

The background image shows a contemporary interior. A large, cylindrical brass pendant light hangs from the ceiling, casting a warm glow. Below it, a long wooden table is covered with several brochures. In the background, there is a kitchen area with white cabinets and a dark tiled backsplash. A television screen displays a sports stadium. Two people are visible in the background, one standing and one sitting. The overall atmosphere is modern and professional.

8 STEPS TO THE PERFECT WORKSPACE

At JDV Projects, we know that a new workplace environment can have a significant impact on both your team and on your company success. Choosing to update your physical space is an opportunity for our clients to identify and address behavioural change, the way in which teams work and interact, as well as your vision for future growth.

Your fit out journey begins with creating a detailed brief which outlines your vision and drivers for change. It is imperative that when defining your requirements, you think far beyond the aesthetic look and feel to incorporate culture, productivity, and functionality which can all be influenced and improved with workplace strategy and design.

JDV Projects can assist your business every step of the way from taking your brief through to construction and ongoing maintenance. In the next 8 steps, we investigate the significant areas that can optimize and enhance the outcome of your project. By recognizing how your employees' work and become inspired can be just as important as an efficiently managed budget, project timeline and design process for a successful office fit-out.



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CHOOSING THE RIGHT PROPERTY

Explore the long-lasting implications of choosing the right property for your business.

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BRIEF, BUDGET & EXPECTATIONS

How to make your brief, budget and expectations correspond.

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The importance of having the right designer on board for your unique brand and style requirements

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PROJECT MANAGEMENT & CONSTRUCTION

Having the right Project Manager and team can make the fit-out process an enjoyable one.

1

CHOOSING THE RIGHT PROPERTY

The importance of choosing the right premises at the beginning of your journey can have long lasting implications. It can be easy to go with the heart when when considering a space that you can immediately envisage your business occupying.

Engaging a fit-out partner early in the process ensures that you have access to knowledgeable industry professionals. A tenant representative who can enable a tour of the best properties on the market can be invaluable. Your fit-out specialist can talk you through the options and realities in each property, to ensure that your budget will match the changes to the space required.

Accommodating your current staff number is only the beginning, therefore, having an idea of your business vision over the next few years is paramount.

Location

Hiring and retaining the best staff is a real consideration. Workspaces have evolved and have crossed the boundary between work and home style. New staff are attracted by, and expect a progressive workspace that will support their wellbeing, happiness and productivity. A closer focus on collaboration, break-out spaces for socialising and a variety of workspace options is required. The simple reality is that happy staff are productive staff!

The location of the building is also incredibly important. By positioning your business with access to public transport as well as local amenities such as restaurants, cafes and gyms will assist in attracting and retaining the best employees.

Space Planning

Once you have developed a rough floorplan from a space planner, consider whether there room for growth or flexibility over the course of the lease?

Incentives

Similar to buying a residential property that has been on the market for a while, it is worth investigating whether the office landlord is open to negotiation. If the space you are viewing has been empty for a long period, or if the market is slow, there is a significant opportunity to negotiate a landlord contribution towards the fit-out, a negotiated lower rent or even a rent free or reduced period while the fit-out is completed.

Services

Your requirements for IT and services requires close attention when choosing a new premises. Does the building have the sufficient services already to avoid unexpected costs during the fit-out?

Reviewing elements such as air-conditioning, IT infrastructure and even electrical points are simple things which can make a huge difference to your budget.

2

BRIEF, BUDGET & EXPECTATIONS

Your brief, budget and expectations are often three elements that do not correspond perfectly! Gaining knowledgeable advice at this point on your journey ensures that you achieve the best solution while meeting the requirements of all three.

Many of our clients have never managed a commercial fit-out before, therefore it is important to understand what your budget can achieve, and how to make the most of that budget through value engineering.

Defining a clear and focused brief is the most important part of your journey. Consider your short term requirements as well as your long term vision. An effective way to define this is to prepare a list of 'must haves' as well as a list of 'nice to haves', so you can work with a designer and fit-out expert to achieve as many as possible.

This is also the time to consider any changes to the culture or work methods of your company. Your move or refurbishment could be the catalyst to change the way your team work and interact. Of course, the work area is important, however, so is the breakout and social space. Promote collaboration and interaction by creating breakout spaces. Often the best ideas occur in casual conversation rather than in meetings.

