

Choosing the right office space

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Solid Interior

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	Current building	Building one	Building two
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Which location is right for your business?

What hidden costs should you look out for?

Is your current building the best option? Or would a whole new location be more cost effective?

Using this form, you can compare buildings side by side and make the right decision, whether you decide to move or stay right where you are. Just take a look at the criteria and add 1 point to which building meets it. After you've been through the form, the building with the highres total of points is the suitable one to your needs.

LOCATION	Which one is the best?		
Public transport • Is there many choices near by?			
Traffic patterns • When are the busy times? How will this affect the journey to your office?			
Neighbours • Consider your potential neighbours, in and out of the building. Are they competitors? Could they cause problems?			
Clients • Your office is near from your target market, your sales team may not have to spend more time on the road than with clients.			

Safe area • Consider the route staff will need to travel to and from local transport, especially if travelling by foot.			
Food • Take a look at the local area; are there enough places to eat? How far will staff need to travel during their lunch break? Are there suitable places for both dining in and take away?			
Total (average):			

THE BUILDING ITSELF	Which one is the best?		
Access at night and weekend • Is there 24 hour access and security? Will you need to implement any extra security measures?			
Age of building • Older buildings can not only bring with them issues relating to maintenance, but also possible restrictions to building work.			
Building security • Nobody likes to work in an insecure environment and your staff are no different. How secure is the building?			
Outside of building • Looks matter. Consider the external image of your potential building, and what it says about your company. Are there any planned upgrades? If so, will it lead to an increase to your management charge?			
Services • Air conditioning, plumbing, heating and waste disposal will all need careful consideration, but are often overlooked. Are any of these joint services with other tenants? Will you need to provide any of these yourselves?			
Parking • Are there enough spaces? If your building doesn't have its own car park, is there sufficient parking nearby for employees and regular visitors? You may wish to consider renting out several individual parking spaces for those all important client visits.			

IT & telecoms			
• Older buildings weren't designed with today's technology in mind. Thinking about the suitability of your shortlisted spaces for your IT needs can save time and money later.			
Data centre			
• Will you be locating a data centre in the space? Have you considered the extra requirements needed, for example; air conditioning, security and power? Think about the size of the space you'll need for a comms room, and if there's a good place to locate it.			
Total (average):			

COST	Which one is the best?		
Energy			
• The energy efficiency of the building can either increase or decrease your energy bills, so make sure you budget accordingly for this.			
Fit out costs			
• Depending on the scope of works, fit out costs can vary greatly. All good office design companies will provide detailed fit out cost comparisons for your shortlisted buildings, free of charge.			
Furniture			
• Will you be moving old furniture or buying new? Undertake a furniture audit to identify your needs before moving. Make sure your furniture fits in the space before moving in; you don't want to get to moving day and realise your large boardroom table won't fit in the room!			
IT			
• Moving existing IT systems, equipment and cabling can add a significant amount to your final budget, so make sure you have an idea of how much this will cost to avoid going over budget.			

Stationery			
<ul style="list-style-type: none"> • Moving to a new office can be an ideal time to consider rebranding. If this isn't an option, consider your stationery that will need to be updated. Letter headed paper, business cards, email signatures, documents, website, internal communications, outgoing invoices and any other branded merchandise will all need to be updated with your new address details. 			
Temporary storage			
<ul style="list-style-type: none"> • Will you need to temporarily store any furniture or large amounts of filing? Make sure you get a quote and plan for this in your budget. 			
Personnel			
<ul style="list-style-type: none"> • Many businesses overlook personnel costs when moving offices, but they can often add a large amount to your final cost. Will you need to offer staff travel allowances? 			
Total (average):			

SELECTING A DESIGN & FIT OUT COMPANY	Which one is the best?		
Workplace appraisal			
<ul style="list-style-type: none"> • This will help you to identify how much space you need and how it should work for your business. 			
Space plans for short listed buildings			
<ul style="list-style-type: none"> • Otherwise known as a 'test fit' this will give you peace of mind that the space will actually work for your business. 			
Indicative fit out cost			
<ul style="list-style-type: none"> • So you can begin to form an accurate fit out budget. Knowing how much it will cost to fit out a space can be a negotiation point for your lease. 			
Concept drawings and 3D visualisations			
<ul style="list-style-type: none"> • So you can get a feel of how the space will really look 			
Surveys			
<ul style="list-style-type: none"> • There are a number of surveys an office design and fit out company can help you with so you know exactly what you're getting into with your new space. These include mechanical and electrical, environmental, asbestos and contamination surveys. 			
Total (average):			