

OFFICE FIT OUT CHECKLIST

Office fit out checklist

Your essential checklist for planning, designing and delivering a seamless, successful office fit-out.



Office Fit Out Checklist

DESIGN PARTNERSHIP

PROJECT NAME	PROJECT LEAD / PM	TARGET MOVE DATE	APPROVED BUDGET
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- 01STRATEGIC PLANNING & VISION
- ❑ Decide to relocate, refurbish, or renegotiate lease
 - ❑ Define business objectives and workplace strategy
 - ❑ Identify future growth, hybrid work, & expansion needs
 - ❑ Conduct workplace consultation and utilisation studies
 - ❑ Establish project budget and contingency allowances
 - ❑ Develop headcount forecasts (3–5 years)
 - ❑ Define project scope and success metrics
 - ❑ Build internal project team & appoint decision makers
 - ❑ Appoint internal project lead

- 02PROPERTY & LEASE REVIEW
- ❑ Review current lease obligations and notice periods
 - ❑ Assess reinstatement requirements
 - ❑ Engage with property brokers or landlords if relocating
 - ❑ Shortlist potential properties
 - ❑ Conduct building and location assessments
 - ❑ Evaluate accessibility, amenities, and transport links
 - ❑ Confirm landlord approvals and building regulations
 - ❑ Finalise Heads of Terms and lease agreements

- 03BUDGET & PROCUREMENT
- BUDGET ALLOCATION
- ❑ Establish overall fit out budget
 - ❑ Allocate budgets: Construction & Furniture
 - ❑ Allocate budgets: AV & IT / Security
 - ❑ Allocate budgets: Professional fees & Contingency
 - ❑ Allocate budgets: Move management
- PROCUREMENT STRATEGY
- ❑ Decide procurement route: Traditional vs. Design & Build
 - ❑ Appoint project partners and consultants
 - ❑ Review supplier credentials, sustainability & H&S
 - ❑ Confirm warranties and insurance requirements

- 04WORKPLACE STRATEGY & ENGAGEMENT
- ❑ Conduct staff engagement workshops
 - ❑ Review workstyles and departmental needs
 - ❑ Conduct space utilisation studies
 - ❑ Assess technology and connectivity requirements
 - ❑ Audit existing furniture and storage
 - ❑ Define collaboration, focus, and social space needs
 - ❑ Establish workplace culture and branding objectives
 - ❑ Develop change management strategy

- 05DESIGN DEVELOPMENT
- ❑ Finalise workplace brief
 - ❑ Approve concept design and mood boards
 - ❑ Review space planning and adjacencies
 - ❑ Finalise furniture strategy and FF&E selections
 - ❑ Approve material palettes and finishes
 - ❑ Review 3D renders and visualisations
 - ❑ Confirm branding and signage strategy
 - ❑ Ensure compliance with accessibility & fire regulations
 - ❑ Integrate sustainability and wellness principles
 - ❑ Finalise technical drawings and documentation

- 06TECHNICAL COORDINATION
- ❑ Conduct site surveys and investigations
 - ❑ Coordinate mechanical, electrical, and plumbing (MEP)
 - ❑ Confirm fire safety and statutory approvals
 - ❑ Coordinate security and access control systems
 - ❑ Finalise IT infrastructure and telecoms requirements
 - ❑ Confirm AV and meeting room technology
 - ❑ Review acoustic and lighting strategies
 - ❑ Coordinate third-party vendors and consultants
 - ❑ Approve programme and financial controls



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