

The Office Fit Out Guide

Plan, design and build exciting office spaces to help your company thrive.





Contents

4	Introduction
7	Defining Your Office Fit Out
12	Planning Your Office Fit Out
16	Office Fit Out & Refurbishment
26	Conclusion

01.

Introduction



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At Gravity Office Interiors, we're pioneering the uncertainty surrounding the future of the office. Armed with data-driven analysis and a passion for creating inspiring workplaces, we're committed to delivering end-to-end fit out solutions to businesses in and around Gloucestershire.

JASON, HEAD OF FIT OUT

The Purpose of the Office

The COVID-19 pandemic led to drastic changes in the landscape of our workplaces. The first lockdown in March 2020, led to **60% of the UK working from home**, with **26% planning to continue** to do so now things begin to settle ([finder.com](https://www.finder.com)). This fuelled many debates, research and studies into the need for the physical workplace, yet the office still remains a desired place.

A reason for this is that people are always going to gravitate towards a space that best supports their needs.

Plot twist: This isn't a manual on hybrid working.

That's not to say we don't recognise the need for workplaces to adapt. It's just that, for us, there's no one-size-fits-all when it comes to the office. Whilst hybrid working is great for one business, it's impractical for another.

IN THE PANDEMIC:

60%
working
from home



AFTER THE PANDEMIC:

26%
planning to
continue



INTRODUCTION

We believe in taking a people-centric approach to every office fit out, ensuring you understand and receive what's best for your business and your teams, be it hybrid working or not. We believe the purpose of the office is the experience, helping people to work smarter and not harder.

Our Office Fit Out Guide is designed to arm you with the knowledge to support your staff and optimise your business successfully. With our help, of course.

Our team have over 40 years of experience in the commercial interiors industry. Based in Gloucestershire, our experts offer a complete skill set to deliver interior fit out services, from concept to completion. This also saves the hassle of organising multiple businesses for pricing as we provide the best overall value.

We work closely with you throughout your office design and build, sharing knowledge to understand exactly what you need from your work environment.



Defining Your Office Fit Out

02.



What's the Difference Between a Fit Out and a Refurbishment?

'Office fit out' and 'office refurbishment' are interchangeable terms, however there are a few key differences that set them apart. To fully understand your office transformation, you'll need to begin by knowing the jargon.

OFFICE FIT OUT

An office fit out begins with a blank space. This blank space, also referred to as a shell, needs to be transformed into a fully furnished, functional workspace. The process behind this involves everyone, from commercial designers to subcontractors and fitters.

OFFICE REFURBISHMENT

An office refurbishment is an existing space that needs to be renovated, re-vamped, transformed or upgraded. These typically involve a lot of work to strip out the existing interiors, ready for the new design. Our commercial designers focus on the details in refurbishments to ensure the office reflects your company's values and culture of working.

