



the perfect
space guide

to workspace fitouts and refurbishments

outline:
INSPIRED SPACES

about outline design

OUTLINE



Outline Design is a leading commercial interior design firm, specialising in designs and fitouts for workspaces within the corporate, hospitality, education, healthcare and sports / leisure sectors.

Creating beautiful spaces is at the core of what we do. But we also understand that a workspace is an important business tool for our clients. So we create workplaces that are not only inspiring to look at and to be in, they help our clients work more productively, more efficiently and more profitably.


Over the past 20 years, Outline Design has transformed spaces across the country for some of New Zealand's best known brands.

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refurbishment vs. moving

As your business grows and changes, you may find yourself contemplating whether your existing premises still suits your needs. You may be struggling to fit staff in, or the building could just feel a bit tired.

A refurbishment may be possible and tends to be less expensive than relocation; however there are hidden costs of staying in an office space that is now unsuitable. Lack of space, poor location and degraded buildings can all impact negatively on staff productivity and morale – not to mention recruitment and retention!

To help assess your spatial requirements and arrive at a decision, consider bringing in a commercial interiors firm (like Outline Design!) who can independently give advice on site feasibility. If the current premises are inadequate, the interiors firm can help you explore alternative options with an agent that may be better suited to your requirements.



how much space?

The industry standard for company floorspace is 15.5m² per person total, which incorporates shared spaces such as meetings rooms and cafeterias as well as their immediate workstation area (but excludes toilets, stairs, lifts and lobbies).

However the amount of space your business needs will vary according to what industry you're in and the nature of your workforce.

Business	Space per person
Call Centre	08-10m ²
Insurance	09-12m ²
Accountants	12-15m ²
Corporate HQ	10-15m ²
Telecommunication/IT	12-16m ²
Lawyers	14-18m ²

Your commercial interior designer will be able to assess just how much space your business needs to operate at an optimum level.



the design and fitout process

Whether you're refurbishing your existing office space or moving into new premises, professional space planning and design services are on hand to help you make the most of the opportunity.

Some understanding (or a refresher) of the process can be helpful, as most businesses don't go through an office renovation or relocation very often.

the process:

a) brief development

Defining your key drivers and objectives over the long term.

b) space planning and efficiency analysis

A bird's eye view of the proposed workspace and amenities.

c) concept design and furnishings

3D Design concept to translate your company brand into a tangible form.

d) project documentation and working drawings

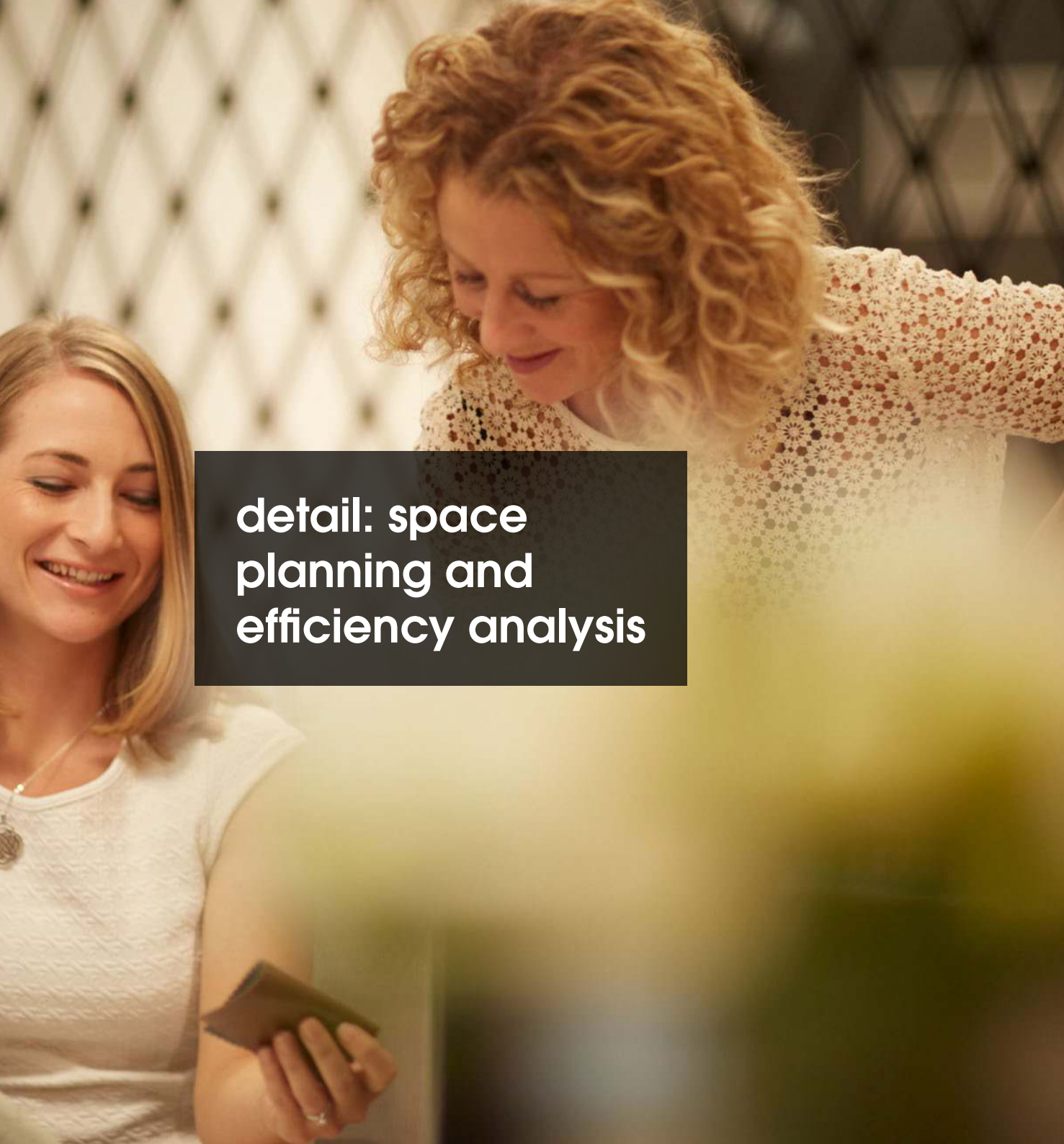
Drawing package for council consent applications and for construction tendering.

