

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics



Workplace Designs

ABOUT US

WELCOME

[Workplace Designs](#) is a design consultancy practice specialising in the design and effective use of space within the workplace.

We provide complete design solutions directly to our clients and maintain key partnerships with other practices where the provision of a supporting design and CAD facility is paramount.

Our Central London location enables us to react effectively to client demands, and our studio accommodation, complete with training facilities, provides an excellent working environment for hosting client workshops and training programmes.

We have formed sound relationships with a number of internationally renowned companies. Over 80% of our clients have chosen to re-engage our services as their preferred consultant – an achievement which we are proud of and hope to maintain as a standard in the future.

Despite our growth WDL remains a close-knit organisation made up of young, enthusiastic and knowledgeable individuals; our client feedback is a testimony to the exceptional qualities of our team, which we hold as the backbone of our success.

[Welcome to Workplace Designs.](#)

Workplace Designs

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WHO WE ARE

DIRECTORS

"A great team, good communications and attention to detail throughout."



ANDREW SAPIO | STUDIO PRINCIPAL

From an architectural background, his passion for the workplace drove him to conceive Workplace Designs in 1997.

Specialising in the technical side of design, Andrew's approach allows design solutions to be robust and practical, while retaining excellent aesthetic characteristics. Over the last 20 years has **worked with 'Blue Chip' organisations developing design strategies & planning concepts.**



EDUARDO GUIMARAES | DESIGN DIRECTOR

Eduardo is from an architectural background and has been working in the interior design industry for over 10 years.

His career started at Brighton and Hove City College as Interior Design Lecturer and Head of the Interior Design Department as well as working as Senior Interior Designer in a Design Studio in London.

In the past five years with WDL Eduardo has been involved in numerous large scale projects where he has provided specialist interior design consultancy and workplace strategy advice, being key contributor to the success of our services delivery.



CLAIRE PICKERSGILL | PROJECT MANAGEMENT DIRECTOR

Claire leads the Project Management side of the business. She prides herself on understanding the bigger business picture and client strategy as well as the finite detail of project works and installations.

Pulling the team together she drives the coordination of skills and works packages; combined with her knowledge of building **contracts, statutory consents and obligations and the contractor's** role, as well as her status as an RICS Chartered Surveyor, her service offering extends beyond pure Project Management and Contract Administration.

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WORKPLACE DESIGNS

ANGEL WHARF STUDIO | LONDON

OUR STUDIO

Our superb studio is located in the heart of Shoreditch, a short walking distance from either Old Street or Angel tube station. Nestled within private grounds, we benefit from well managed welfare facilities, shared bicycle storage and an external communal courtyard overlooking the Regent's Canal.

The office is modern, spacious and carefully maintained offering a diversity of working spaces from standard & height adjustable desks to quiet booths & breakout areas with multiple collaboration spaces.

Our location enables us to react effectively to client demands and our studio accommodation, complete with training facility and useable furniture showroom spaces provide an excellent working environment for hosting client workshops, project team discussions, quiet working areas, layout spaces and training programmes.

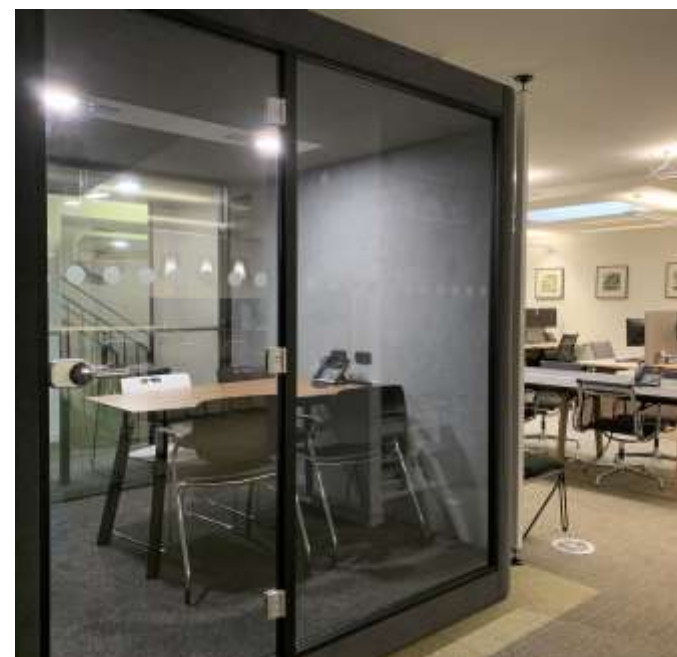
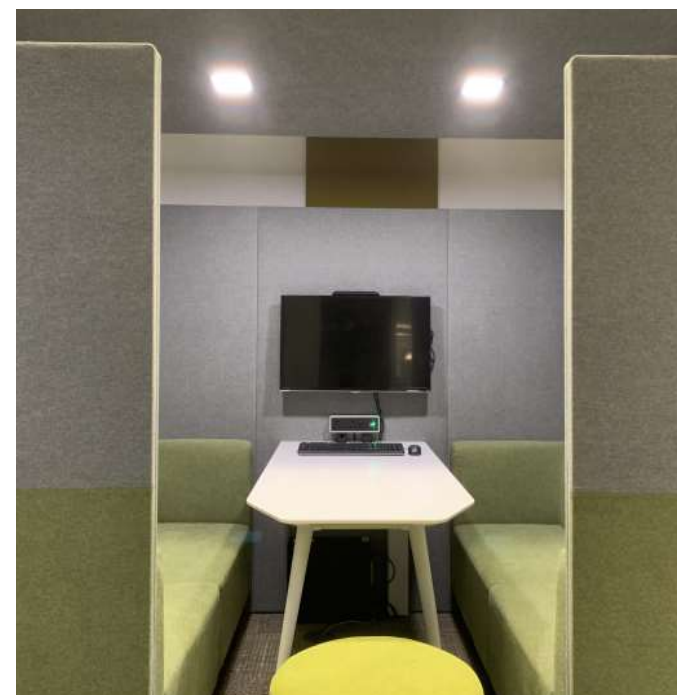
The office configuration has developed over a number of years and we have been able to take advantage of our workplace expertise to produce a flexible environment. The most recent modification was made in order to enhance further the collaborative and group working areas **following feedback from staff on the evolving way that they work on today's projects. The products** displayed in our office have been carefully chosen to reflect a wide selection of WDL bespoke furniture, combined with some of our best selling products from trusted suppliers and manufacturers.

Having the facility to showcase our products ensures our teams are also familiar with all the componentry and know-how in regard to the way products interface together. This guarantees that when it comes to supplying a project, we are conscious of the required inventory when recommending combinations of products such as workspaces, collaboration booths, task/meeting chairs, meeting tables, acoustic solutions, power & data presentations, plus table top accessories to complement and enhance the finish of the environment.



WORKPLACE DESIGNS

ANGEL WHARF STUDIO | LONDON



OUR CLIENTS

WE WORK WITH

- ACCENTURE
- AON
- BALFOUR BEATTY
- BRITISH AMERICAN TOBACCO
- CBRE
- CUSHMAN & WAKEFIELD
- DEPARTMENT OF HEALTH
- ELEKTA
- FREEMANTLE MEDIA
- HISCOX
- JONES LANG LASALLE
- MOORE KINGSTON SMITH
- LAND REGISTRY
- **L'OREAL**
- MACE MACRO
- MAERSK
- MICROSOFT
- MICROSORT RESEARCH (MSRC)
- NORTON ROSE FULBRIGHT
- PRS FOR MUSIC
- PRUPIM (PRUDENTIAL)
- PUBLIC HEALTH ENGLAND
- READING COLLEGE
- ROLLS ROYCE
- SAVILLS
- SKYPE
- SONY
- TYCO INTERNATIONAL
- UNIVERSITY OF WEST LONDON
- VAIL WILLIAMS
- WHISTLES
- WORLD DUTY FREE
- XEROX

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

OUR CLIENTS

WE WORK WITH

"I would highly recommend working with WDL."

Everyone involved in the project from our side has been grateful for their good humour and ability to see a solution at each stage. The results speak for themselves."

CLIENT BASED OUTSOURCED SOLUTIONS

At WDL we can provide you with a tailored on site solution to meet your specific space requirements.