By being clever about budget, you may be surprised about what you can achieve. As we discussed in point one; choosing the right property there are large cost-savings to be achieved just by being clever up-front.

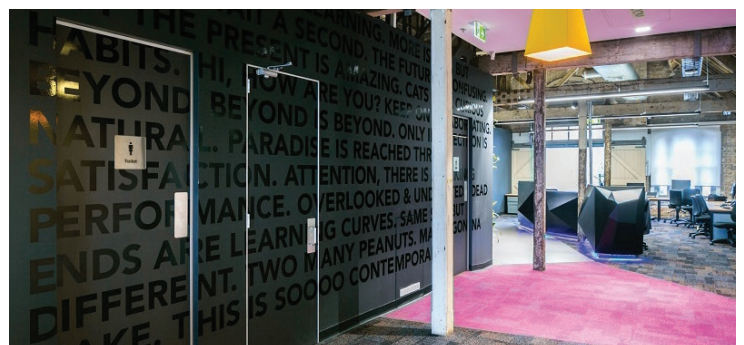
Can anything be recycled from your last workplace? Consider flexible movable rooms rather than spending money on built meeting rooms. While it's usually essential to have some structured meeting rooms for confidential meetings, often a booth, or movable meeting room can work perfectly for catch ups and team meetings.

Although it may seem like a good solution, be wary of moving into an existing fit-out. When clients visit your office, it is important for the space to represent your brand, reflect your business and your values. On the upside, there may be elements of the fit-out that you could re-use or re-purpose to assist with keeping on budget.

Value engineering is an important process to ensure the right features are included in the project whilst remaining within the project budget parameters. The objective is to be strategic about budget allocation. Having construction and delivery expertise applied throughout the design evolution will underpin this strategy. **By having solid relationships with contractors and suppliers, your fit-out company can work to ensure you get the best outcome on budget and on time.**



First impressions do count, and your office should represent the brand, personality and vision of your business.



At the design and space planning stage, it is imperative that you choose the best designer for your unique requirements and style.

Your company brand and business personality should be carried throughout your new space. First impressions do count, and your office should represent the vision of your business, whether that is presenting a professional and trustworthy impression, or an innovative and culture-filled business. Your designer and fit out partners can work with you to determine the story you would like your office to tell.

By working with a number of the best designers in Australia, JDV Projects can provide a partner that suits your style, whether traditional or innovative. Fixtures, finishes and furniture can have a significant impact and can create a mood and impression of how you do business. The difference in choosing the right design partner to align with your brief is apparent in many of our projects where we have partnered clients with our visionary designers.

Our work with Insurance company [Petsure](#) shows a fun, lively and collaborative environment that uses design solutions which support the way the team work. Whereas, [SEEK](#) requested a large more traditional boardroom for key meetings, and many small enclosed rooms due to the nature of their business.

When it comes to our work with healthcare clients, an entirely different approach may be necessary. Understanding and interpreting a brief is important to create the environment that works best for that business model. In order to create a calming and comfortable environment designed to put patients at ease, a natural colour palette and soft lighting may be more appropriate.

As well as considering the type of clients you wish to engage with, also consider the requirements of your team; their work practices and personality. Clever zoning and social spaces can improve staff happiness and productivity.



#LOVE
YOUR
WORKSPACE

4

PROCESS & CULTURE

The day that a business owner trusts and empowers their team, they will never look back. Creating a new office fit-out and work environment is a large investment for any firm, but it is only one piece of the puzzle. Changing an entrenched culture is one of the hardest tasks to face. You must win the hearts and minds of your team and ensure that they want the change as much as you do. It is imperative that the desire for change and improvements comes from the top and that senior staff are seen to 'practice what they preach'.

Trust is a powerful thing, no longer will staff feel like a mere cog in the wheel. By creating a culture of trust, your staff will understand how important they are to the business and to the business owners as people. Not only will they care about their position, but also about the business success as a whole.

Trust can come from initiatives such as flexible working. Entrust your staff to manage their workload and recognise that everyone has commitments outside of the workplace. By allowing people to attend appointments, or arrive late, it is likely that the absence of micro-management will mean they won't abuse this trust and freedom. If the team have well-defined KPI's, then their accountability and commitment to work will be clear no matter how often they are at their desk. Don't discount the fact that many work in the evenings, take calls or answer emails out-of-hours.

