

# THE OFFICE RELOCATION SURVIVAL GUIDE



**SW**  
spaceworks









We create spaces  
that change how  
people experience  
the world.

With over 24 years of expertise and more than 1,800 successful projects, Spaceworks Interior Architecture brings a wealth of experience in transforming workplace, retail, aged care, and hospitality environments, always tailoring solutions to meet your business's unique needs.

At Spaceworks, we use design as a tool to drive business success, blending innovation with sustainable and socially responsible practices. Our focus is on creating spaces that deliver exceptional return on investment while helping your business thrive.

[spaceworks.co.nz](https://spaceworks.co.nz)

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# A STEP BY STEP GUIDE TO THE DESIGN AND RELOCATION PROCESS



START  
HERE

1

Consider the potential future space options for your business

2

**Appoint an interior designer:** Spaceworks

3

Designer will establish how much office space you will need using growth projects from honed strategies and optimised planning

4

Assess what you 'need' and 'want' in a new space. Such as carparks, location, price, size, and employee experience

Select an agent you want to work with to look for space possibilities - then shortlist 1-2 properties

5

6

Designer will complete test fit layouts, cost & time indications based on the space options

7

Negotiate lease in conjunction with designer for compliance matters

8

Designer completes workplace strategy & spatial flow analysis, advising on facilities & base build requirements

Designer refines your brief then develops designs using 3D, VR, AR, or whichever tools best communicate the design

9

10

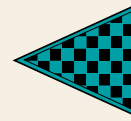
Designer lodges building consent on your behalf & completes drawing & pricing process to maximise budget

11

Construction stage & if Spaceworks are your designer, we will project manage the build & keep on top of budget

12

New furniture installed (if applicable) along with sign off approvals from council & all stakeholders



PROCESS BADGE

# WHEN SHOULD WE START THINKING ABOUT OUR RELOCATION?



**Top Tip:** Taking the time to plan can make all the difference. A well-thought-out workplace strategy will help you optimise your space, boost innovation, and ensure spatial efficiency. Starting early also allows for more cost-effective decisions, helping you make the most of your budget while enhancing productivity, wellbeing, and future-proofing your business's needs.



RELOCATION  
BADGE

As with most things, the earlier, the better! Starting early not only gives you the best shot at finding the perfect space but also allows time to negotiate a lease that fits your needs, while leaving room to smoothly navigate the design and fitout process. Typically, this process takes 5-6 months, so make sure you have plenty of time to find the right property, negotiate the lease, and appoint your designer. If you're reading this booklet and have more than a year left on your current lease – good work! Now's the time to

engage your designer to assess how much space you'll need for future growth. It's also a great moment to think about evolving needs, like boosting productivity, upgrading technology, enhancing team collaboration, and improving employee wellness and wellbeing.

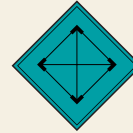
If you have less than 6 months, it's time to get moving! The earlier you start, the more flexibility you'll have to ensure the process is smooth, with fewer surprises along the way.

# HOW MUCH SPACE WILL OUR BUSINESS NEED?



The amount of space your business requires depends on how your team operates – whether employees are working from home, following a hybrid model, or all working onsite. Typically, office space requirements range from 8-18m<sup>2</sup> per person, depending on the type of work environment.

Engaging a designer early ensures your space is tailored to your specific needs. Whether it's hybrid collaboration, open-plan workstations, or private office setups, careful planning helps optimise costs, future-proof your office layout, and create a space where your team can thrive.



SPACE BADGE

**+ Open-plan environments:** In primarily open-plan setups, such as call centres, where there is a high percentage of shared workspaces, the required space per person can be as low as **8-10m<sup>2</sup>**. This layout maximises seating efficiency but may require more collaborative areas and communal spaces.

**+ Hybrid/remote work environments:** For businesses adopting a hybrid model, the focus shifts towards maximising space to encourage employees to come into the office. Allocating **10-12m<sup>2</sup>** per person, hybrid spaces often dedicate more room to collaboration, community connection, and shared areas to create a more engaging, dynamic workplace. Shared workstations, hot-desking, and communal areas play a key role in maximising flexibility and functionality.