We have provided a range of qualified staff including:

- Lead Project Managers
- Workplace Consultants
- Interior Designers
- Moves Managers
- CAD Technicians
- 3D Visualizers

MICROSOFT LTD

- Management of the UK portfolio;
- Complete Moves Management & Churn;
- PM of individual projects in excess of £2m;
- Management of Microsoft online real estate & space tool;
- Interior Design, Concept Planning and Test Fit proposals;
- Procurement of 90% of all furniture.

Portfolio: 750,000sq.ft.

NORTON ROSE FULBRIGHT LLP

- Management of the UK portfolio master drawings;
- Concept space planning and global test fit schemes;
- Assisting with moves management;
- Interior Design and Visualisation.

Portfolio: 266,000sq.ft.

UNIVERSITY OF WEST LONDON

- CAD Support and management of the master drawings;
- Design, space planning and test fit schemes;
- Moves and churn management;
- Project Management of capital projects programme;
- Strategic real estate planning and evaluation of space;
- Furniture specification.

Portfolio: 581,000sq.ft.

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

SAVINGS & BENEFITS

WHY WDL



SAVINGS

- Overheads savings over FTE roles;
- Flexibility to scale up/down avoiding recruitment or costly 'consultant' fees;
- Optional holiday cover provided as part of your contract;
- Procurement benefits: by allowing WDL to source, we will deliver substantial savings & share benefits with the client;
- Effective space planning to make best use of existing space;
- Utilisation studies to assist with real estate portfolio;
- Off site solution saves on your own real estate demands;
- Avoid a one off expense for State of the Art Technology workstation setup.

BENEFITS

- A support network from an offsite team of experts;
- Single point of contact for communications & Project Management;
- Budget management with optional open book transparency;
- Partnership where targets & objectives are completely aligned to WDL's targets & objectives;
- Quality project management with seamless execution;
- Accurate budget & programme management;
- WDL can develop & streamline processes & procedures to deliver efficiency & best practices.

OUR SERVICES

ARCHITECTURE | PROJECT CONSULTANCY | FURNITURE
CAD & GRAPHICS

"From start to finish the team have been great in their dedication of time, effort, energy, creativity and support. Great work everyone."

■ ARCHITECTURE

FEASIBILITY STUDIES
CONCEPTUAL DESIGN
SPACE PLANNING
INTERIOR DESIGN
ARCHITECTURAL TECHNOLOGY
STATUTORY CONSENTS

■ PROJECT CONSULTANCY

PROJECT MANAGEMENT
CONTRACT ADMINISTRATION
CHURN & MOVES MANAGEMENT
WORKPLACE STRATEGY
STRATEGIC PROJECT ADVICE
CHANGE MANAGEMENT
PROGRAMME MANAGEMENT
CLIENT REPRESENTATION

■ FURNITURE

PRODUCT SPECIFICATION
PROCUREMENT
FURNITURE DESIGN
SITE INSTALLATION
FURNITURE AUDITS & SURVEYS

■ CAD & GRAPHICS

CAD TRAINING
CAD DRAFTING
MEASURED SURVEYS
3D VISUALISATION

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

ARCHITECTURE

FEASIBILITY STUDIES & CONCEPTUAL DESIGN

FEASIBILITY STUDIES

Feasibility studies aim to objectively and rationally identify the strengths and weaknesses of an **existing or proposed space**. **WDL's feasibility studies evaluate the project's potential for success. It is conducted through evidence based approach to provide information upon which decisions can be established.**

KEY TASKS

- Site Inspection and check survey;
- Assess maximum occupancy based on legal recommendations;
- Evaluate emergency escape against proposed occupancy;
- Calculate required sanitary provision based on proposed occupancy;
- Produce feasibility study report;
- Present feasibility study results and proposed solutions.

CONCEPTUAL DESIGN

The first step in the creative process of converting a client brief into a tangible scheme, the concept design gives body to an initial vision of the project.

KEY TASKS

- Engage with client to develop a detailed design brief;
- Develop indicative layout plans;
- Develop interior design boards (IBD) with 3D drawings;
- Research and propose FF&E in line with the scheme;
- Liaise with suppliers and manufacturers on finishes;
- Present concept design and explain rational to the client.

ARCHITECTURE

SPACE PLANNING & ARCHITECTURAL TECHNOLOGY

“Sometimes we forget how much hard work our teams put into projects and rarely have time to ‘stop and smell the roses’. Thank you for all your help in making this move a great success under very difficult and challenging circumstances.”

SPACE PLANNING

With extensive knowledge of space planning norms across a number of sectors and companies ranging from blue chip clients to internationally renowned universities we excel in the management of space data to ensure our clients are utilising their portfolios as efficiently as possible.

KEY TASKS

- Meeting client & stakeholders;
- Develop a coherent project brief;
- Produce block planning;
- Carry out test fit;
- Develop space planning options.

INTERIOR DESIGN

At Workplace Designs we believe that an office space should not only be aesthetically pleasing, but also provide a functional and motivational environment for both staff and visitors to operate in.

KEY TASKS

- Meeting client & stakeholders;
- Develop a coherent interior design brief;
- Develop space planning;
- Develop a concept design;
- Propose and specify finishes, textures and fabrics;
- Specify and procure furniture, fixtures and equipment;
- Design any required bespoke furniture and joinery items;
- Produce interior design board (IBD);
- Present the proposed concept design.

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

ARCHITECTURE

INTERIOR DESIGN & STATUTORY CONSENTS

ARCHITECTURAL TECHNOLOGY

We provide a comprehensive service to develop concept design schemes into fully specified construction packs.

KEY TASKS

- Produce technical drawing package (tender) that will include all necessary details for clients to obtain an accurate and easily evaluated quote;
- Create scope of works and product specification schedule;
- Liaise with contractor and consultants during tender process to answer any request for information (RFI);
- Produce construction package that will include the relevant technical information for the contractor to build from the scheme;
- Liaise with contractor and consultants during construction process and responding quickly to queries;
- Liaise with contractor to snag any outstanding elements of the construction stage.

STATUTORY CONSENTS

At all stages in the design project process our team is aware of and design within the parameters of the statutes that govern the property and construction industry. We have a thorough understanding of current England & Wales Building Regulations and other applicable legislations and are adept at applying these to our designs.

KEY TASKS

- Production and submission of drawing packages in accordance with building regulations & sensitive to planning Issues;
- Submitting of planning applications on-line with accompanying design & access reports;
- Liaising with approved Inspectors to illustrate compliance and discuss solutions to any potential issues;
- Attendance during on-site inspections to explain proposed works;
- Co-ordination of structural engineers calculations, electrical certificates and accompanying documentation required for final certification.

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ARCHITECTURE

CASE STUDY



NORTON ROSE FULBRIGHT

3 MORE LONDON RIVERSIDE | LONDON

PROJECT TYPE: Workplace Design & Strategy

VALUE: £10M

INVOLVEMENT: Workplace Strategy | Block Planning | Space Planning | Design | Furniture Specification | Procurement & Installation | Project Management | Moves Management

WHAT WE DID:

Working with Norton Rose Fulbright for approx. 10 years in their offices in 3 More London Riverside, **Workplace Designs Limited were appointed to work closely with NRF's Global Property & Facilities Director and key stakeholders to assess existing working practices and work arrangements against the company's overall estate strategy, with the aim to develop a new workplace strategy that would foster smarter working and consolidate their existing foot print.**

The Project Fuse was created to work towards the implementation of smarter working and flexible **working practices that could contribute to employee's wellbeing and performance, enable efficient use of space and potential generation of revenue and capital savings.**

With a project team based on site for the duration of the project, WDL engaged with the various departments and sub-departments via consultation meetings and workshops to gather all the necessary information to build a robust project brief.

Through the analysis of the existing and new data and in liaison with the Client's Project Team, we developed a new workplace strategy which proposed the reduction of desk numbers - based on the increased desk:staff sharing ratio of 8:10, the reconfiguration of one/two persons offices into either 3 persons offices or 5 persons studios and the introduction of a core area for common use, which included meeting rooms, focus rooms, print and stationary areas, collaboration, touchdown, breakout and kitchenette areas.

Our in house team of interior designers and architectural technicians translated the agreed project **brief and key project requirements into a concept design that reflect s the Client's vision and commitment to create a contemporary workplace which will attract, retain and empower their workforce and project a professional image to internal partners and external clients.**

WDL was also instructed to work with the Client's FM team and develop a comprehensive tender package to communicate the works required for the implementation of the proposed design concept and workplace strategy. We liaised with the various contractors, consultants and other relevant parties to manage the tender process, review tender returns, provide comments and recommendation of suitable contractor.

