

A GUIDE TO OFFICE FIT OUT

From Brief to Build

Understanding
Office Fit Out:
What's Involved
and How the
Process Works



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Introduction

Office design and build is an integrated approach where the design and construction of your workplace are managed under one team. From workplace strategy and space planning through to detailed design, procurement, construction and handover, everything is coordinated as one streamlined process.

Design Partnership brings strategy, design and build together under one roof, creating workplaces designed around the way your business works.

Planning an office fit out can feel like a big undertaking. This guide takes you through the fundamentals of the process, what to consider at each stage, and what you can expect along the journey - from your first ideas to the final handover.

What is Office Design & Build?

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What does it include?

- Workplace strategy & briefing
- Space planning
- Concept & interior design
- 3D visualisation
- Material & furniture selection
- Technical documentation
- Cost planning & quantity surveying
- Procurement
- Construction & project management
- Furniture installation
- Final handover



Procurement Options

There are two main approaches to delivering an office fit out: traditional (design-bid-build) and design-and-build (turnkey). Choosing the right approach comes down to what matters most to your business. Whether that's control, speed, budget certainty or managing risk.



THE TRADITIONAL METHOD

The design and construction are managed separately. First, you appoint an architect or interior design firm to develop the complete design and technical documentation. Once the design is finalised, the project is put out to tender, with construction contractors invited to price the works based on the tender documentation.

THE DESIGN & BUILD METHOD

A more streamlined approach where your project sits under a single contract with one integrated design-build team. Overlapping phases eliminate silos, speeding delivery while maximising value.

33% **FASTER DELIVERY SPEED**

Define your needs first

The key to a successful office move is planning well in advance. We recommend starting the process at least **18 months** before your intended move to allow sufficient time for careful planning, informed decision-making and a smooth transition, without rushing the important decisions that will shape your new workplace.

O1. THE STRATEGIC BRIEF

Identify the business drivers that will shape your future environment

- Business Change & Growth (expansion / consolidation / rebrand / merger)
- Lease event (lease expiry / break
- Recruitment & Retention
- New Ways of Working
- Productivity & Efficiency

O2. OFFICE LOCATION

Analyse the building and local area to ensure they are the right fit for your brand, culture and business needs.

- Brand & Culture Compatibility
- Proximity to Key Suppliers
- Employee Commute Routes
- Local Amenities & Attraction

O3. WORK ENVIRONMENT

Define the brief to ensure the internal environment supports every task and team.

- Optimised Space Planning
- Growth Forecasts (5 Years)
- Environment vs. Performance
- Specialised Zone Requirements
- Hybrid vs agile

Design & Build Process

The design and build process takes a project from initial concept through to final completion, bringing design, planning and construction together in one coordinated approach.

01. BRIEF

Discovery session & understanding business goals

02. CONCEPT

Test fits, spatial analysis and conceptual design

03. DESIGN

Detail design , mood board, 3D renders and bill of quantities

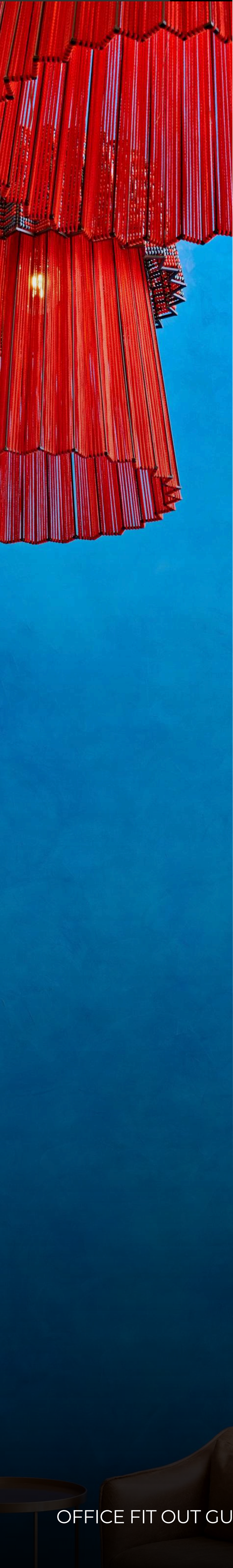
04. TECHNICAL

Technical documentation and construction pack

05. BUILD

Construction and implementation on site





Choosing the Right Partner

With so many designers, architects and fit out companies to choose from, all with different approaches, expertise and pricing, finding the right partner for your business can feel overwhelming. The key is choosing a team that understands how your business operates and can work around your specific needs.

>	CREATIVITY Find a creative team that pushes beyond standard templates to develop a distinctive, considered workplace, that brings your brand to life through bold ideas, thoughtful design and a space that feels uniquely yours.
>	EXPERTISE Choose a partner with proven expertise that understands every stage of the process and can seamlessly manage all the moving parts, giving you confidence that your project is in experienced hands while you focus on your business.
>	SUSTAINABILITY & WELLBEING Look for a partner with a clear commitment to workplace performance, recognised accreditations such as WELL and Fitwel, and the use of sustainable, responsibly sourced materials.
>	TRACK RECORD Choose a partner with proven experience in your sector, backed by relevant case studies, client testimonials and verified accreditations that demonstrate their expertise and understanding of your industry.
>	BUDGET SAVVY Your partner should provide complete budget transparency, carefully balance the financial model and consistently deliver against critical project milestones and without unnecessary budget creep.
>	COMPLIANCE Ensure your partner understands and complies with all relevant local regulations and requirements, including fire safety, health and safety, and accessibility standards.

Calculating your Budget

BUILDING RELATED



- Rent Rates
- Security Maintenance
- Running contracts
- Reinstatement of current office

CAPITAL EXPENDITURE



- Design & Fit out
- Furniture costs
- IT infrastructure
- AV systems & training

ADVISORY FEES



- Property broker
- Legal advice
- Cost consultants
- Environmental consultants

LOGISTICAL FEES



- Move management
- PR and marketing
- Mail redirection

SOFT COSTS



- Insurance
- Staff Training
- Project contingency
- Printer

COST ESTIMATE

TYPE OF COST	STANDARD	MEDIUM	HIGH
Construction (white box)	R 3000	R 5000	R 8000+
New Furniture	R 2000	R 3000	R 4000+
Total per sqm	R 5000	R 8000	R 16 000 +

Who we are. What we do. (and love doing)



We are Design Partnership. We create places that are meaningful, memorable, and deeply connected to the people who use them.

Through our design expertise, strategic thinking, and understanding of how environments shape experience, we have successfully delivered transformative projects across workplace, hospitality, retail, and experiential sectors.



DESIGN
PARTNERSHIP

GET IN TOUCH



CONTACT US

66 Wessel Road,
Woodmead, Sandton, 2191
South Africa

+27 87 310 1762
info@dp-group.com

Johannesburg | Cape Town | Mauritius | Dublin

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PARTNERSHIP



DP-GROUP.COM