**+ Activity-Based Working (ABW):** ABW environments are designed around various zones for different tasks – collaboration, focus, and informal meetings. In ABW setups, space is typically optimised between **12-14m<sup>2</sup>** per person, using flexible, multi-functional areas instead of fixed individual desks.

**+ Cellular/private office environments:** For businesses requiring private offices or roles that need more individual space, such as law firms, the allocation typically ranges from **15-18m<sup>2</sup>** per person. These environments include enclosed offices, meeting rooms, and areas for focused work.

# HOW MUCH WILL IT COST TO FITOUT OUR OFFICE?



Let's be honest: there's no one-size-fits-all answer here! The cost of fitting out your office depends on how much you're adding and or changing. There are two main types of costs to consider:



COST BADGE

**+ Hard fitout:** This is all the heavy lifting – walls, flooring, fixtures, and anything that'll stay put. You'll usually see this calculated per square metre (m<sup>2</sup>)

Below is a handy table that gives you some ballpark figures for different levels of fitout quality.

## Newbuilds

Quality of works

Good	2100-2800
Better	2800-3800
Best	3900 - 5500

## Refurbs

Quality of works

Good	1000-1400
Better	1400-2000
Best	2000 - 2500

**+ Soft fitout:** Think furniture, workstations, and all other loose items. This can be measured either per square metre (m<sup>2</sup>) or per person. These are very

indicative figures and are dependent on the working style of your business, ie: activity based working / hybrid working.

## Soft Fitout per square metre

(workstations, chairs, storage, meeting rooms, reception, café, waiting)

Quality of works

Good	200-300
Better	350-500
Best	550-700

## Soft Fitout per person

(workstations, chair, storage, **excludes** shared spaces – meeting rooms, receptions, cafe)

Quality of works

Good	1850
Better	2250
Best	3000+

# WE'VE FOUND SOME SPACE TO LEASE... WHEN CAN WE MOVE IN?



Congrats on finding your space! Now, how long until you can settle in? For a full refurb or new site fitout, you should allow around 20–28 weeks from when you engage your designer. Here's how it breaks down:



TIMING BADGE

**+ 4-6 weeks:** For workplace strategy and stakeholder engagement – this is where we get clear on how the space will work for your team and business goals.

**+ 6-8 weeks:** Designing, documentation, and pricing – where the ideas take shape and get ready for action.

**+ 6-7 weeks:** Securing building consent (this is needed for most fitouts, so plan for it).

**+ 7-10 weeks:** Construction begins, and the space starts turning into your new home.

This timeline is based on a full refurbishment or setting up in a new location. For smaller projects, or less complex scopes of work, you could see much tighter timeframes. Your interior designer will be able to give you a more precise estimate right from the start!

# WHY SHOULD WE USE AN INTERIOR DESIGNER?



Four words: **Cost efficiency** and **space optimisation**. A designer can help you avoid renting more space than you actually need, every square metre costs money, so let's be smart about it!



'WHY' BADGE

But there's more to it:

**+ Stay in your lane:** Instead of moonlighting as a designer, draughtsperson, and project manager, leave it to the experts.

You focus on running your business – we'll handle the detail of your fitout.

**+ Make the most of your space:**

Designers don't just create good looking spaces; we make every metre work for you.

More collaboration? Higher productivity? Focus work?

We've got you covered.

**+ Make your brand sing:** Your

office should reflect your company's personality and values. We make sure your space reflects the culture you want your team and clients to experience.

**+ Boost productivity:** Happy staff = productive staff. We design spaces that keep your team inspired, engaged, and feeling good.

**+ Sustainability matters:** We ensure sustainable materials and energy-efficient designs, so your office looks good and does good, meeting your sustainability goals.

**+ Future-ready:** We'll help you design an office that grows with you, whether it's for growth, a change in work practices, or the latest tech.



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