We co-ordinated the selection, procurement and installation of new FF&E items and managed the re-use of existing FF&E, where requested by the Client, as part of the new workplace strategy and Concept Design.

To support the churn strategy, the project was segmented into six phases. During the twelve months implementation programme WDL performed project management and churn management roles, working closely with the user groups to review each phase of the project and adapt the subsequent phases based on the lessons learned. Approx. 300 staff were relocated per phase of the project.

As a result of the Project Fuse, the Client reduced their foot print by approx. 30%, reducing their real estate expenditure and is now working towards using the surplus space for the generation of revenue.

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

NORTON ROSE FULBRIGHT

3 MORE LONDON RIVERSIDE | LONDON

PROJECT TYPE: Workplace Design & Strategy

VALUE: £10M

INVOLVEMENT: Workplace Strategy | Block Planning | Space Planning | Design | Furniture Specification
| Procurement & Installation | Project Management | Moves Management



NORTON ROSE FULBRIGHT

QUAYSIDE HOUSE | NEWCASTLE

PROJECT TYPE: Workplace Design & Strategy

VALUE: £2M

INVOLVEMENT: Workplace Strategy | Design Concept | Space Planning | Developed & Technical Design
Project Management | Furniture specification | Procurement & Installation



WHAT WE DID:

Norton Rose Fulbright is a global law firm who provides the world's preeminent corporations & financial institutions with full business law service. The Quayside House Newcastle Hub is a key aspect of their strategy and focuses on delivering legal and business services to their global network in a more innovative and efficient way.

Quayside House occupies a commanding position on Newcastle's Quayside. The 7,500 sq. ft. First Floor office was designed to reflect NRF's contemporary and global profile. The open plan office was strategically designed to encourage agile and flexible working, providing the staff with a range of different work spaces for distinctive workstyles, such as hotdesks, touchdown tables, phone booths, collaboration areas, meeting rooms and a bright and generous café area for up to 100 staff.

Building on the success of their Newcastle Hub, one year later, NRF secured the occupation of the Ground Floor of Quayside House. The 5,700 sq. ft. Ground Floor space required substantial refurbishment work to initially bring it to CAT A level and then follow it up with the CAT B install.

The key requirement of this project was to connect both, Ground & First Floors, through the existing Atrium with the construction of a new staircase and mezzanine level, which would also be used as collaboration, touchdown and breakout spaces.

The new office was designed in line with the First Floor project but with a different colour scheme to visually differentiate each floor. With an open plan workspace to accommodate 74nr staff, meeting spaces, collaboration & touchdown areas and a large café area & breakout space, it consolidates NRF's presence in Newcastle's Quayside.

For both, the Ground and First Floor Projects, Workplace Designs Ltd. was instructed for Lead Design, Workplace Strategy, Project and Churn Management. Furthermore, WDL also managed the selection, procurement and installation of all the FF&E and Joinery for both floors.



NORTON ROSE FULBRIGHT

QUAYSIDE HOUSE | NEWCASTLE

PROJECT TYPE: Workplace Design & Strategy

VALUE: £2M

INVOLVEMENT: Workplace Strategy | Design Concept | Space Planning | Developed & Technical Design
Project Management | Furniture specification | Procurement & Installation



NORTON ROSE FULBRIGHT

QUAYSIDE HOUSE | NEWCASTLE

PROJECT TYPE: Workplace Design & Strategy

VALUE: £2M

INVOLVEMENT: Workplace Strategy | Design Concept | Space Planning | Developed & Technical Design
Project Management | Furniture specification | Procurement & Installation



MOORE KINGSTON SMITH

LONDON & SOUTH ENGLAND PORTFOLIO

PROJECT TYPE: Workplace Design, Strategy, Interior Design & Furniture—across six sites

VALUE: £1.6M

INVOLVEMENT: Workplace Strategy | Design Concept | Space Planning | Developed & Technical Design
Furniture specification | Procurement & Installation



PRS FOR MUSIC

2 PANCRAS SQUARE & COPYRIGHT HOUSE | LONDON

PROJECT TYPE: Workplace Design & Strategy

VALUE: £1.5M

INVOLVEMENT: Workplace Strategy | Design Concept | Space Planning | Developed & Technical Design



WHAT WE DID:

An initial property review in 2012 concluded that PRS for Music had more office space than they **required now and in the future. This excess of office space means that more of their members' money** than is necessary was being spent on real estate.

In moving from its old Berners Street offices in 2014, PRS for Music made significant progress on a **journey towards creating a working environment that maximises return on their members' capital and** provides an effective workplace culture for their employees. Following the successful relocation to Kings Cross in late 2014, PRS engaged with Workplace Designs Ltd to continue that journey, recognising the changing technology, commercial and industry landscapes, and embracing new ways of working.

PRS appointed WDL to further investigate, define and implement options to adapt and reconfigure its existing property facilities, with the aim of releasing one of the floors occupied at the Kings Cross site. **The reviewed premises had to reflect the business' modern, ambitious and dynamic reputation, with a** strong emphasis on maintaining the PRS brand and to enable them to continue to attract high quality talent into an exciting and efficient workplace environment.

WDL worked closely with PRS stakeholders, departments, teams and end users to review the current working practices across the PRS portfolio with the view to understand their existing working culture and current ways of working. As a result of the existing data analysis WDL established their space and working requirements, level of space utilisation, supporting technology specification and key adjacencies. Throughout the project WDL engaged with PRS at all levels through meetings, workshops, one to ones, observations, etc.

With extensive knowledge of space planning and utilisation, WDL developed and implemented a new Workplace Strategy, which was tailored to help PRS to understand their current workplace efficiency, to establish their key requirements and critical success factors and develop/agree a comprehensive roadmap to transformation.



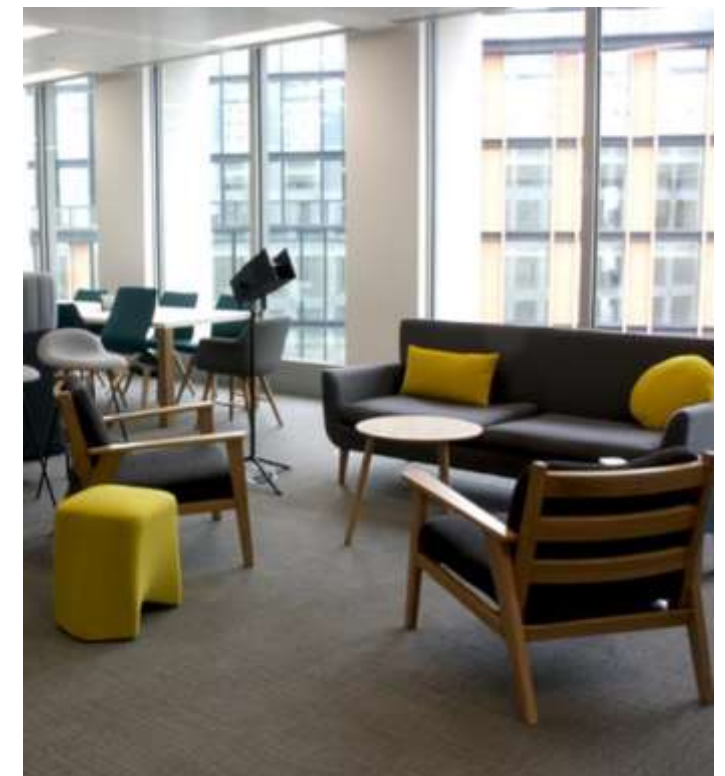
PRS FOR MUSIC

2 PANCRAS SQUARE & COPYRIGHT HOUSE | LONDON

PROJECT TYPE: Workplace Design & Strategy

VALUE: £1.5M

INVOLVEMENT: Workplace Strategy | Design Concept | Space Planning | Developed & Technical Design



MICROSOFT

THAMES VALLEY PARK | READING

PROJECT TYPE: Workplace Design, Strategy, Interior Design & Furniture - Across five buildings

VALUE: £345K

INVOLVEMENT: Workplace Strategy | Design Concept | Space Planning | Developed & Technical Design
Furniture specification | Procurement & Installation

WHAT WE DID

Microsoft has been a long standing Client of WDL since 1998. As part of the UK and Ireland portfolio that we managed for a total of 15 years, the Microsoft UK Headquarters in Thames Valley Park went through various structural changes as the campus developed.

