

Commercial Property Factsheets

Setting up an office

1. Check any **legal constraints**: for example, does the lease restrict your use of the space or do you require planning permission for alterations to the premises.
2. Identify your **furniture** requirements: for example, employees' desks and chairs, storage (eg filing cabinets) and seating for visitors if necessary.
3. Draw up a list of your **IT requirements**, including computers, printers, other peripherals (eg a scanner) and networking.
4. Establish your **telecoms** requirements, including the number of phone lines you require and Internet access points.
5. Consider whether **other services** (eg fax, photocopying) can be handled by your computer system, outsourced, or need dedicated equipment.
6. Consider **health and safety** requirements: for example, suitable furniture, adequate lighting and ventilation, fire precautions and so on.
7. Consider requirements under the **Disability Discrimination Act** to remove physical barriers to access for those with disabilities
8. Consider any **security** requirements: for example, an alarm system or additional locks on windows and doors.
9. Plan the office **layout**; site employees who work together near each other, with frequently used files in easy reach.
10. Explain your plans to **employees**; ask for feedback and suggestions.
11. Install any additional **infrastructure**: for example, power and lighting circuits and computer network cabling.
12. Arrange **decoration** which creates a pleasant working environment; consider the impression which will be made on any visitors.
13. **Purchase** any furniture or equipment you do not already have; consider financing options such as leasing.
14. Organise **stationery** (eg letterhead, compliments slips and business cards); ensure that the letterhead includes all legally required information.
15. Order other basic **office supplies**.
16. Ensure that you have all the necessary **insurance policies** in place before moving in.

Cardinal Rules

Do:

- base the office layout on **workflow**
- plan a **healthy, safe and secure** office
- make effective use of **telecoms and computing** equipment
- install **infrastructure** first, then decorate, before moving in

Don't:

- impose office arrangements on **employees** without consultation
- waste money and space on **unnecessary** furniture and equipment

Northampton: 01604 258558
Corby: 01536 276727
Milton Keynes: 01908 396230
Kettering: 01536 520111



- move in before arranging **security and insurance policies**

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