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11 Steps

to a Successful
Commercial Furniture Fit-out

Empower yourself.
This valuable guide will arm you with crucial industry knowledge for success.

01

Paint the big picture

Establish a team of colleagues, stakeholders and decision makers to decide on your project requirements and priorities. By electing a final decision maker, budgets and deadlines can be agreed upon and ideas pooled together.

02

Research / Investigate

It is wise to research a number of external contractors before selecting your chosen team. Source examples of previous work and testimonials and consider a multitude of contractor resources.

03

Collaborate and brief your space planning designer

Once your specialists have been commissioned it is up to your elected body to voice all concerns and ideas you may have for the task at hand. Your designer should be able to flesh out your vision and generate a detailed brief that establishes concepts for the final design.

04

Site visit

Site visits are necessary for the chosen team to carry out check measurements, access needs to be noted and feasibility studies to take place. Key points need to be considered. What say does the Landlord have and are there facility obligations that need to be taken into account.

05

The Design Process

This step is where the bulk of the work is carried out. The designer should explore all avenues through traffic mapping, suggestions of new work concepts and studying existing work patterns. The creation of space plans and concept designs will highlight flaws and emphasize the effective components of the drawings. By revising and refining the details, the final design should result in the perfect outcome.

06

Reality Check

Precise and concise visuals should be provided for you to approve. They should explain your design requirements clearly and meet the budgets that have been set. The approval stage acknowledges the obligations held by all parties involved in the fit-out.

07

Working Drawings

Once the final designs have been approved the design team can move onto drafting up the working drawings. The drawings convert the creative ideas into physical solutions, stating materials and finishes for manufacturers to cost. Once the costs are established, a final confirmation moves this stage into the manufacturing process.

08

Press Go

The signing of contracts will provide both parties with written commitment to the job. It is at this stage when logistics and timelines will be confirmed and deposits or progress payments made. If there are any variations to the design specifications, approvals will be sought after and signed off.

09

Installation

The installation process begins long before the contractors set foot in the building. Communication and planning is crucial to the running of a smooth operation. Access, parking and noise are just some of the elements that must be taken into account. All parties must have a clear understanding of the installation process to make sure that the space is cleared, cleaned and ready to go on time.

10

Post Installation

Following an install, your supplier should take the time to provide end user training. People must be able to use the space efficiently for it to be effective. Sometimes unforeseen issues may have occurred during the installation, therefore time should be taken to resolve them and see to any additional requirements.

11

Post Occupancy Evaluation

To measure a project's success, a supplier should collect feed back from staff and evaluate how effective the space has proven to be. By answering staff questions the supplier engages the user in taking ownership of the new space, in which they had involvement in creating.

Knowledge
+ Empowerment
= Success