Throughout the years WDL worked alongside Microsoft across their five Thames Valley Park buildings, providing turnkey services which included project management, management of the online real estate tool, test fits, space planning, development of design concepts & tender packs, moves, change management and FF&E procurement and installation.

To meet Microsoft's needs for constant churn and re-arrangement WDL provided a tailored on site solution with a team of project managers, space planners, moves and change managers based at the **client's campus.**

Our knowledge of organisational structures enabled strong stakeholder management throughout the project process. This is combined with the understanding of project management processes to ensure **Microsoft's objectives are always the priority of the on site team.**

As part of the campus master planning and development, we would get involved in a variety of different projects, from the refurbishment of existing areas or revitalisation of under utilised areas to the design and implementation of completely new areas.



MICROSOFT

THAMES VALLEY PARK | READING

PROJECT TYPE: Workplace Design, Strategy, Interior Design & Furniture—across six sites

VALUE: £345K

INVOLVEMENT: Workplace Strategy | Design Concept | Space Planning | Developed & Technical Design
Furniture specification | Procurement & Installation



PROJECT CONSULTANCY

PROJECT MANAGEMENT & CONTRACT ADMINISTRATION

PROJECT MANAGEMENT

Each project commences with an assessment of the project as a single entity as well as part of your overall estate portfolio and, in collaboration with you, the Client which will allow us to identify the appropriate level of PM required.

We will appoint our 'best in class' Project Manager to develop a roadmap and an implementation plan. Results from the assessment are used to define an approach to for the delivery including a budgetary cost plan analysis for the next steps in the delivery of a successful project, best aligned to your business objectives.

As part of our service, we will address Estate Planning and Portfolio Reporting & Analysis. We will provide guidance to establishment the appropriate portfolio governance policies which will align portfolio decisions to strategic business goals. Understand any programme prioritisation of building **or facility selection for the Leadership Teams to include planning scenarios and "what if" options.** **Develop a communication strategy management for any 'long range' planning discussion that can sit** alongside software matrices for property selection and project implementation activities, all of which would extend into other service offering such as Design options and Change Management.

CONTRACT ADMINISTRATION

As well as providing project management services, as part of the turnkey service offering our PMs also administer building contractors such as the JCT suite. We produce the tender documentation for procurement of contract works, be that via a Traditional or Design & Build route and can advise the client on the best route to meet their objectives.

KEY TASKS

- Project execution planning;
- Appointment of multi-disciplinary project teams – consultants;
- Tendering and procurement of principal contractor – producing RFPs, tender report recommendations, and scoring mechanisms;
- Obtaining landlord, statutory and local authority approvals;
- Manage the principal contractor in accordance with construction and overall programmes;
- Contract administration duties;
- Leading project meetings;
- Monitoring quality of contract delivery;
- Budget tracking and reporting – budget vs expenditure;
- Contract monitoring.

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Architecture | Project Consultancy | Furniture | CAD & Graphics

PROJECT CONSULTANCY

CHURN & MOVES MANAGEMENT

“Our move was flawless and indeed the benefits are showing already. By 09:30 yesterday we had colleagues coming to talk to us face-to-face about customer challenges, something that’s never happened before.”

CHURN & MOVES MANAGEMENT

Organisations must constantly rethink & adjust their business strategies to meet the dynamic needs of the marketplace. Whether the office is expanding or reducing internally to accommodate changes or ultimately relocating to new premises, businesses will require the services of a Moves Manager so that the relocation process does not affect the day to day activities of the business.

KEY TASKS

- As part of our services we would provide an extensive set of blocking, stacking and detailed space plans that relate to the move or relocation of each business group within the organisation;
- Communication is key to a successful move. We would set up regular project meetings with all parties involved with the move to set expectations and inform all parties of their role in the process;
- Regular meetings with client representatives for each business group affected;
- Communicating key dates, packing instructions and producing comprehensive move layouts and move sheets, instructions and guidance with the appropriate staff locations;
- Liaising with external moves contractors & internal IT support to work out the necessary labour required so the project can be completed within the required timeframes;
- Advising the client of any FF&E issues that may arise from any planned reconfiguration;
- Oversee crate deliveries and distribution to all staff relocating;
- On site assistance during the move & first point of contact for every contractor attending site;
- We would also allow for post move support to be available for any snagging issues.

Over the past 20 years Workplace Designs have worked with some of the UK’s leading organisations, helping them to manage small, medium, large scale and portfolio relocations. These include:

- | | |
|------------------------|-----------------------------|
| ■ Accenture | ■ Microsoft New Voice Media |
| ■ Amgen | ■ Norton Rose Fulbright |
| ■ Department of Health | ■ Skype |
| ■ Dunnhumby | ■ SONY |
| ■ Lionhead Studios | ■ University of West London |
| ■ Maersk | ■ Elekta |

Workplace Designs

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PROJECT CONSULTANCY

WORKPLACE STRATEGY & STRATEGIC PROJECT ADVICE

WORKPLACE STRATEGY

Workplace Strategy is the dynamic alignment of an organization's work patterns with the work environment to enable peak performance and reduce costs. At WDL we help our clients to identify their existing occupancy and understand how their space is currently used, facilitating the **development of a bespoke workplace strategy to meet their business' specific needs.**

KEY TASKS

- Carry out utilisation survey;
- Design and implement on-line employee survey;
- Analysis of existing data;
- Interview directors and stakeholders;
- Carry out workshops with end users and team representatives;
- Perform on site observations;
- Develop workplace strategy document;
- Present proposed workplace strategy to client;
- Liaise with design team to incorporate workplace strategy to design brief.

STRATEGIC PROJECT ADVICE

Our Project Management Team provides strategic and financial planning for real estate using our established modelling tools. The strength of our strategic planning team lies in our broad experience of working with innovative blue chip clients with large property portfolios.

KEY TASKS

- Supply and demand modelling of your organisations real estate – combining your data with our expertise;
- Development of scenario planning on future workspace decisions;
- Working closely with corporate real estate teams, we can provide a structured approach to planning the workplace change;
- Project procurement strategy.

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PROJECT CONSULTANCY

CHANGE MANAGEMENT

“The change has made a great impact already: even though we have more desks, everyone keeps commenting that the floor space feels bigger. It is truly going to make a big impact on the team moral.”



CHANGE MANAGEMENT

WDL are able to assist your organisation through the necessary transition, ensuring you are ready for change, are prepared to lead the change, and are able to validate that change has occurred. We will help develop the appropriate documentation and communication plan for your organisation in terms of your particular culture. It will address your history and the change or transformation initiatives that we will have discussed based on the Design and approach discussed and agreed. We **will concentrate on the potential resistance to change from within the ‘Business’ and present various diagnostic tools to determine your organisation’s readiness for a successful transformation effort.** Information on attitudes and behaviours gathered during stakeholder interviews and online surveys will allow us to collectively identify areas of concern and barriers you are likely to encounter during your change efforts.

We will pull together a Change Management action plan which will demonstrate the suggested transition path from the old way of doing business to the new. For each area of concern identified, we will work collaboratively with your internal communication team to develop a specific action plan to help mitigate the impact of the change management issues. These will be designed to help overcome resistance, reduce the impact of past history, and convey a shared vision for acceptance into the business culture. Documented communication strategies are essential to ensure that stakeholders are receiving critical pieces of information at the right intervals via communication **bulletins, ‘champions’ workshops, and ‘town hall’ presentations.**

KEY TASKS

- Liaise with client to capture project goals and reasons for change;
- **Propose change or transformation strategies and initiatives based on client’s needs;**
- Support in the development of the appropriate documentation and communication plan;
- Perform stakeholders interviews;
- Carry out end used workshops and engagement sessions;
- Design, implement and analyse the results of On-Line Employee Survey;
- Liaise and collaborate with internal communications team;
- **Develop a Change Management Action Plan in line with the business’ needs.**

PROJECT CONSULTANCY

PROGRAMME MANAGEMENT & CLIENT REPRESENTATION

PROGRAMME MANAGEMENT

Our programme management experts pride themselves in understanding clients' requirements and delivering complex programmes within challenging workplace environments, giving due regard to extensive long term objectives.

KEY TASKS

- Many of our projects are part of large complex real estate plans and ensuring programmes are developed to encompass the wide business context and multiple dependencies is critical.
- Identifying critical path deadlines;
- Risk management throughout project lifecycle;
- Development of project processes to improve efficiency and confidence in delivery;
- Our programme managers can analysis clients strategic objectives and develop complex programmes to reflect project delivery - highlighting and managing risk, impacts on cost, time and quality;
- We are able to engage with key stakeholders to present clear and concise programmes that provide confidence and assurance that is required – making adjustments as programmes evolve over time and reviewing risks and opportunities.