TYPES OF OFFICE FIT OUT

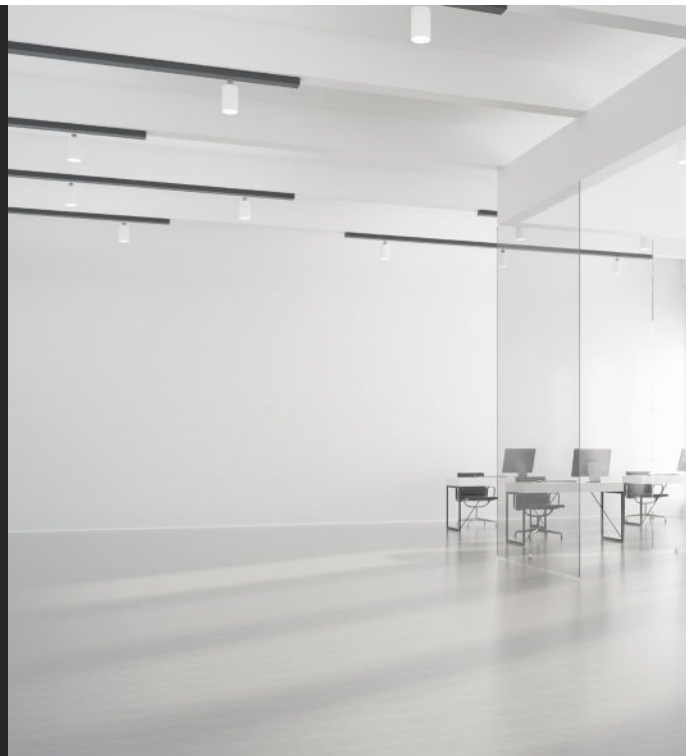
Shell & Core

A shell and core fit out involves basic builds within your building. Think of **necessary architectural features** such as concrete and metal structures, and main electrical and water systems.



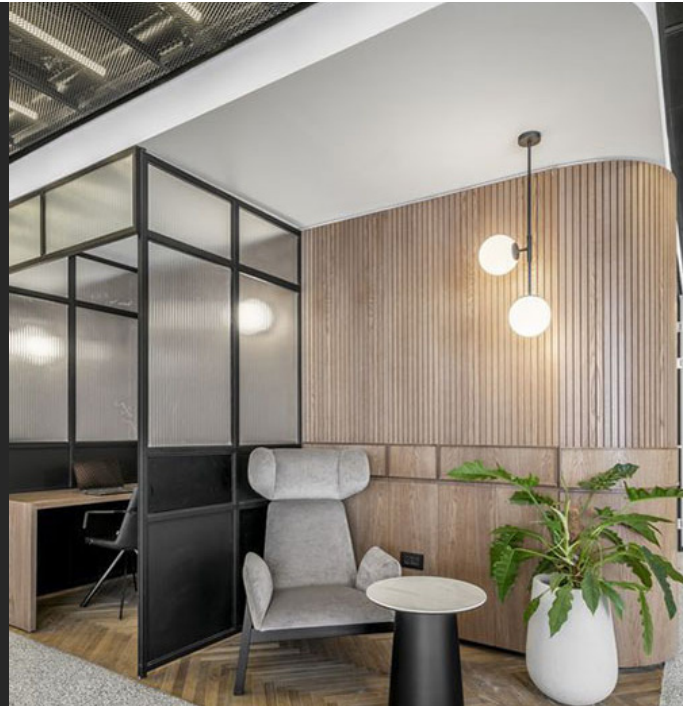
CAT A

Category A office fit outs are typically requested by landlords to ensure their office is ready for tenants to move in. The fit out is stripped back so that companies can furnish their new workspace as they want. It can include the installation of **flooring, suspended ceilings, toilet and washroom systems** and **raised access floors**.



CAT A+

Category A+ office fit outs fall in a middle ground between CAT A and CAT B offices. They're favourable to landlords as a selling point as tenants are able to move into their office right away. Whilst their workplace won't be bespoke to their company, it can **save a lot of time, money and resources**.



CAT B

Category B office fit outs are typically requested by companies to furnish their CAT A office. Much like an office refurbishment, this involves **design and space planning, decoration schemes and furniture installation**. Alongside office refurbishments, a large portion of our clientele require CAT B fit outs, with works that include:

- ✓ Fully fitted kitchens and non-communal office amenities
- ✓ Partitioning for meeting rooms, offices and breakout spaces
- ✓ Installation of IT infrastructure and workstations
- ✓ Soft furnishings
- ✓ Air-conditioning, heating and power points
- ✓ Non-communal staff facilities
- ✓ Design and brand detailing



After a CAT B fit out, your office will be ready to move into.

Traditional Construction vs Design and Build

Now you know the type of office fit out you need, it's time to embark on your journey to a workplace you can be proud of. There are two main routes of procurement you can choose from:

Traditional (Design-Bid-Build) or Design and Build (D&B).