It is undoubtable that a fresh new space can be good for team morale. It is important to get them involved in the process and ensure everyone understands why these changes are being made. If the space is a reflection of your office culture, then you want your team to be stewards of that culture. The work environment can reinforce the culture you are trying to create and that culture in turn feeds energy and motivation back into the team.



Technology is an element of workplace fit-out that many clients do not have extensive knowledge of; either what is required and what is available, and most importantly how much it may cost. It should definitely not be an after thought and should be integral to the design and fit-out.

When viewing premises, review what solutions have already been considered in that building. It will save money in the long-run. Again, your fit-out expert will have close relationships with IT solution consultants that can provide invaluable advice on what can be achieved within your budget. Detailed surveys can include mechanical and electrical facilities, current IT services and telecoms to see what is already existing. It is worth investing in the best and most up-to-date equipment and solutions you can afford to avoid paying for continual upgrades.

Server rooms may not be sexy, but it is a vitally important feature of any modern workspace. Business disruption can be costly, so consider the server room location, cooling and fire protection and security to minimise the chance of any interruption to working.

If you have other office locations, or clients in other cities or countries, an adequate bandwidth to facilitate high-end conferencing facilities is essential. To cut down the company carbon footprint and travel spend, a reliable conferencing system can facilitate meetings that would otherwise require face-to-face interaction. The options are endless these days, even providing options where you can work in real time together on an interactive wall as you talk remotely. It may cost more upfront, but will be invaluable and pay for itself over time.

Working from home is an option that many companies offer and embrace nowadays. Again, technology can support this with systems that can make it seamless to be at a meeting without actually being there. Cloud based solutions can support that flexibility as well as save space by reducing the size of server rooms.

It is worth arranging a space analysis of how many desks are actually used on an average day and this could lead to cost savings by taking less space. Due to the nature of their position, many staff members may be on the road frequently or work from home and may only require a touch-down space when they are in the office rather than a dedicated desk.

Continually evolving technology is both more readily obtainable and transportable. Don't try to figure it out yourself, work with a team who have experience in delivering the most up to date technology options available. Obtaining cutting edge technology in today's working environment is not as expensive as you might think.

6

GET YOUR TEAM ON BOARD

Although you may have a small team of stakeholders who are intrinsically involved in the decision-making and fit-out journey, it is important not to overlook the whole team and business and how this move or refurbishment may affect them.

Unfortunately, it's a fact that people fear change, get stuck in their habits and can be quite territorial about their personal workspace. A new fit out can enable company's to use a move to make significant changes to the way they work. This could be activity based working, hot-desking, a paperless environment, or even large social break-out areas which the more traditional worker may see as a waste of space or that people waste their time in.