CLIENT REPRESENTATION

Our experienced real estate and construction experts provide a valuable service representing clients on delivery of individual projects or more complex phased strategic programmes. WDL Client Representatives aim to socialise recommended decisions in preparation for timely sign off to expedite transition between critical project stages, keeping the project on track.

KEY TASKS

- Client project management from inception through to completion;
- Full project reporting to senior leads – communications and stakeholder management;
- Broker relationships with stakeholders within and outside the business;
- Receive and review regular reports from the consultants on the progress of projects and make timely decisions on behalf of the company where requested;
- Monitoring and control of progress - deploy delegated authority to ensure objectives met.

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

PROJECT CONSULTANCY

CASE STUDY



UNIVERSITY OF WEST LONDON

CAMPUS REDEVELOPMENT | LONDON

PROJECT TYPE: Campus Design & Redevelopment and multiple Site Strategy

VALUE: £58M

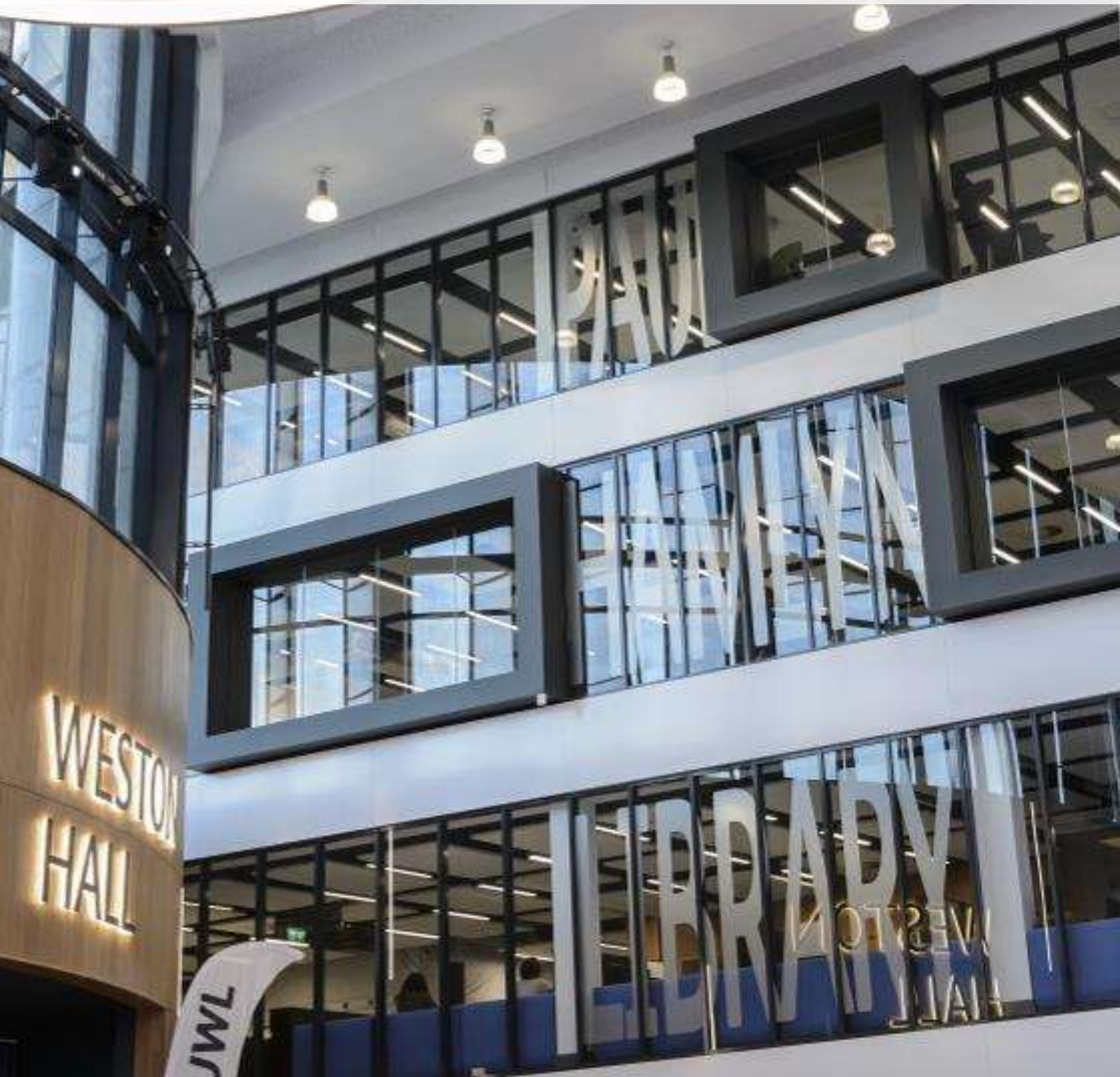
INVOLVEMENT: Space Utilisation Study | Workplace Strategy | Change Management
Space Planning | Furniture specification, procurement & Installation

WHAT WE DID

WDL have been working with the University's Property Team since 2009. We have played a key role in delivery of the 10 year Estates Strategy, providing Master Planning, Interior and Architectural Design, Project Management, Programme Management, Utilisation and Measured Survey and Churn Management Services. The projects have included both the consolidation of existing estate and expansion into new property interests, including delivery of both extensive refurbishment and new build schemes, the largest of which saw a £50m investment in the main Ealing campus.

The broad range of services provided to the University has seen us lead stakeholder engagement from Executive level right through to coordination of construction detailing and moves delivery on the ground. The variety of specialist spaces throughout the University has meant that we have successfully managed projects to create science labs, business enterprise hubs, kitchen facilities, dance and recording studios, libraries, simulation suites, social and collaboration hubs, as well as the support facilities that go with them. We have also developed a space standard and corporate specification to lend consistency to the detailed design throughout the project, moving all staff into open plan accommodation and leading the consultation on the new ways of working.

As a result of this much valued appointment, we have been able to develop a team highly skilled in problem solving and able to adapt to the ever changing needs of the client. Working within 24/7 operation of facilities has also ensured our eye for coordination and detail is exemplary, and our desire to understand the needs of the client is paramount to our success in such complex and involved projects.



UNIVERSITY OF WEST LONDON

CAMPUS REDEVELOPMENT | LONDON

PROJECT TYPE: Campus Design & Redevelopment and multiple Site Strategy

VALUE: £58M

INVOLVEMENT: Space Utilisation Study | Workplace Strategy | Change Management
Space Planning | Furniture specification, procurement & Installation



ELEKTA

PROJECT CORNERSTONE | CRAWLEY

PROJECT TYPE: Change Management, Relocation Strategy & Furniture Consultancy

VALUE: £28M

INVOLVEMENT: Leadership Team Advice | Steering Committee Member | Change Management | Workplace Strategy | Site & Relocation Strategy

WHAT WE DID:

Workplace Designs Limited were appointed by Elekta in 2014 prior to any designs were conceived for their new flagship UK Headquarters.

WDL undertook a detailed space audit and survey of headcount across the existing site (5 building) to establish the existing use of space in regard to the utilisation, as well as the frequency and attendance of staff on campus.

From various 'gaming' options using a number of variables that included headcount growth between 3% and 10% year on year, as well as various flexible workplace considerations, we produced several scenarios depicting how the new accommodation could look. By using Test-Fit planning on the existing space and 'what-if' layouts for a new potential foot print, we were able to show what could be possible with Elekta's current allocation of space and what was needed for the future – all the way to 2033.

With a successful outcome, our ideas and arithmetic calculations with detailed calculations and assumptions which clearly outlined an agreeable strategic approach were used to develop the Client brief for the build project. WDL were therefore included post the initial appointment of a local Architect to help develop the scheme going forward and the transition of knowledge that had been gained by WDL over a 6-month period.

Over the last three years, Elekta have completed the Category A build of the new Headquarters building and are currently developing the Category B build. Most recently we have been invited back **onto the team to now deliver the detailed element of the move which commenced in early October'17** with site-wide Client and User-group consultancy for an overall Moves strategy to take place in February 2018.

We have also been engaged to review the proposed furniture with the potential of being appointed as the specialist that manages, procures, delivers and installs the ~550 workstations and ancillary packages on behalf of Elekta.