TRADITIONAL PROCUREMENT

Taking matters into your own hands. This process involves directly managing a commercial interior designer, contractors, electricians and so forth, from different companies. Whilst it seems like a large task to take on, some companies like the control this method allows them to have over their project.

DESIGN AND BUILD

If you prioritise efficiency, a design and build route is for you. As the name suggests, this involves a contracting team offering the full package: the design, specification and build of your new workspace.

At Gravity Office Interiors, we manage every stage of your office fit out in-house. This means you could be saving yourself a lot of time and energy organising multiple contractors, suppliers and budgets, instead focusing on what's important – your business.

By offering full fit out services in-house, we can invest our time and care into ensuring your new office is perfect. It also makes for better communication between our teams, ensuring that we not only nail your office design, but make product decisions that are continually qualified with your financial requirements.

Of course, we still value traits from traditional procurement methods. We encourage full client involvement throughout every stage of your office fit out, so **you still maintain control over your project**, just minus a large headache of project management.

A man with a beard and headphones is working on a laptop. He is wearing a black t-shirt with the logo 'WORKPLACE INTERIORS CO'. The background shows a green wall with a patterned panel and a hanging plant.

03.

Planning Your Office Fit Out

Planning Your Office Fit Out

It all starts with a well-considered office fit out specification. This ensures you've covered all options so that we leave no stone unturned, from environmental values to stakeholder discussions.

Prior to your office fit out consultation, we recommend considering the following things:

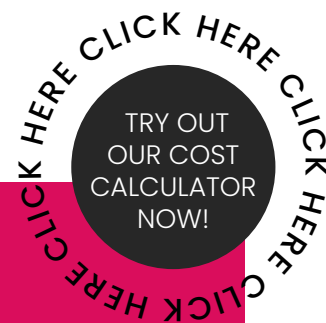
- Budgeting requirements
- Stakeholder discussions
- Tender and installation dates
- Cross-department consultations
- Established internal project team
- Project location and accessibility
- Any unique requirements (branding, etc.)

Choosing the Right Office Fit Out Partner

The office fit out partner you choose to work with will have a great impact on your future workplace. Whilst there will be immediate things that stand out to you whilst researching (case studies, finances and project delivery efficiency are often big contenders), it'll be beneficial to work with a team who can deliver every aspect of your office fit out, end-to-end.

It's also important that your values align. Your office fit out specialists can deliver the best office that changes the way your team experience work, for the better.





Financing Your Office Fit Out

As an independent, family run business ourselves, we understand the importance of cash flow. We work closely with your team to ensure we understand your budget expectations at every stage of your office fit out. In fact, financing your future office with us couldn't be easier.

Gravity Cost Calculator

Our office cost calculator provides an indicative figure for your interior fit out project, accounting for costs from start to end.

It's simple. For greater cost certainty, select from four of our most popular interior themes, enter a couple of details and you'll receive your instant office fit out costs.



Financial Options

Our partnership with Focus Finance means you can spread fit out costs with fixed-term leasing. These payment options mean your office fit out project can easily be managed with affordable monthly instalments.

With an effective office design, you could see results such as an **18% uplift in talent attraction and staff retention, reduced staff absences** and a **12% boost in productivity**, saving you money through increased performance. These benefits make those monthly instalments seem more manageable now, right?

Focus also offer a payment calculation service for our office fit outs, so you can find the perfect budgeting solution bespoke to you. Find relief with financial support such as:

- Improved cashflow
- Retained credit lines
- Simplified budgeting
- Cost justification
- Quick decisions and an efficient process

“

Focus provide solutions to a diverse range of business financial challenges, financing fit outs for start-up ventures to household names, regardless of the size of the project!

The team at Focus always look forward to working with Gravity's customers to help finance projects that really do achieve a workplace that the businesses can be proud of.

FOCUS FINANCE



04.

Office Fit Out & Refurbishment



Project Consultation

Let's get things started with your office fit out consultation. We split this into two parts; an **initial consultation** and a more **detailed workplace assessment**.