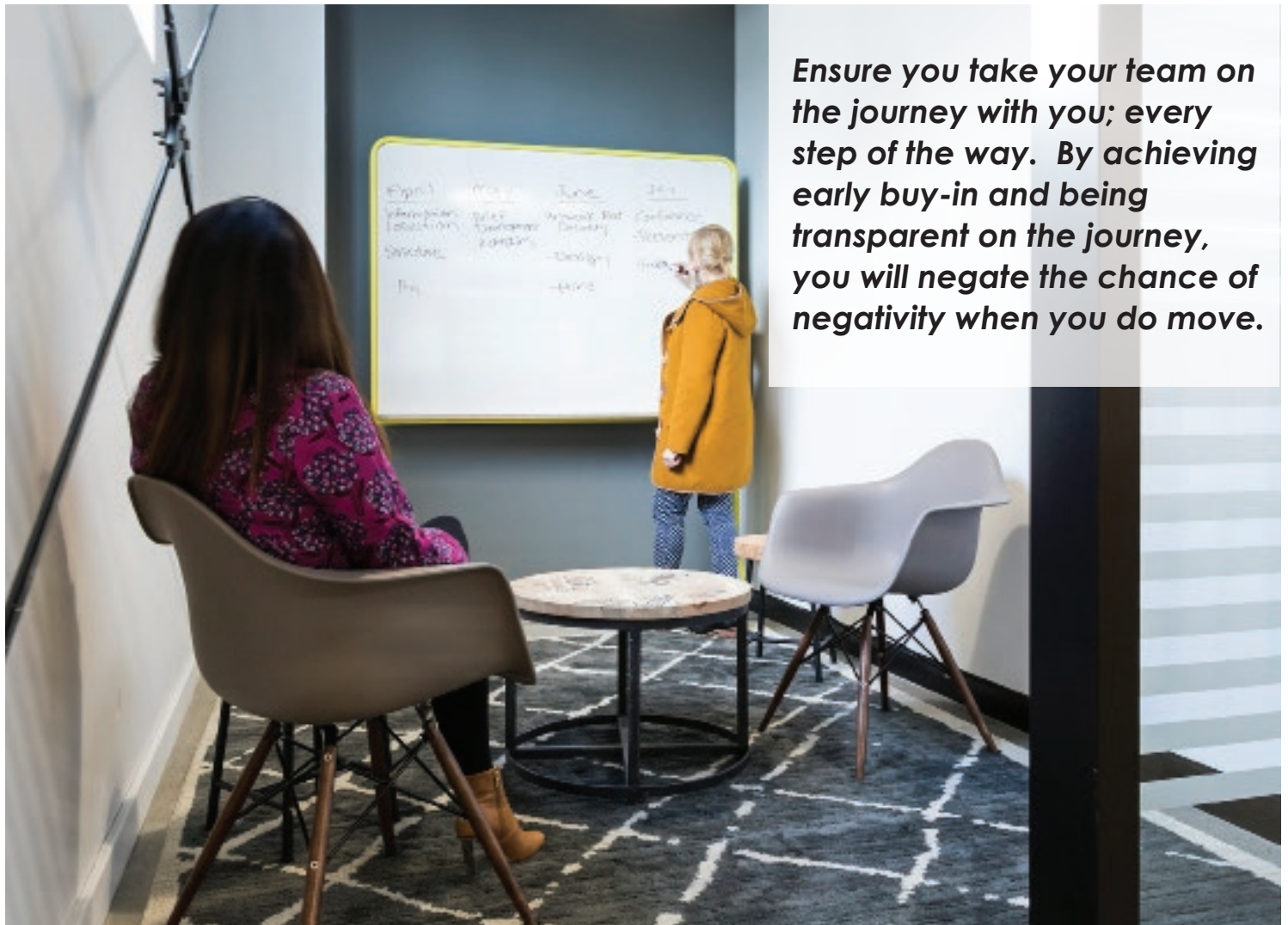
The next step is to ensure you take your team on the journey with you, every step of the way. By achieving buy-in and being transparent, you will negate the chance of negativity when you do move.