To see how the first gaming' options have evolved over the past 3 and a half years in a testament to the detail and understanding of special requirements that our clients require and the skill-set within the Design and PM team.

In 2019 we were again appointed for the "Day2" review of Elekta's general arrangements of the Cornerstone Headquarters Building and another adjacent building, taking into consideration feedback and the experience gained in the last two years of occupation.

We worked closely with the end users performing consultations and workshops with representatives of each individual team, to understand how they work, their key requirements and essential adjacencies. The data gathered was translated into a detailed Project Brief which informed the **strategic planning of the "new world" general arrangements with the aim to optimise Elekta's workspace, enable efficiency and improve performance.**

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

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FURNITURE

PRODUCT SPECIFICATION & PROCUREMENT

"Thanks again for everything you've done over the last few months to make the project happen! It's a fantastic facility, and exactly hits the balance of professionalism and comfort we were looking for."

PRODUCT SPECIFICATION

Our experienced FF&E team will call on its comprehensive product library to provide innovative and attractive yet practical and long-lasting solutions for each project – and to any budget. Our FF&E team prides itself on its knowledge of the latest developments, products and innovations.

We are able to offer our clients unparalleled experience and technical knowledge of power and data solutions, such as those required for desking and meeting tables. We work closely with the client and their M&E contractor to establish how their users work, and will recommend power and data solutions accordingly.

KEY TASKS

- Engage with client & design team to capture and agree brief;
- Liaise with manufacturers & suppliers to explore options;
- Liaise with manufacturers & suppliers to select finishes;
- Create FF&E presentations to communicate options to client;
- Produce FF&E schedule outlining proposed products' costs.

PROCUREMENT

Following specification of each component WDL will take on the task of raising orders to each supplier and liaising with the client and manufacturers to ensure the smooth-running of deliveries.

Furniture, fixtures and equipment lead time is often on the critical path. We look to set expectations and manage delivery timescales as part of the proposal and specification stage so there are no unwelcome surprises.

KEY TASKS

- Engage with client, manufacturers and suppliers to sign off products, finishes & materials;
- Liaise with manufacturers and suppliers to place orders;
- Engage with client, manufacturers and suppliers to organise deliveries;
- Ensure all FF&E are correctly installed & are operational.

FURNITURE

FURNITURE DESIGN & SITE INSTALLATION

FURNITURE DESIGN

We thoroughly believe in the power of detail, and will go out of our way to find the right product. If **we can't find it, we'll create it.**

When a project is unable to find the ideal solution in the marketplace, WDL will design, manufacture and install bespoke furniture and fixtures to achieve the optimum results for an interior scheme, giving our client the confidence that we consistently offer the very best solutions for their needs.

KEY TASKS

- Engage with client to capture and agree brief;
- Liaise with manufacture team & suppliers to explore options;
- Liaise with manufacture team & suppliers to select finishes;
- Create 3D representations of the product in development.;
- Create FF&E presentations to communicate options to client;
- Create technical construction drawings pack for manufacture;
- **Produce FF&E schedule outlining proposed products' costs.**

SITE INSTALLATION

From the installation of a single desk, to the complete fit out of brand new office buildings, we pride ourselves on the professional approach we take in every installation. We have vast experience in co-ordinating furniture fit outs and have the necessary resource to deliver down to the final detail. Each project comes with its own challenges but our standards always remain at the same high level.

KEY TASKS

- Produce Risk Assessment and Method Statements;
- Liaise with Client and FM team to obtain work permit;
- Plan and programme any related logistic arrangements;
- Engage with client to organise delivery and installation;
- Ensure all FF&E are correctly installed & are operational;
- Provide post installation support where required.

FURNITURE

FURNITURE AUDIT & SURVEYS

“I wanted to thank all of you for the tremendous work done on the project. The success of the project, the onsite services mobilisation and the satisfaction of the client and business is attributed to this team’s work with RE&F.”

FURNITURE AUDIT & SURVEY

There are a variety of reasons why a client may wish to commission a Furniture Audit and a number of methods that can be used: at Workplace Designs we have experience in all of these.

We provide a range of furniture audits to meet client requirements, ranging from simple desk layout plans to full audits which include soft seating, task chairs and storage capacity. A detailed furniture audit would capture individual furniture item information and can be tailored to include furniture condition, type of storage and/or capacity, as well as a photographic reference.

KEY TASKS

- Liaise with client to ascertain what level of audit / survey required and agree the brief;
- Request floor plans and furniture layouts from client if available;
- Capture on site data of all relevant information to meet client brief;
- Produce furniture layout plans including floor standing equipment;
- Add reference numbers to all furniture and equipment types;
- Calculate quantities of furniture and equipment items;
- Collate all data into an Excel spreadsheet Report including photographs of each furniture type;
- Calculate linear metres of storage.

FURNITURE

CASE STUDY



NORTON ROSE FULFRIGHT

3 MORE LONDON RIVERSIDE | LONDON

PROJECT TYPE: Workplace Design & Strategy

VALUE: £10M

INVOLVEMENT: Workplace Strategy | Block Planning | Space Planning | Design | Furniture Specification
| Procurement & Installation | Project Management | Moves Management

WHAT WE DID

Workplace Designs worked closely with NRF's Global Property & Facilities Director and managed the FF&E selection, procurement, delivery and installation process for the 12,000sqm of the Client's workspace across four floors at 3 More London Riverside during the 12 months multi-phased implementation programme.

The FF&E was a key strategic element of the project as it included the re-utilisation of existing furniture items blended with a wide selection of new furniture to create a range of differed work settings which would support the proposed workplace strategy.

WDL oversaw the dismantling and re-installation of all existing FF&E and carried out the delivery and installation of all new furniture items, making sure all different parties were coordinated while on site for the successful delivery of each section of the project.



NORTON ROSE FULFRIGHT

3 MORE LONDON RIVERSIDE | LONDON

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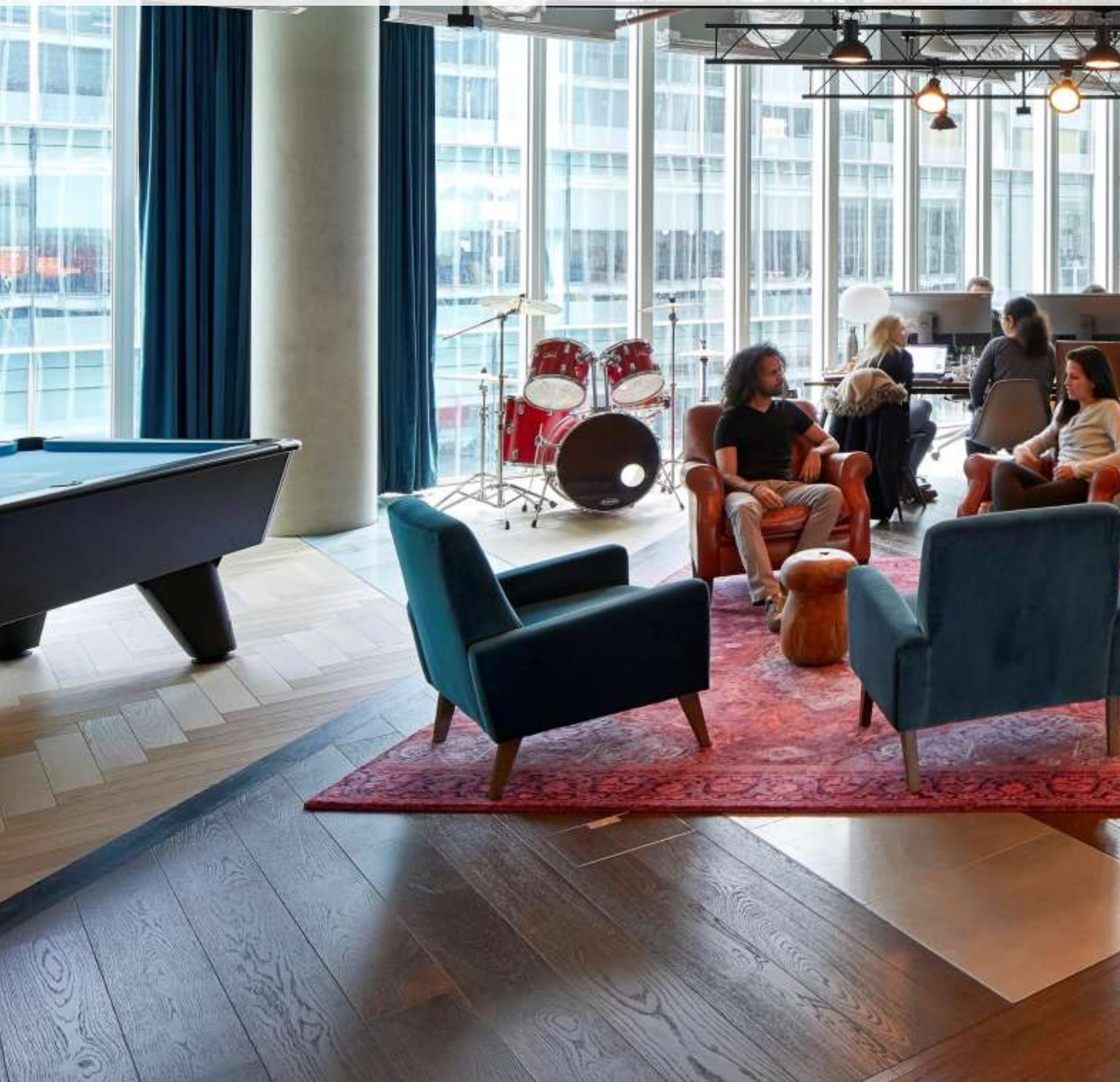
MICROSOFT