Our consultancy service goes beyond the four walls of your office. Collectively, we'll discuss every nook and cranny of your workforce, from work patterns to preferences – even taking into account growth plans.

Detailed workplace assessments help us understand the expressed and implied needs of your teams so that we gain a clear understanding of their culture and values.

We start with your why. Why is your physical office space integral to your business? Why isn't your current space working for you? Together, we'll establish your goals to create meaningful and lasting changes to your office design.

An initial site meeting also helps our design specialists step into your space. We then begin to bring your future workspace to life, as well as pick up on your business's values and needs so we can progress your project to the next step.

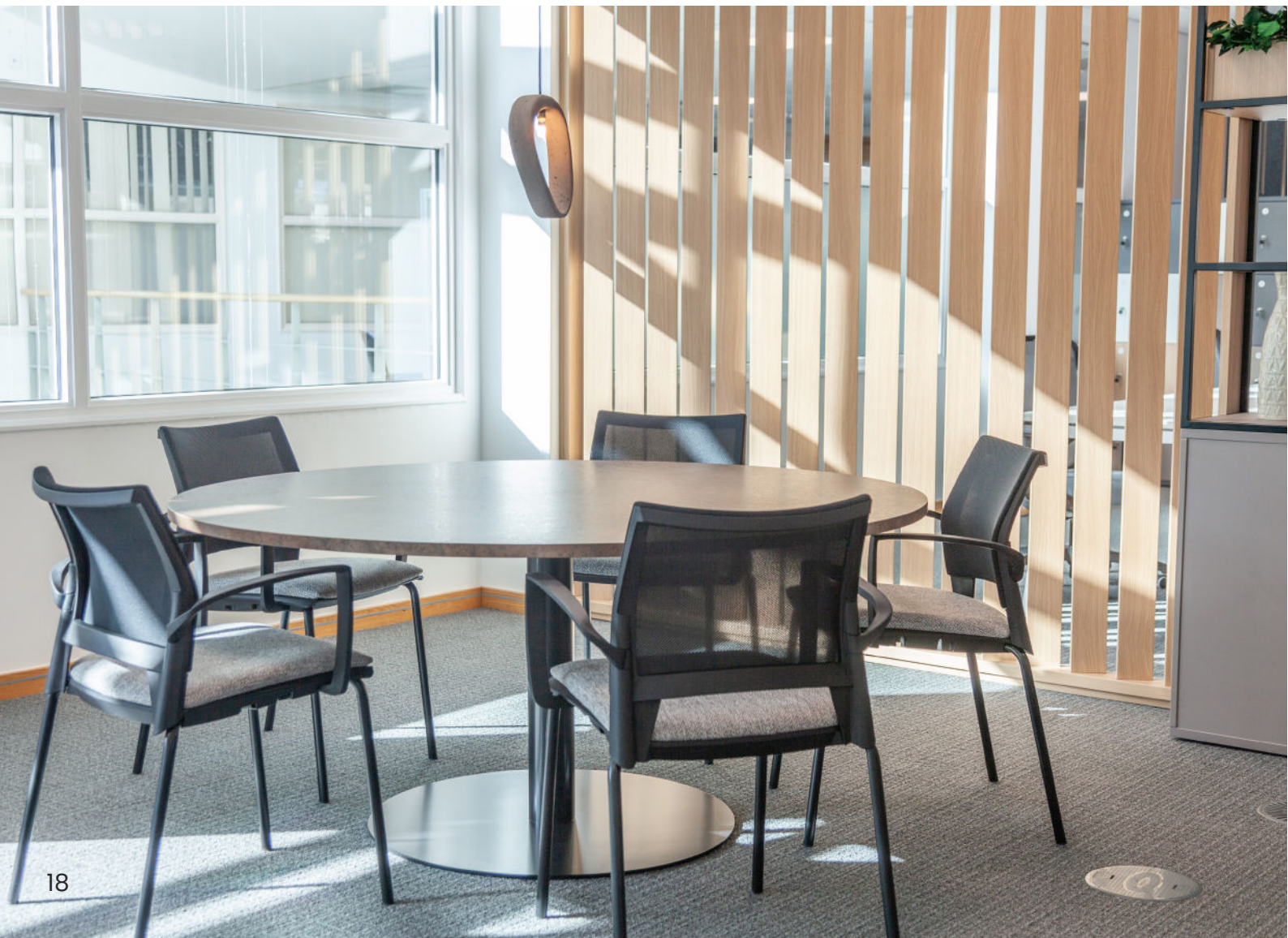


Space Planning

Buzzwords like *hybrid* and *agile* working convinced many businesses to adapt a work model without considering the needs of their staff. Whilst these trends are favoured for their dynamic approach, the danger is that under-researched office renovations could backfire on the performance and wellbeing of your team.

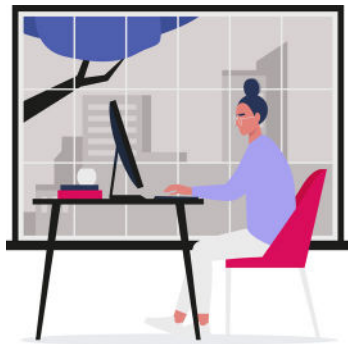
The bottom line is what works for one business is almost certain to differ from another. So, how do you decide what's best for you?

At Gravity Office Interiors, we believe the answer lies with your people. With the help of our initial consultation and workplace assessment, we use a data-driven, human-centric approach to profile your employees. From this, we establish their unique work patterns and preferences, allocating space in your office design that brings out the best in your people.



