



# Office Transformation Guide

an opportunity to improve your business

**DALE**

[www.daleoffice.co.uk](http://www.daleoffice.co.uk)

# An opportunity for your business...

- create an effective environment
- maximise brand culture
- get Agile!
- introduce new ways of working
- update and integrate technology
- de-clutter
- become fully compliant
- go greener



What exactly are my power and data requirements?

**What are my environmental obligations on site?**

**How do I co-ordinate furniture delivery with the fitout?**

**Do you know?**

**Is there a more efficient way to accommodate my storage needs?**

**How will the orientation of the building affect the office design?**

**How do I want to portray the company brand to staff and visitors?**

Are all of the storage cabinets we have fully and usefully utilised?

What style best reflects my corporate identity?

Do I need new furniture?

Do I know my health and safety legislations?

**If I buy new furniture, how do I dispose of my existing furniture?**

**How will technology be integrated with the furniture?**

**How do I build-in flexibility to accommodate future as well as current needs?**

What volume of my storage is personal, shared or centralised?

Am I making the most of advances in technology?

**What shared facilities are provided within the building?**

**How much space do I really need?**

**Will I be fully compliant with the latest health and safety legislation?**

**How can I make the best use of natural light?**

Will my new furniture be sustainably sourced?

Facing all these questions can seem very daunting... luckily, we are here to help.



## How we can help...

At times of change, our client partners tell us we provide exceptional support and innovation in terms of best use of their business spaces.

Moving, expanding, consolidating or co-locating provides the best opportunity to build on the good and manage out the less favourable.

In terms of workspace, this might mean that long-intended storage audit or making sure you have enough power and data in the right place. Whether it's a strategic re-plan of existing furniture into the new space or an alternative concept to improve productivity, staff morale or brand image, the friendly experts at Dale Office Interiors can help.

Hindsight shows us it's never too early to be collectively discussing the interior elements such as furniture, workstation power and data integration and evolving work styles. Experience tells us the sooner the dialogue begins — the less compromise is required as the scheme unfolds.

We can save you from solving the wrong problem really well.

Dale Office Interiors is a commercial design, refurbishment and fitout company with services including:

- Front end consultancy, including pre-move
- Space performance analysis — existing and target locations
- Workflow, communication and occupancy profiling
- Space planning and visualisation
- Interior architecture
- Fitout and furniture
- Audio visual systems integration
- Storage systems — office to warehouse
- Relocation and move management
- Disposals and recycling with kg/CO2 offset certification
- Day 2 services to protect your investment
- Change management — process and culture alignment

This saves our clients time and money from day one.



It is widely reported over 60% of conventional workspace is not fit for purpose.

# How much space do you really need?

You have an opportunity to make your space truly effective while working harder to support your business.

An example of this is the replacement of a traditional, static office with a modern layout designed for knowledge transfer rather than process work. In order to accommodate changing work patterns and the growing emphasis on communication, smarter ways of working can be introduced.

The smart working office needs to be flexible and multi-purpose in order to support evolving business requirements and strategies. Staff need a range of work settings to support a variety of activities. Spaces for collaboration and communication need to be balanced with quiet spaces for privacy and concentration. The furniture provided must support the necessary technology and promote mobility.

Smart ways of working may include:

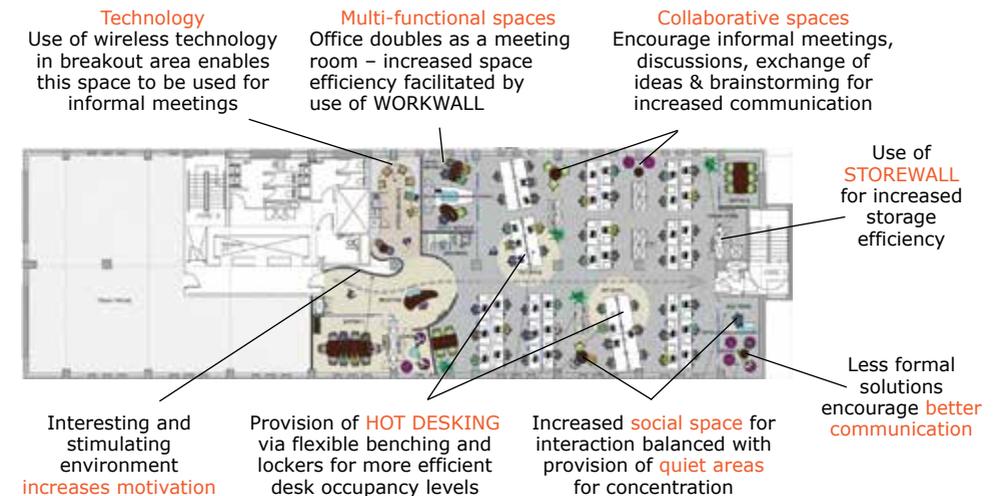
- shared workspace
- use of multi-functional spaces
- increased social space for interaction balanced with quiet space for concentration
- interesting, stimulating environments improve innovation
- use of storagewall for increased storage efficiency

## Traditional layout



TOTAL AREA – 537 sqm / 5780 sqft  
Gross area per person – 10.1 sqm / 109 sqft

## Smarter working layout



TOTAL AREA – 357 sqm / 3843 sqft  
Gross area per person – 6.7 sqm / 72.5 sqft

# What about furniture?

When your organisation flexes, it is important to support the valuable human resource with a responsive and aspirational workspace. **Furniture is a key component.**

Understanding the way you work is critical so that we can provide suitable tools to support your business.

The right furniture should:

- support your people & processes
- integrate power and data
- be flexible to adapt to different work patterns
- be adaptable to support future change
- be compliant
- satisfy your storage needs, now and in the future
- demonstrate formality / promote collaboration, as required
- incorporate mobility, if required
- define spaces
- reinforce your brand to staff & visitors

**...and thereby improve the performance of your business.**



## What next?

Do you need...

- Workplace consultancy
- Storage audit
- Space analysis
- Change management
- Space planning & visualisation
- Interior design & fitout
- Furniture sourcing
- Relocation & move management
- Furniture disposal
- Day 2 services
- Compliance

Let us help you make the most of this opportunity to improve your business.



*We're always keen to 'show and tell' new ideas, work styles and innovative space concepts. We'd love to hear from you if you suspect we may be able to help you or you'd just like to put us to the test!*



**For further information,  
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