



The CJ:IA approach to office relocations/reorganisations

- Finding office space**
 - We have contacts with various property agents who can suggest a number of suitable premises, based upon the information we provide them regarding your organisations needs.
- Furniture & filing survey**
 - to prepare existing layouts and to calculate filing requirements.
- Blocking & stacking diagrams**
 - analysis of horizontal and vertical relationships between different departments.
- Questionnaires**
 - to obtain the views of the employees and to involve them in the design process.
- Space utilisation studies and analysis**
 - a study of how the organisation functions through the analysis of how certain tasks such as meetings, telephone calls, admin take place. This will help to formulate the final brief, in terms of the number of various rooms, required. We can also review workstation utilisation to ascertain whether desk sharing is a possibility.
- Space standards**
 - looking at different roles within the organisation and calculating their individual space requirements.
- Furniture selection**
 - if new furniture is required, choosing the preferred manufacturer early in the design process allows the space planning to accurately depict the final layout, otherwise a generic footprint is used. CJ:IA can organise mock-ups and propose various systems.
- IT**
 - looking at the effect of the IT requirements on the eventual layouts, i.e. positions of power & data outlets, printer numbers and locations.
- Space planning**
 - once sufficient information has been collected an accurate plan can be created that will fulfil the requirements of the organisation now and in the near future.
- Design**
 - mood boards, concept sketches and material proposals.
- Design Documentation**
 - production of working drawings
- Detailed design**
 - design of reception desk, reprographics areas, tea-points etc
- Building Regulation Submission**
 - submission of relevant information to ensure compliance.
- Project management**
 - monitoring the construction and ensuring the realisation of initial concepts.
- Churn management**
 - after project completion drawings can be continuously updated by CJ:IA, and information placed in them amended to help manage churn and to keep a record of general employee information such as their name, department and telephone numbers.