KINGDOM STREET | LONDON

PROJECT TYPE: Workplace Design, Strategy, Interior Design & Furniture

VALUE: £350K

INVOLVEMENT: Furniture Design, Detailing & Manufacture
Furniture Specification, Procurement & Installation



WHAT WE DID

Workplace Designs was appointed to develop the FF&E scheme for the 7th and 8th floors of 2 Kingdom Street as a specialist consultant alongside the appointed architect. The team managed the procurement of the FF&E package from different client selected suppliers and delivered the projects for substantially less than the budgeted market prices. The FF&E package consisted of workstations, meeting chairs and stools, meeting, coffee and collaboration tables, soft seating and rugs as well as other miscellaneous and decorative products.

Workplace Designs developed bespoke furniture for the specific needs of this client providing much more cost effective solution than the off the shelf products available. The bespoke package included meeting tables made using recycled school and laboratory worktops to lend a semi-industrial style to the scheme. A one-off bespoke wardrobe was also designed and manufactured to suite with the upcycled theme. From concept to manufacture, Workplace Designs worked closely with the appointed architect and the client to meet their requirements and the end result received a great feedback. WDL team also offered support with the re-location and installation of furniture from other client's sites.

The project delivered an innovative design concept, providing the client with a highly motivating workspace. The diverse setting allows teams to work in a place that is built upon community, collaboration and knowledge sharing, where staff can find different spaces to suit their needs, whether formal, informal, quiet or vibrant.



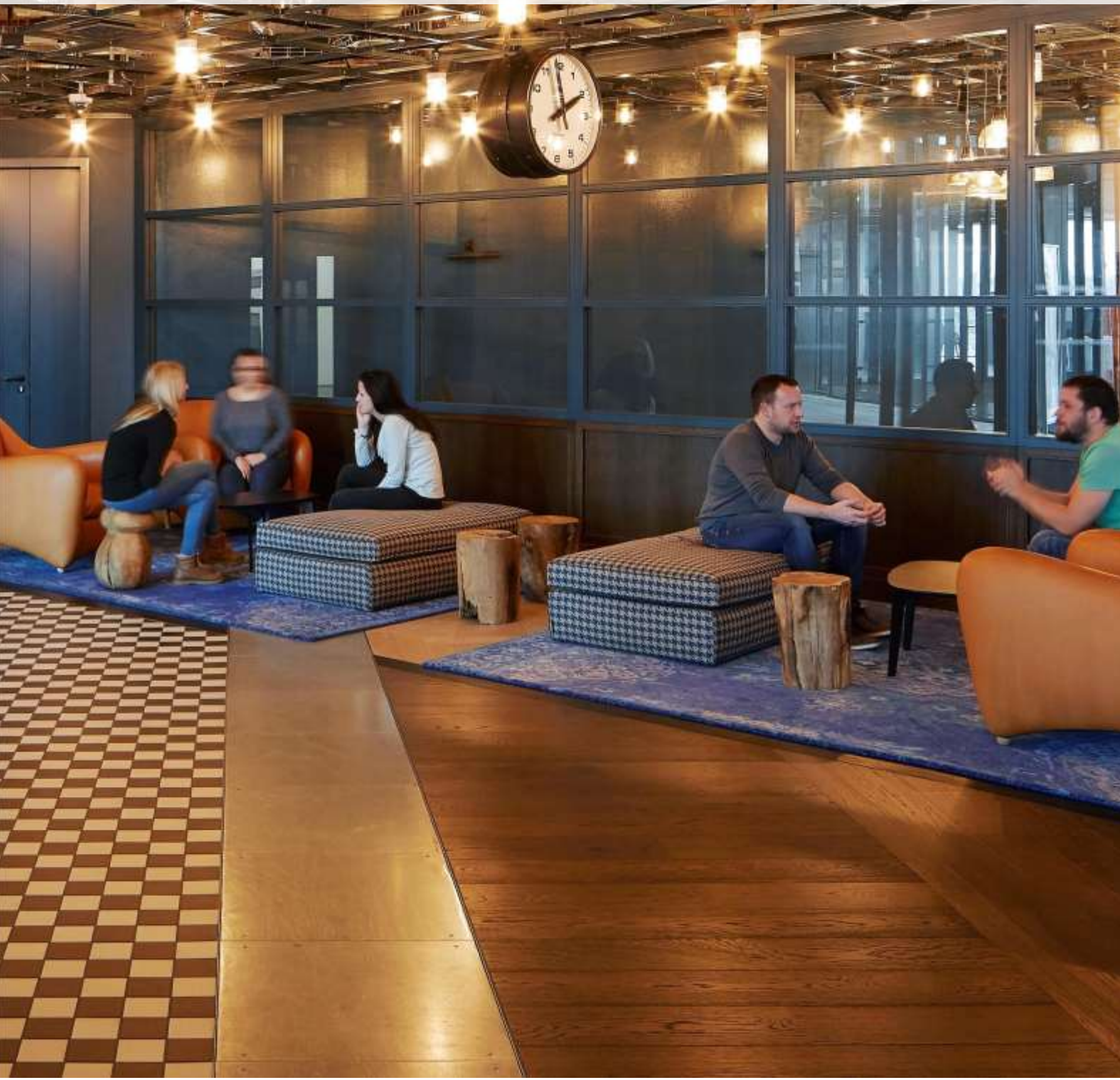
MICROSOFT

KINGDOM STREET | LONDON

PROJECT TYPE: Workplace Design, Strategy, Interior Design & Furniture

VALUE: £350K

INVOLVEMENT: Furniture Design, Detailing & Manufacture
Furniture Specification, Procurement & Installation



MICROSOFT

THAMES VALLEY PARK | READING

PROJECT TYPE: Furniture Procurement & Installation

VALUE: £2M

INVOLVEMENT: Furniture procurement, FFE management, Churn & Moves Management, Client Representation

WHAT WE DID

Workplace Designs were appointed to represent MS Real Estate & Facilities to oversee refurbishment of a 'Workplace Advantage' project. Involved management of the Project Team and numerous business stakeholders.

WDL provide consultancy on furniture selection and procurement to ensure budget and quality of finishes were achieved. The management of install and final relocation was delivered by the WDL moves team.