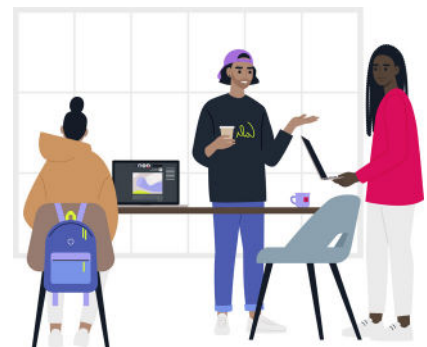
WORK ZONES

In general, offices can be divided into four essential work zones, with space for each zone varying depending on the needs of your team:



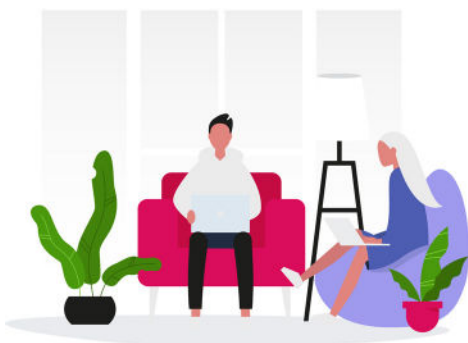
Focus Zones

Distraction-free workspaces that provide an area for specific tasks that require concentration. Often solo-based work.



Collaboration Zones

Designed to inspire creativity and collaboration between teams, departments and colleagues.



Social Zones

Also known as breakout spaces, these are for impromptu meetings, lunches and breaks for social engagement.



Learning & Meeting Zones

A private space to reduce disruptions. These are great for video calls, webinars and in-person meetings.



Workplace Profiling

Understanding your people is our number 1 priority when determining the purpose of your office. By identifying employee work styles and frequency of time spent in the physical office, we can piece together a considered design that caters for all.

To do this, our design experts calculate a mobility ratio that looks at the frequency at which a certain department, group of people or individuals within your business are at their desks. From this, we determine how much space is needed to accommodate their needs.

Historically, this would have been calculated at a ratio of 1:0, meaning that for every 1 person, there's 1 seat. But, this might not always be the case. Your sales team might always be in and out of meetings so, whilst the department may be made up of 100 people, the mobility ratio of the team would be 2:0 and resulting in only 50 seats being needed for the team to fulfil their needs.

