



MAXON Office Remodel Guide

Planning ideas and tips for a successful office remodel

Remodeling your office?

Let our Office Remodeling Tips and Resources Guide help you quickly and easily plan and execute the change.

Whether you're a competitive, high-tech firm seeking to publicize a particular brand image or a nonprofit association focused on achieving results at a reasonable expense, an office remodel can boost your business and rejuvenate your employees.

Image is important! What brand image and message does your current office décor and furniture communicate to your clients, employees, vendors, and others? Does your interior space send the signal that your firm is creative and on the cutting edge? That your business is high-tech? That your company is outdated and sales are declining?

Think of your office décor as an extension of your brand. If the two don't sync up, it may be time to freshen up your brand and office furniture with a remodel. New or refurbished furniture and designer-driven color selections can help you communicate your unique style.

This guide encourages you to consider critical factors when remodeling your office space and adapt these ideas to meet your specific needs.

□ *What are my remodeling needs*>> □ *Create a budget*>> □ *Estimate your timeline*>> □ *Remodel time!*

What are my remodeling needs? Know what you want to accomplish with your remodel. Want to freshen up your reception area? Need to expand or consolidate? Need a complete overhaul due to a merger or acquisition? Having a clear picture of your end goal helps you stay on track, measure the final outcome, and communicate ROI results to your management.

A needs analysis helps you determine scope. Review or determine:

Workspace needs: reception, closed offices, cubicles, conference and training rooms, informal collaborative space and common areas like kitchens

Employee work activities: administrative, clerical or data entry, technical, professional or design, management and executives

Number of offices, workstations and employees, including projected growth



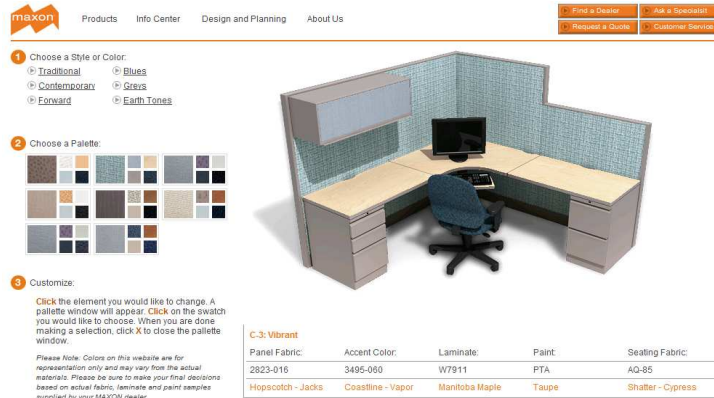
'Typical' remodel for offices or workstations to minimize customization
 Data, communication, collaboration, technology, and privacy needs
 Floor plans and square footage of current space

An office remodel shares many project elements with an office move. It requires an integrated cross-functional effort. Besides project management, your internal team should include representation from facilities, finance, IT/technology, and end users. Key external resources may include:

- Building management
- Designer/Interior Architect
- Furniture manufacturer
- Movers and various trade contractors
- Voice equipment and services, data and network cabling
- Audiovisual and presentation products
- Lighting

Maxon's online Needs Assessment Tool can help you identify and clarify your current and future needs, how long it will take to select and install new office systems, and what kind of data and electrical support is required.

If you want to see that latest in office and cubicle color combinations, check out Maxon's online Color Selector tool. At the click of a button, you can "try on" different color palettes on a visual image of a typical workstation.



Create a budget. Depending on the scope of your remodel, your budget could vary dramatically. Include the cost of your internal team and the expense of key external resources as mentioned above.

If you're responsible for making an office remodel happen, Maxon can help you value-engineer your remodel to get the maximum impact for your budget dollars.

Should you buy new furniture or recycle your current inventory? Your furniture decision can have an impact upon your image, profitability, and employee productivity. While there is an initial outlay of capital with new furniture, the return on investment is often substantial and the payback will likely include attracting new employees and improving morale of existing employees. Consider:

- How much life does your current furniture have left in it?
- Will it hold up under wear and tear for another few years?
- Will it begin to degrade your brand or affect employee morale and productivity?
- Will it deter your hiring of top new talent?

Furniture costs also vary depending upon materials used and features selected. For example:

- A telemarketer station may cost around \$700 per station
- A receptionist workstation could run from \$1,500-2,000 per station
- General office workstations start around \$1,000 per station

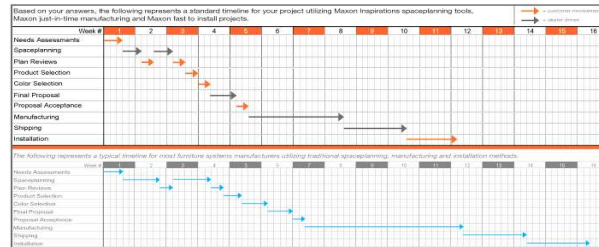


Work with a local dealer. If you don't have the time to manage the remodel project yourself, a dealer can provide experienced project management, design and space planning support, and installation coordination. Maxon's online Find a Dealer tool can help you find a reputable, qualified local dealer.

Maxon's online Office Furniture Calculator can help you quickly estimate the costs of furniture you're considering, including installation costs and financing options.

Estimate your timeline. Your remodel timeline is driven in large part by your project scope.

Maxon's online Timeline Tool can help you determine the time needed to select, order, move and install your office systems. A proposed timeline blocks out time for your needs assessment, workspace planning, plan reviews, product and color selection, proposals, manufacturing, shipping and installation.



Timeline tips:

- Build in time contingencies for processes that might present risks
- Know your internal processes and whether or not they could cause unforeseen delays
- Sync your calendar with other internal projects so there's no conflict with organizational priorities
- Develop checklists for each phase of your remodel timeline (e.g. 3 months, 1 month, 3 weeks)

Once you've determined needs, you'll likely go through an RFP process and evaluate remodel proposals. After selecting a proposal and moving forward with a dealer or remodel partner, you can finalize your tentative schedule and implementation plan.

Remodel time! You've done your homework, asked and answered the right questions—now it's time to remodel. Your local dealer or design partner will assist you with remodel checklists and reminders. Double check your remodeling plans, including:

- Reserve freight storage, elevators, docks
- Verify building regulations and access routes
- Plan staging areas
- Coordinate with IT, voice, data, electrical, etc.
- Verify product against shipping and order documents
- Coordinate trade vendors activities
- Check for compliance to schedule and plans
- Monitor installation for quality control
- Manage change control processes

Plan for the disposal of old furniture and trash from the remodel, and keep in mind environmental health and safety for employees and vendors.

Throughout your remodel project, employee and vendor communications are of vital importance. Start early and communicate often. Particularly with employees, set expectations appropriately and give clear, concise instructions about how the remodel will take place.

Take guesswork out of your next office remodel. Work with a MAXON expert to ensure your next remodel communicates your brand effectively and is executed flawlessly. Call 1-800-289-1274 ext 4199, or visit us at www.maxonfurniture.com to learn more.