e) local authority consents

Managing the various consent applications.

f) construction and fitout

Creation of the new space including building work and furnishings.

A photograph of two women in an office setting. The woman on the left has blonde hair and is smiling while looking at a smartphone held in her hand. The woman on the right has curly blonde hair and is looking down at the phone. They are both wearing light-colored, patterned tops. The background is a blurred office environment with a grid-like pattern.

detail: space planning and efficiency analysis

When planning and designing your new space, a number of areas need to be taken into consideration to ensure you end up with a highly functional office that helps staff perform at their best.

Based on their understanding of these key areas, your commercial interior designer will create a space plan providing a bird's eye view of the proposed workspace and amenities. This helps you to imagine the layout of your space and ensure there is sufficient space for everything and everyone.

these include:

a) work patterns and staff behaviour

Nature of work undertaken and common behaviours.

b) privacy vs. interaction

Balance between private spaces and open plan.

c) tool use

Equipment used - both individually and shared.

d) acoustics

Mitigation of noise levels causing disruption to work.

e) lighting

Optimum lighting levels at workstations.

f) partitioned offices

Private offices required and locations.



detail: concept design and furnishings

Once your commercial interior designer has conceptualized a design, you'll be presented with creative elements to review.

there will be:

- 3d cad (computer aided design) renderings
- mood board including colours, textures and fabrics
- proposed materials
- proposed finishes
- recommended lighting
- recommended furniture

The scope and style of the concept design and furnishings should be perfectly aligned with the project brief requirements. Often, this is the moment when you discover whether your commercial interior designer has truly understood what your company is all about!



better your brand

Often when people think of a brand, they think of a logo. but a brand is much more than this and encompasses all the things that make up someone's experience with a company.

The look and feel of your workspace plays a vital role in communicating your brand values to staff, clients, and suppliers. The best workspace designs successfully incorporate and interpret a firm's brand by making it tangible and 'bringing it to life' through colour, furniture specification and tailored features.

When choosing a commercial interior designer, ensure they have a sound understanding of brand principles and a proven process around interpreting what makes your brand unique.



fitout costs

The cost of fitting out your workspace can be broken up into two separate areas – hard fitout and soft fitout. The hard fitout component refers to the partitioning, lighting, electrical, cabling and joinery, whereas the soft fitout component refers to workstations, chairs, filing cabinets and furniture.

There are varying levels of fitout quality, which your commercial interior designer will be able to guide you through during the space planning and design process.

Quality Level	Hard fitout \$/per m ²	Soft fitout \$/per m ²
Top Quality	\$400-\$600	\$300-\$450
Average Quality	\$300-\$450	\$150-\$220
Basic Quality	\$200-\$300	\$150-\$200

The figures above exclude base building works such as flooring, ceilings and air conditioning, which are often met by the landlord/building owner.

A man in a blue shirt is looking at a portfolio of interior design projects. The portfolio is open, showing several pages with images of office spaces. The man is holding the portfolio with both hands. The background is a blurred office interior with a window showing greenery outside.

timings

When it comes to designing and fitting out your new office space, time is definitely your friend! depending on the size and scale of the project, the design and fitout process can take up to 4-6 months.

timing breakdown:

needs analysis and brief development:

1-2 weeks

space planning and concept designs:

5-7 weeks

local authority consents:

5-6 weeks

construction and fitout:

6-7 weeks

If you have less time than this to work with, speak with your commercial interior designer to see what can be achieved.

Summary

Creating the perfect space for your business requires significant planning and vision. It calls for the adoption of appropriate process and methodologies to collect quality data and uncover genuine insights around your workforce's behaviour.

Additionally, inspired creative design ensures your new space becomes a living extension of your brand and a key tool to motivate your staff and impress your clients.

This guide contains key information for every aspect of transforming your workspace into something special that people won't stop talking about. To give yourself the best chance of success and ensure your project spend is fully-optimized, speak with the experienced interior design team at Outline Design today.

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