In order to identify your mobility ratio, we've created 4 work personas based on these different mobility types. Once established, we can plan an effective space ratio that saves wasted money on wasted space and supports the work, rather than occupancy.



WORK PERSONAS



Anchor

Always in the office. Performs most or all activities at a single desk and rarely uses other locations within the office.



Roamer

Always in the office. Performs some activities at a desk but will often move around using other locations within the office.



Flexi

Comes into the office 2-3 times a week. Performs work in the office some of the time, but likes to have time at home too.



Remote

Based at home. Comes into the office for meetings and might stay for the day, but will usually always be at home.



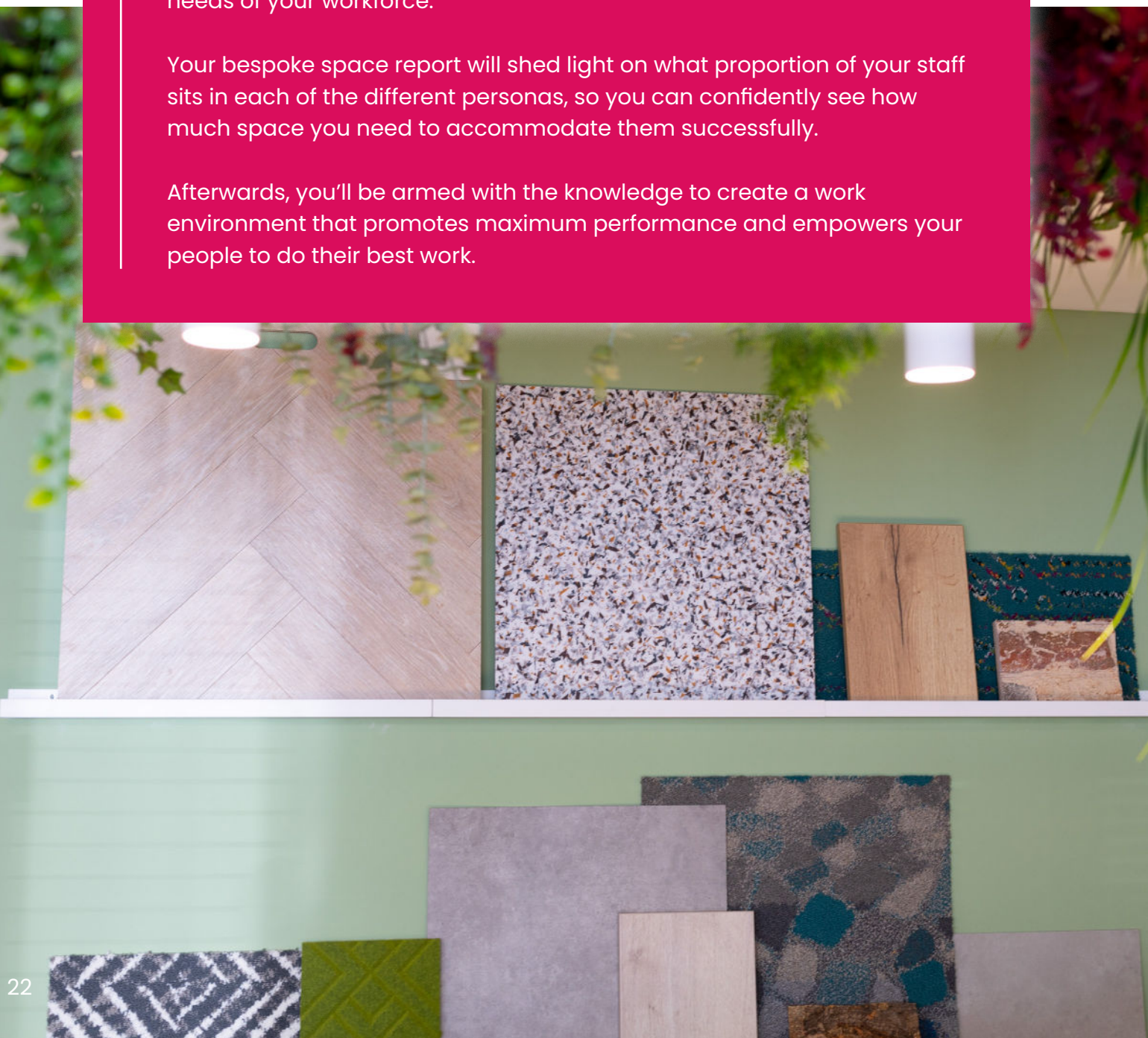
Office Space Calculator

Our office space calculator is designed to do all this heavy lifting for you. Using data-driven analysis, we've designed the calculator to ask and answer all the right questions in order to calculate your optimum space requirements.

By completing a few simple questions, our space calculator allocates space in your new office, determined by your employee's work patterns and preferences – a space designed around you, scaled and suited to the needs of your workforce.

Your bespoke space report will shed light on what proportion of your staff sits in each of the different personas, so you can confidently see how much space you need to accommodate them successfully.

Afterwards, you'll be armed with the knowledge to create a work environment that promotes maximum performance and empowers your people to do their best work.



Get your FREE space utilisation report

We estimate you'll need

sq ft

Office Design

Once your office space plan is signed off, we can start turning your vision into a reality.

You'll be presented with bespoke vision boards for your office fit out in a succinct, face-to-face presentation. This opportunity showcases plans, ideas and physical samples to paint a full picture of your future workspace.

We render all our 3D visuals and walkthroughs in-house. From these, we refine and clearly map out products, finishes, flooring, lighting and more. Adjustments can then easily be made to your office design without inconvenience or expense.

Commercial designers are known for their attention to detail - our in-house team are no different. Along with deep-rooted industry connections, we specify and design the best office furniture at the very best value, complete with materials, patterns and colours that reflect your business.

**Don't worry - our team are always building your pricing in the background.
We'll qualify every stage of your office fit out with you.**