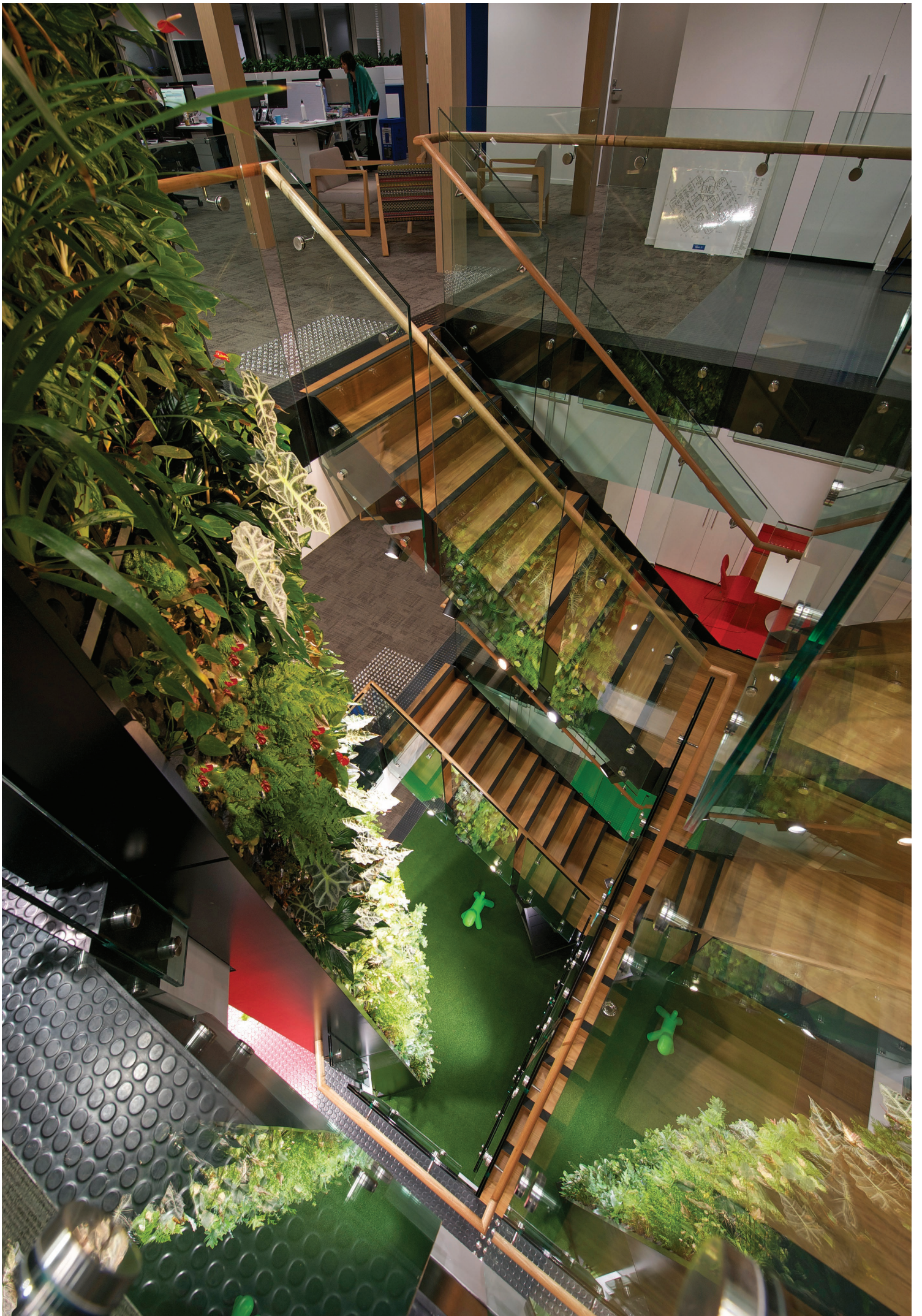
While space planning, it is likely that you will end up with a variety of zones for different type of activity. Teach the team how they can use these spaces and talk them through each zone so that they have the power to choose the space they need for their activity that day. They may have concentrated work to do and therefore will need a quiet zone with minimal talking and no phone calls to be made. On the other hand, the sales and marketing team may be working on a project together and require a brain storming area and a workzone where they can freely talk and discuss and collaborate. Movable meeting areas are often used in more agile work environments. These spaces are great for semi-private catch ups and discussions. Many now come with built in power and screens so you can view work live and collaborate. Different areas will help people to work at their most productive.

Take suggestions seriously – It is beneficial to engage your team by requesting a wish list for their new environment. The wider team will be using the space every day, and may highlight ideas that have not previously been considered. The ability to work productively is of vital importance, so it is important to provide spaces that enable people to perform at their best. This could be as easy a suggestion of providing more desks with double screens for processed based roles, whereas a sales team may just require a small laptop or tablet.

Address their concerns – it is likely that your team will vary in age and personality. It is important to bring the more traditional people along with the vision. Reassure everyone that the new ideas and processes are to make their work-life better, not more difficult. It is good idea to make a few people in the business ambassadors for the change, and by involving someone with initial apprehensions will give them a feeling of involvement and understanding.

Finally, talk to your fit-out team about getting plans and mood-boards of the proposed space to put up in your current office. By building the anticipation and excitement, it will mean that the changes are accepted more smoothly.





Sustainable choices and the desire to be green are increasingly important during the planning of any fit-out. The impact of these decisions can have long-lasting effects both on your team and how you are viewed externally as a company. As the desire to be green and make sustainable choices develops ever increasing global momentum and importance, we at JDV Projects are increasingly focused on our environmental responsibility, to ensure that the decisions we make today don't have an adverse impact on our children's' futures.

There are many options around being green; there are small things that you can do, right through to creating an environment which strives for a Green Star accreditations and WELL certification. Your fit-out partners can guide and inform you on the sustainable opportunities and initiatives that could work for you. A few ideas to consider are:

Daylight in the workplace – There are many studies that show that those you work in a light and bright environment with access to natural sunlight are happier and healthier. The more daylight you can utilise by having the work areas around the office perimeter will save you money on lighting and energy.

