Plot a Timeline

Timelines are extremely important in time-related projects such as renovating an office. Any delay, at whatever point of the project, can send a wave of even more delays for other tasks. Timelines can help you visualize time-related metrics, synchronize tasks, set deadlines and define potential delays.

→ Minimize Disruption

The less disruption the renovation project can cause, the better. Discuss how much work can be done during regular working hours and what needs to be done out of hours. Try to maintain a 'business as usual' environment for everyone involved including your renovation partners.

→ Prepare in Advance

The truth is simple: the key to a successful planning is preparation. Carry out surveys well in advance to ensure that you order long lead-in items with sufficient time to build, deliver and install them.

→ Synchronize Calendars

For a time-sensitive project to go without a hitch, it is imperative that everyone involved is moving at the same rate and pace.

→ Visualize the Final Outcome

Visualizing the renovation allows you to be as creative and as flexible as possible. Build and remove walls with just a thought—your limit will be the stretch of your imagination! After your visualization, coordinate with your design team as to what you have foreseen and see if your ideas are possible for implementation.

→ Conduct Feasibility Studies & Audits

Evaluating your space and needs now through a well-done feasibility study can save you thousands. It will not only help you determine how to accommodate your people but will also help you plan for future growth.

→ Examine HVAC

The main goal is to improve the life of the people working and interacting in your space. Any major change in your office layout gives you an opportunity to see if your current heating, ventilation, and air conditioning (HVAC) system is functioning properly or it needs some improvements and repairs. Also, doing a renovation can produce a lot of dust which could get your employees sick especially if the renovation happens during regular work.

❑ 6. Plan on Working Smoothly

Accidents can happen any time, anywhere. However, it doesn't mean that we can't prevent them from happening.

→ **Guarantee Health & Safety**

Making health and safety the topmost priority while a renovation is taking place is of utmost importance especially if the constructions occur during work hours and you're on 'business-as-usual'. It's important to hire contractors who have excellent health & safety credentials and processes.

→ **Manage your Move**

Whether you're staying in your office while the renovation is occurring or you move out into a temporary workspace, managing the movement of people and equipment is very important to avoid missing files, equipment, and personnel. Be organized and remove unwanted clutter to free up more space.

❑ 7. Figure out the Wants and the Needs

Produce a full layout (including desks, meeting rooms, kitchens, comms room, IT and M&E). Put together some mood boards, to find the look and feel that's right for your business. Involve your marketing team in agreeing on a color scheme/graphics that reflect your brand and identity throughout the building.

❑ 8. Find Space-Efficient, Quality Furniture

Finding ergonomically designed furniture which is also built to last is far more important than the way they look. However, when renovating, you'd like to get the best of both worlds; there is plenty of quality furniture out there that are not just looking great. Nowadays, upholsterers design their work to be multi-purpose. Look for furniture that would not only match the looks of your office but would also match the needs of your employees.

→ **Calculate your storage needs**

Space is a scarce commodity, that's why making the most of what you have is vital when renovating. Calculate your storage requirements and make sure you have room for your people, documents, supplies, and other office equipment

→ **Take Stock of Technology**

Make sure that your IT, data, security, and telephone systems are up to date and can effectively support your business during the entire renovation process.

Some things you need to consider:

- ◆ Power points
- ◆ Floor boxes and data points

Location of:

- ◆ Printers
- ◆ Comms room / cabinets
- ◆ Abling
- ◆ Backup generator
- ◆ Servers
- ◆ Service and support

- ◆ Wireless sub-metering for your energy use
- ◆ IT management and coordination – who'll make sure it all works?

❏ 9. Keep Calm while Work is in Progress

While the renovation is taking place, it's easy to get anxious especially if the work is experiencing some setbacks and delays. Remember that this happens naturally, and even with a mountain of preparation, some things just won't go your way. This way, you can focus on the things that you can control like ensuring that the project is compliant with every law or ordinance. We understand that it's not easy standing by, waiting for your office to finish, but nothing good will come out from panicking or being hasty. Trust the people you assigned and hired to do their job properly while you can sit back and monitor their work.

❏ 10. Don't Forget to Celebrate Success

You and your team deserve a completion party after a job well done. What you've been through was not easy, and you can celebrate by rewarding yourself and the people who put in much effort in making the renovation project possible—of course, a long holiday sounds great too!

What if we told you that there is a way for you to avoid all the hassle of office redesign and renovation? SDW Construction is a full-service general contractor offering building design and construction services for all project sizes. Curious about what we can do for you? [Click here](#) to find out more.