1 FLOOR PLAN



2 3D VISUALS

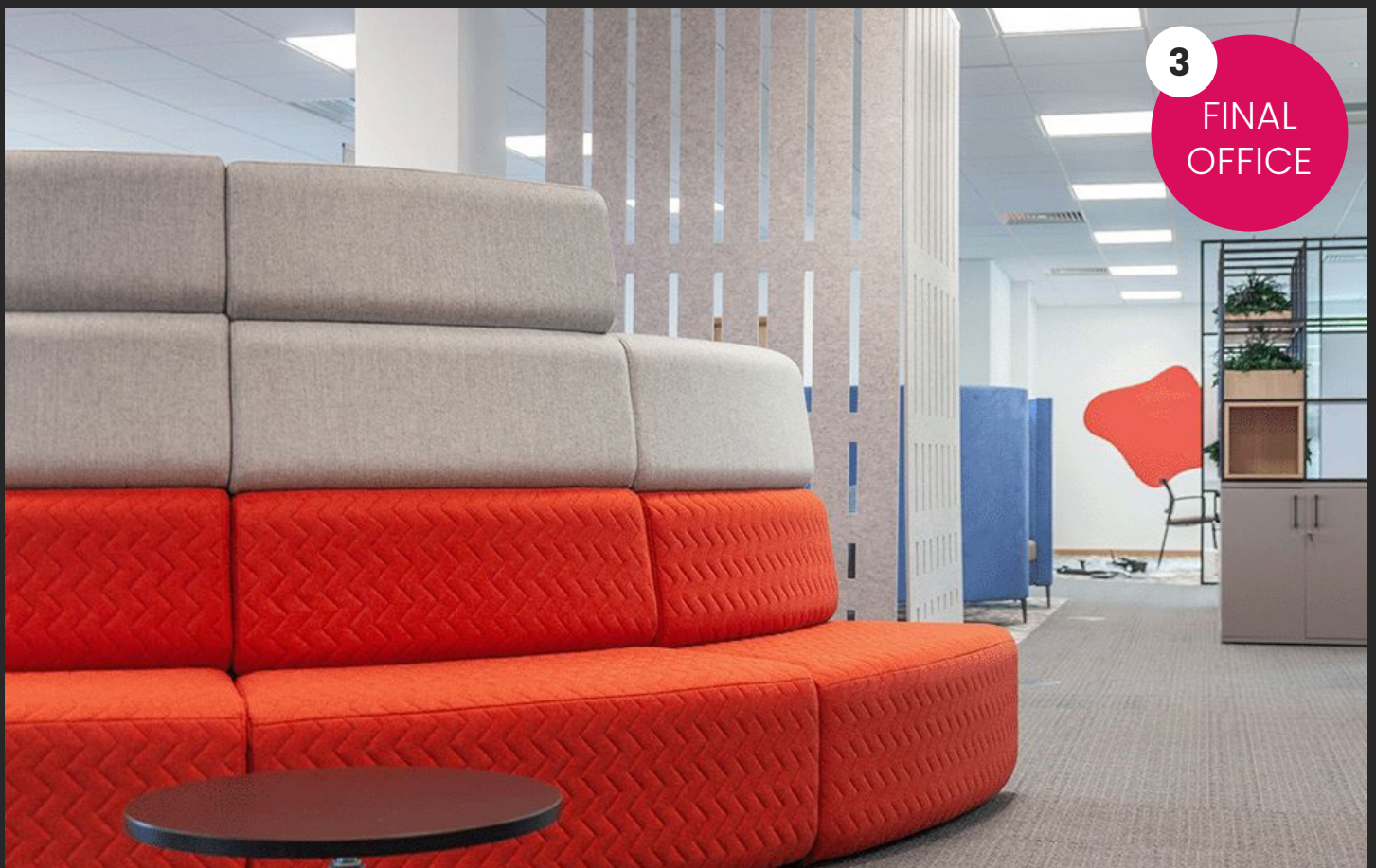


Office Fit Out

The final stage of your office fit out is where the plans start to come together. Your office design pieces are fine-tuned and we create detailed working drawings for our team of contractors and fitters to follow.

These detailed drawings include multiple plans for setting out furniture, electrics, planting and decoration plans, as well as initial strip-out work that needs to be carried out before your new design can be put together. Detailed drawings are key to ensuring our installation team follows a seamless process and that we meet project deadlines.

At Gravity Office Interiors, we provide our own, in-house team of fitters. Some of the team have been with us for a few decades and know a thing or two about building with efficiency and quality. Having our own team allows for better project control and delivery, taking the pressure off you to manage your build as they work to bring everything to life. This process is coordinated by our project managers, with continual site presence throughout.



A woman with long brown hair, wearing a black blazer over a light-colored top, is seated at a light-colored wooden table. She is looking towards the right side of the frame. The table is supported by thick wooden legs. In the foreground, a black stool with wooden legs is visible. The background features a white wall with a large black rectangular screen or panel. Above the table, several large green plants are suspended from the ceiling, creating a lush, indoor garden effect. The floor is covered with a blue carpet. The overall setting appears to be a modern, open-plan office or meeting area.

05.

Conclusion

Refining Your Office

We're happy to support your business long after your team have settled back into your new office. By continually assessing what works for your team and what doesn't, your office will be able to adapt to new support employees and new work models. You'll have an office that works rather than an office for work

START PLANNING YOUR HUMAN-CENTRIC WORKPLACE.
CONTACT OUR EXPERTS TODAY:

01242 509208

team@gravityofficeinteriors.co.uk

www.gravityofficeinteriors.co.uk

Our Affiliations

Build with confidence. As trusted interior experts, we've acquired several affiliations over the years, giving you peace of mind for your next project.



GRAVITYOFFICEINTERIORS.CO.UK
TEAM@GRAVITYOFFICEINTERIORS.CO.UK
01242 506208

