

# Thinking of Everything

EXPLORE. PLAN. EXECUTE.



Whether this is your first design project or you are a seasoned pro, the list below can serve as a good reminder of the activities you'll need to be involved in throughout all phases of the project — from concept to completion. As always, know that every project is different, so be sure to consult your Workspace Interiors team for tasks, deadlines and responsibilities.

Making key decisions and completing specific tasks in a timely fashion are crucial to keeping an office redesign on time and on budget.

## DESIGN-RELATED ACTIVITIES

- Establish budget parameters and timeline.
- Coordinate contractors and designers.
- Take measurements and consider site conditions/special needs circumstances.
- Create a floor plan that makes the best possible use of available space.
- Create a floor plan that's adaptable to changing technology.
- Assess furniture durability needs and consider the ergonomic needs of the workplace.
- Establish if elements of this project need to be environmentally conscious.
- Select artwork and color palettes for walls, floors, window treatments and other aesthetic considerations.
- Map out a strategy for future expansion and reconfiguration.
- Obtain most current drawing of space from architect in hard-copy and electronic formats.
- Establish the building requirements/restrictions.
- Confirm requirements of the Americans with Disabilities Act (ADA) Standards for Accessible Design and Accessible Means of Egress.

## MANUFACTURING-RELATED ACTIVITIES

- Confirm order details and shipping dates to establish installation schedule.
- Track products for timely delivery.
- If any changes are made to the order, investigate potential impact on timeline and budget.
- Create regular project status reports.

## INSTALLATION-RELATED ACTIVITIES

- Build a project schedule.
- Electrical and data needs coordination — work with electricians and data contractors to determine company consumption needs and details for providing power supply and data cables to each work area.
- Define the responsibilities and coordination needs for move management, delivery and installation.
- Coordinate move management, delivery and installation.
- Determine if local permits are required and who is responsible for obtaining the permits.
- Determine if the project needs to be union or nonunion.
- Establish delivery and installation as normal working hours or overtime hours and requirements such as third-floor walk-up, etc.
- After installation is complete, walk through space and create a list of follow-up tasks.

## POST-PROJECT MAINTENANCE ACTIVITIES

- Train employees on how to adjust, use and care for furniture.
- Train employees on best practices for workstation ergonomics.
- If a problem is identified, coordinate with contract furniture team and manufacturer for proper resolution.
- Continue to work with contract furniture team to service ongoing maintenance requests and answer any questions.