Sensor activated lighting – Look into sensor activated lighting for areas with less foot traffic. Having lights on timers can also limit unnecessary spend and energy waste.

Follow-me printing & recycling – Encourage your workforce to recycle. Many office now adopt a no rubbish bin policy at desks to encourage people to get out of their seats and go to the recycling bins. Follow me printing is an easy ways to ensure that nothing is printed that isn't necessary.

Regular audits on waste – We recommend regular audits on energy, water and resource waste so you can be aware of any changes you could make to improve your operations and reduce costs.

ISO certifications – Compliance to ISO certifications covers Environmental Management. It is a large undertaking but will support your systematic structure of Quality, Work Health & Safety and Environmental Management.

Technology – Conferencing systems are an easy way to reduce your travel footprint by making it easy to connect with clients and stakeholders.

End of trip facilities – By installing bike-racks or showers, you will be promoting wellbeing to your team and may reduce the number of people driving to work.

Office greenery – Plants in the workplace are not purely for the aesthetic. Plants can reduce the number of chemicals in the air being recycled through your air-conditioning. CO2 can be reduced by as much as 50% as well as a reduction in the dust, bacteria and mold which would otherwise be inhaled by employees by introducing around 1 plant for every 3 people.

Check out our project for [Hollard Insurance](#) who installed one of the largest living green walls in Australia as a main focus on their central stairwell.

The Asia Pacific headquarters of [MasterCard](#) in North Sydney, a long-term client of JDV, was awarded a 4 Star Green Star Office As Built rating by the industry authority, the Green Building Council Australia. We partnered with several leading consultants to deliver and obtain this milestone certification, by embracing sustainability and sound environmental choices at every stage of a project cycle.

Seeing your project come to fruition is an exciting stage for any client. Having a professional, skilled and knowledgeable Project Manager on your project will ensure that this is an enjoyable experience rather than a stressful one.

From taking the initial brief, right through to completion of your new environment, your fit-out expert will work closely with you to ensure that your drivers for change are at the forefront throughout the process. Every individual project will have key objectives for the move or refurbishment. Your requirements and criteria for your proposed change could be a lease expiry, growth or consolidation, re-brand, culture or business directional change and mergers. Depending on your unique project, the fit-out team will work with you to suggest the most appropriate delivery method for your budget, timescale and vision.

Your Project Manager will talk you through all stages of the process so you can clearly understand the method and schedule used. Creating a detailed programme of works and contractor requirements will allow you to track progress at every stage.

Often a refurbishment will require extra considerations such as staged works if the premises is occupied during works. We recognise the need to maintain a workable office with minimal disruption, therefore careful planning is essential.

By having a trusted point of contact throughout the fit-out, you will be assured full transparency which will lead to any potential issues being discussed and resolved as soon as possible. Time is money and completing the build on time and on budget is at the forefront of every Project Managers mind.

Following the completion, a good fit-out partner will be on-hand to resolve any items that may need amending. The success of how your office fit out performs is never fully understood until it is put into use by the team. By having a trusting and enduring relationship with your fit out team, you can ensure that your workplace project can evolve and adapt to provide an inspiring, efficient and productive environment.



ABOUT JDV PROJECTS

Now in our 21st year delivering workplace fitout and construction projects, the team at JDV will work with your business to create an extraordinary workplace and develop an enduring relationship with your business.

With capability and track record in projects ranging from \$20K to more than \$10 Million, our interiors, refurbishment and commercial construction teams work seamlessly to deliver your project on time, on budget & to the highest standard possible without compromise.

Our business is built upon our core values of trust, loyalty, respect and integrity. Our valued clients and business partnerships ensure that continued referrals and repeat business is testament to the

service and experience we deliver.

At JDV Projects, we recognise that our reputation is only as good as our last project, therefore every project, large or small is executed with the same level of commitment, professionalism and attention to detail.

JDV projects bring a unique approach to the fit-out industry. We have an experienced team who have a range of specialisations to ensure that whatever your unique requirements, or industry, we will select the ideal team for your project and vision. We have a commitment to excellence and will meet your challenges with solutions to ensure that working with us is a positive journey before, throughout and after your project is complete.

TALK TO US ABOUT YOUR PROJECT



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