

workSPACE

BETTER INTERIOR SPACE IDEAS FROM KZF DESIGN



who we are and what we can do for you

KZF Design's Workplace Design Studio knows workspace. We've planned and designed over twenty million square feet of corporate, commercial, and professional office space. We're consistently named an "Interior Design Giant" by Interior Design magazine, recognizing the nation's top 200 interior design firms. Our clients include many national and international corporations like ACNielsen, Andersen, Fidelity Investments, Toyota Motor Manufacturing, Humana/ChoiceCare, E.W. Scripps, Ohio National Financial Services, Milacron, and Lenscrafters. We also design spaces for specialized companies like Landor and DesignCrew.

Our interiors group has designed space in many of the major downtown and suburban Cincinnati office buildings. And since KZF Design is not affiliated with any building managers or owners, our staff can help you objectively evaluate alternative building locations and make unbiased recommendations.

But we don't stop with interior design—we provide a full range of space programming, planning, consulting, engineering and architectural services as well. With a core of experienced specialists in interior design and architecture, our Corporate & Interiors Division draws upon the resources of the entire KZF Design team for architectural and mechanical/civil/ electrical/structural engineering services.

Whether you need furnishing plans, a new lighting system, or to move your entire office, we can help. We hope you enjoy workSPACE and call on us for more expert advice!



workSPACE overview

The design of your workplace must respond to many forces: your workflow, your corporate culture, budget, building codes, psychological and physical needs, changes in available technology... it can be overwhelming to manage.

workSPACE is designed to help.

Over the last 25 years, KZF Design's Corporate & Interiors Division has developed a formidable background in office design. We know how to match your culture with the right design approach and how to identify appropriate technologies for your needs.

workSPACE covers ten topics, all relevant to the officing challenges you will face. Take a tip from the pros, and if you ever want to know more, don't think twice about calling. That's what we're here for. We'll be happy to perform a free workSPACE assessment for you anytime!

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are you leasing the right space?



find the best fit for your needs

Designing great workSPACE starts with great planning and finding the building with the best fit for your needs. It's not always easy to find the right space for your present and future, but the following checklists and tips should get you started in the right direction. And if you feel overwhelmed, let us help! We'll provide a free workSPACE assessment anytime.

establish a budget

Let's face it: money is usually the driving factor in workspace design decisions. Buildings are enormously expensive investments, and you have to be smart about where to spend money and where to conserve. A space you cannot respectably fit-up for your needs is not worth leasing. Account for all the costs relating to:

- Tenant fit-up costs (know what allowance you get and what you must pay)
- Telephone/Data technology
- Audio/Visual systems
- Move expenses
- Furniture & Fixtures
- Operations
- Security

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Building Amenities That Benefit Your Company

When looking at buildings, don't forget your employees! Imagine their lives in this facility: what resources are going to make it easy for them to work for you and live balanced lives? A few amenities to consider:

- Daycare
- Eldercare
- Fitness Center
- Conference Center
- Administrative services
- Food/necessities
- Parking

Potential Benefits to a Specific Building Location

When choosing a building, remember that the resources **in** and **around** your building are equally important. Do a thorough audit of all the following:

- | | |
|--|---|
| <p>In:</p> <ul style="list-style-type: none"> ■ View ■ Taxes ■ Safety ■ Parking ■ Similar tenants | <p>Around:</p> <ul style="list-style-type: none"> ■ Nearby public transportation ■ Access to customers or clients ■ Nearby restaurants/food ■ Status/Image/Visibility |
|--|---|

Terms of the Agreement

It's often hard to get an apples-to-apples comparison between two building leases. The interaction of cost, incentives, and "intangibles" makes for complex equations. Be sure to understand every term of the agreements you review and evaluate all "hidden" costs. Know:

- Rental cost per square foot
- Length of Lease
- CAM (cost of annual maintenance)
- Incentives
- Fit-up allowances
- Building Rentable/Usable factor
- Lease termination conditions
- Renewal conditions/guarantees

Remember that not all tenants in a building have the same needs. Choosing a space that doesn't meet your business goals, now or in the near future, will be a costly error — for both budget and morale. Make sure you assess all the following:

Building Services

- Lighting
- Window treatments
- Ceiling heights & materials
- Construction standards/allowances
- Hours of operation

Building Services

- Power available to your space.
- HVAC capacity (any special cooling needs?)
- Structural capacity (special storage/file needs?)
- Under-floor space for electric, data, and voice technology services present in the building
- Maintenance/Cleaning

Space Requirements: preliminary program

Programming is one area where you'll probably need to enlist the help of professionals. A good program makes design much easier and incorporates input from employees, a thorough understanding of your workflow, and plans for future space needs. Answer these questions:

How much usable square footage do you need at this time?

How much expansion space could your company require in the future?

What parts of your workflow demand adjacencies between departments?

Where do the trash cans go? Books? Deliveries? Oversize materials?

Do you entertain clients? Is your space an important recruitment tool?

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improving existing space



should you move or improve?

Carefully consider the following tips when evaluating renovation options. Saving a current space and perhaps augmenting it with an addition or secondary facility could save you time and money!

Re-evaluate furniture and technology systems

- Would newer, more compact workstations solve your planning needs?
- Do you have consistent furniture standards that are consistently applied?
- Do your public furnishings contribute to your culture and image needs?
- Do you have abandoned cables that are no longer used?
- Can your power distribution handle your equipment safely and securely?
- Can you save space with newer, smaller, integrated technology systems?
- Have you ever considered a UPS system?
- Are you ready for a wireless network?
- How do you handle Audio-Visual requirements?

Assess your security and compliance with codes

- How is your office secured—do all employees use a key to enter the office?
- How do you currently handle computer screen privacy?
- How do you collect and dispose of confidential materials?
- How is your computer network protected from water and fire?
- Does your current office space address ADA requirements?
- Have office changes compromised your life safety egress requirements?
- Can you meet the new ASHRAE outdoor fresh air requirements?
- Do your current employee workspaces comply with OSHA guidelines?
- Is your current furniture and lighting healthy for your employees?

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Where is all your stuff? How do you find it?

- Should you consolidate how filing and storage are accommodated?
- When was the last time your company cleaned the file and storage areas?
- Should you be utilizing off-site records retention facilities?
- Are you storing both paper and electronic copies of the same document?
- Would a high-density file system help you save space?
- Do you warehouse supplies, or are they delivered as needed?

Investigate alternative officing and tweak your image

- Are there employees gone 50% of the time? Would hotelling them save space?
- Do you overspend on travel? Would teleconferencing improve your workflow?
- Do your employees worry about errands? Would a concierge ease their day?
- