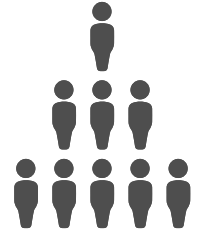


OFFICE REFURBISHMENT --- CHECKLIST



EMPLOYEE BUY-IN

- Consider an employee survey to get their input on concerns & suggestions.
- Receive and process their feedback
- Earn their interest by keeping them informed
- Address anxieties and concerns if any



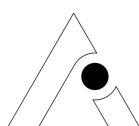
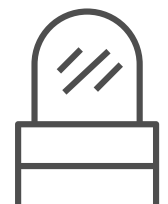
OVERALL WORKPLACE DESIGN

- Consider physical distancing recommendations impacting space planning & layouts
- Embrace contactless design principles where possible
- Generous breakout & dining areas to induce sense of community
- Generous collaborative & relaxation areas to safely connect
- Carefully consider selection of materials & finishes to minimise risk of transmission
- Break up work areas with flexible 'divider' products
- Minimise enclosed meeting spaces in favour of more open collaborative areas
- Encourage meeting outdoors where possible



WORKSTATIONS & FURNITURE

- Anti-bacterial work surfaces
- Physical distancing between workstations
- Workstation partitions
- More private/individual workspaces
- Private offices & agile work pods
- Clever space division utilising flexible products





ACOUSTICS

- Emphasis on hard, easy-to-clean, and anti-bacterial surfaces can create issue with office acoustics.
Consider options to rectify this
- Acoustic ceiling tiles
- Acoustic wall paneling
- Acoustic feature walls & ceilings
- Soft seating & collaborative furniture



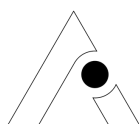
FIXTURES, FITTINGS & EQUIPMENT

- Automatic sensor doors & cabinet hardware
- Touchless appliances & coffee machines
- Sensor taps & services
- Anti-bacterial finishes to FFE



TECHNOLOGY

- New workplaces will need to be flexible and have the technology to be able to operate with staff working remotely. Its important to ensure your design encourages easy collaboration between staff working from the office and working remotely
- Consider investing thoroughly in digital collaboration and virtual/video meeting tools





AIR & VENTILATION

- Design of new HVAC systems. Consider filtration strategies to increase fresh air and minimise risk of transmission
- If existing, consider upgrading to maximise reticulation of fresh air and minimise transmission
- Where possible open windows to ensure benefits of fresh air
- Indoor plants & greenery to assist with air quality and employee well-being



LIGHTING

- Lighting affects mood and productivity - Prioritise & make the most of natural light
- Use artificial lights to complement natural light
- Consider using LED Lights for efficiency
- Touchless sensor lighting



PLUMBING / AMENITIES

- Self-cleaning bathroom technology
- Touchless taps, soap, & paper towel dispensers
- New and upgraded toilets & appliances



OTHER

- Sanitiser and mask stations
- Health screening / sign-in process
- Voice / face-recognition tools





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OFFICE FIT OUT & DESIGN

At Adaptive Interiors, we are passionate about creating and building amazing spaces to work in and bringing our clients visions to life. Bespoke Office Fitout Services.



BUILDING & CONSTRUCTION

Adaptive Interiors offers turn-key solutions for our building and construction works from concept to completion, project managing all aspects of the build from council approvals to construction and sub-trades.



OFFICE FURNITURE

Adaptive Interiors develops and manufactures a full range of workstation and furniture systems. Our furniture consultants will assist you in suggesting and selecting products that best suit your needs.

BOOK A FREE CONSULTATION

Refurbishing presents an opportunity to re-evaluate and optimise your existing space to meet the changing needs of your business. Feel free to book a free consultation with our design team and find out where the gaps are!

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