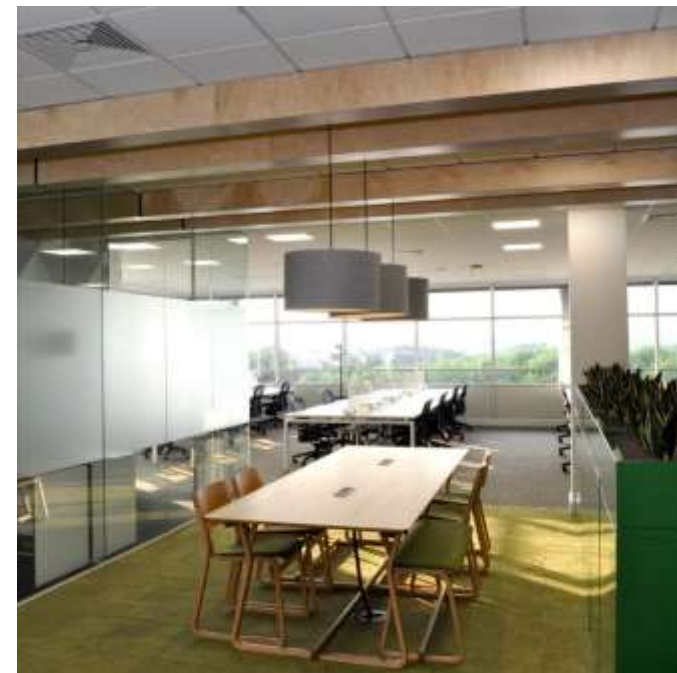
MICROSOFT

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WDL FURNITURE SHOWROOM

NEW GENERATION PRODUCTS



WDL FURNITURE SHOWROOM

NEW GENERATION PRODUCTS

NEW GENERATION PRODUCTS

Visit our newly renovated showroom and see our popular designs in-person and take a seat on our comfy new sofas and popular chairs. The selection of colourful and contemporary pieces will help inspire your next interior design project.

If, like us, you're obsessive about furniture, you're going to like what you see. Affordable, stylish designs crafted by some of the best makers in the business. What's not to love?

OUR SHOWROOM



TEA & COFFEE



PRODUCTS ON DISPLAY



FABRIC SWATCHES



INSPIRATION



DESIGN & STYLING ADVICE



DESIGN CONSULTANCY

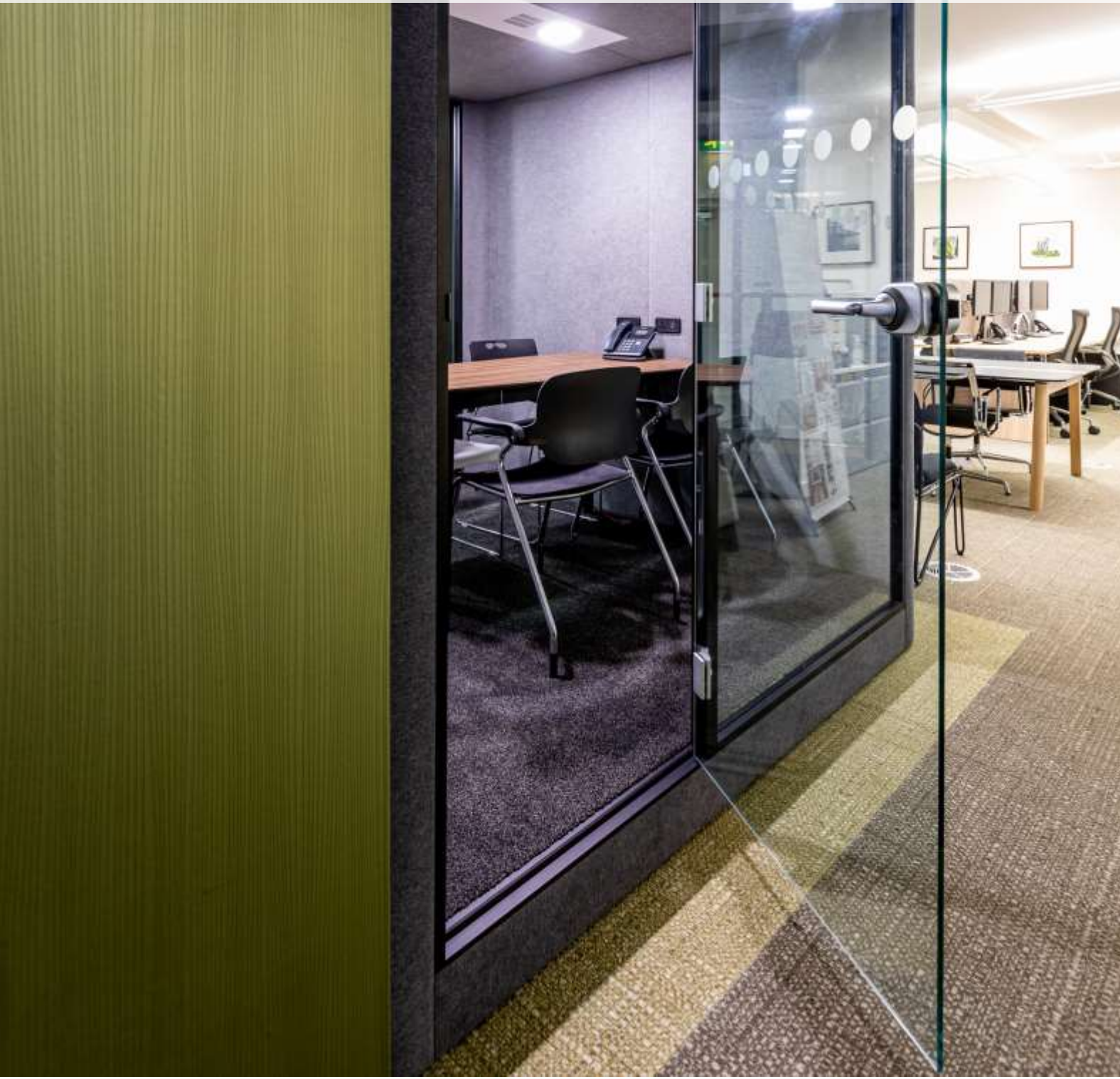


Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

WDL FURNITURE SHOWROOM

NEW GENERATION PRODUCTS



CAD & SURVEYS

MEASURED SURVEYS & CAD TRAINING

MEASURED SURVEYS

The range of measured surveys that has been undertaken by our team spans many sectors, and has included retail spaces, warehousing, technical facilities as well as laboratories.

On-site data is captured using the latest laser measuring technology, which is combined with digital photographic equipment. The output is converted into CAD drawings in a short turn-around period – often this can be accomplished within one day, depending on the size of the project. .

KEY TASKS

- Liaise with client to capture and agree the brief;
- Ascertain the appropriate surveying equipment to be used;
- Arrange site access and enquire as to whether PPE is required;
- For occupied space, liaise with tenant to agree convenient survey schedule;
- Carry out on site measured survey, capturing all relevant data;
- Produce floor plans, site plans, elevations, sections etc. from site data;
- For Lease Plans, an OS Location Plan will be provided and demise boundaries shown;
- For Areas, a Report will provided showing RICS based GEA, GIA, and / or NIA figures.

CAD TRAINING

We have provided training for people who have never used a computer to advanced CAD users who simply wish or need to learn additional skills. We are here to help.

KEY TASKS

- Discuss with the client and/or trainees current level of CAD experience;
- Ascertain whether standard or bespoke training is required;
- Prepare bespoke training schedule if relevant;
- Provide group or one to one CAD training including exercises;
- Provide telephone support to trainees for period of time after the training.

CAD & GRAPHICS

CAD DRAFTING & 3D VISUALISATION

CAD DRAFTING

Our CAD teams can assist you with all types of CAD-related drafting work for which we use the latest AutoCAD software.

Workplace Designs places great value on the skill and expertise of its CAD Technicians, who regularly participate in in-house training to ensure that their levels of software knowledge remain at the forefront of technological developments.

KEY TASKS

- Engage with client to understand their requirements;
- Obtain relevant CAD files or create new from site survey, PDF plan or hard copy;
- Provide advice on use of existing CAD files base on quality and apparent accuracy;
- Receive client brief in the form of a written instruction and / or marked up drawings;
- Carry out CAD drafting using best practice methods;
- Follow WDL CAD standards or client own CAD standards;
- **Utilise WDL's extensive CAD block library to quickly carry out CAD tasks;**
- Provide Draft layouts to client for review and final issue.

3D VISUALISATION

At Workplace Designs we are able to produce 3D visualisations of proposed – or indeed existing – projects. 3D modelling can be used as a primary design tool, informing the entire process from the start. Clients frequently favour such presentation methods over the more traditional two-dimensional plans due to their enhanced ability to bring their project to life, allowing decision makers to gain a clearer understanding of a scheme and the overall design of a space.

KEY TASKS

- Engage with client & design team to capture and agree brief;
- Ascertain what base information will be used to produce the 3D model;
- 3D model created in appropriate visualisation software;
- Materials, lighting and views agreed with design team;
- 3D visualisation completed with static images or walkthrough produced;
- Presentation to client for review.

Workplace Designs

Architecture | Project Consultancy | Furniture | CAD & Graphics

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