

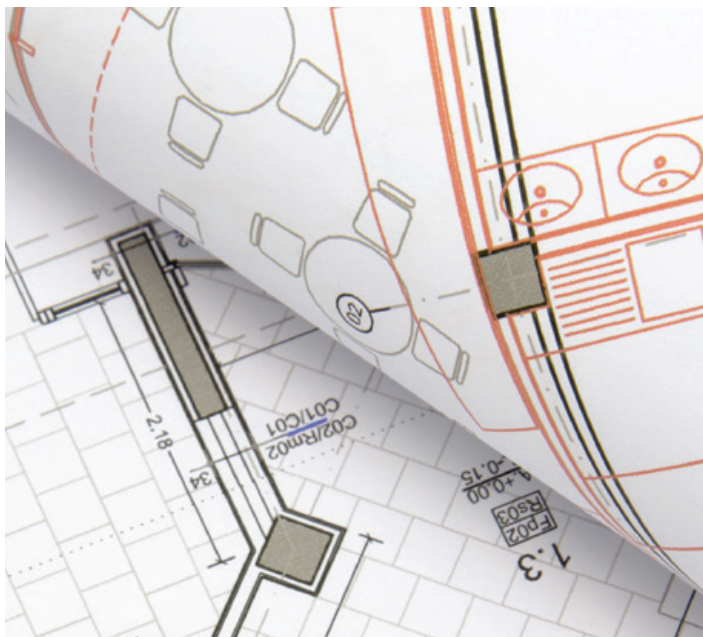


## 5

## Considerations for an Effective Office Renovation

The intricacies and stress of an office renovation project can be daunting; however, they don't need to be if you institute an appropriate pre-planning process. By effectively mapping out your project you can ensure a smooth transition with minimal, if any, downtime and minor interruptions to your daily operations.

Here are **FIVE BEST PRACTICES** to help mitigate any loss of business productivity.



## 1

## Thorough Planning

**To pull off a successful office renovation you must begin with a well-choreographed effort between your facilities, information technology (IT), environmental health and safety (EHS) departments and construction management partner.** Electrical infrastructure needs to be examined, furniture and other office equipment decisions need to be made – is it out with the old and in with the new or will you reuse existing furniture and equipment? Additionally, phone and computer systems, as well as a host of other issues including a thorough timeline for construction need to be addressed. A series of cross-functional meetings with internal stakeholders and outside business partners prior to the renovation is paramount.



## 2 Swing Space

**During most office renovations you don't have the luxury of moving employees out of the building.** It's often done utilizing internal swing space – temporary office or work space in other parts of your building. Map out interim office assignments and address any office sharing that may need to be done to successfully continue your daily operations during the renovation. Then **communicate, communicate, communicate** – have all-employee meetings, create temporary directional signage and post visual representations of the project throughout the facility; so your employees know where they are able to go and where they should avoid entering due to construction.

## 3 Traffic Patterns

**As aisles, hallways and departments become off limits during the office refurbishment you must adequately address foot traffic throughout the facility.** Map out new fire routes and any temporary entrances or exits due to the cordoned off space that is under renovation. Determine if any existing stairwells and/or elevators need to be blocked off and foot traffic rerouted to another set of stairs or an alternative elevator bank. Appropriate traffic flow will alleviate any unnecessary safety concerns.



## 4 Safety

**A keen emphasis needs to be placed on the safety of all employees, customers, business partners and all other parties that enter your facility and any areas under construction.** It's recommended that you engage your internal EHS personnel in the process and solicit the safety policies of any outside business partners that will be working on the job. With the added confusion of construction equipment, increased noise, and tradesmen entering and exiting the facility the appropriate level of personal protective equipment in and around the area under construction must be employed.

## 5 Choose the Right Partner

**Choose a construction and service solutions company that has a resume of complex office renovation projects in corporate, educational, healthcare and industrial workplaces.** Building a brand new building and renovating an existing building are two different processes. Ideally, you want a company that has experience and expertise with both types of projects, but consider a firm that has a depth of experience in facilities management assistance while also operating with a true solutions-provider philosophy – a business partner that will effectively meet your needs from project inception to completion and beyond.



**For additional information on how we can help you manage your office renovation, with our pre-planning process (P3), while you focus on your core business, visit [rhwhite.com](http://rhwhite.com)**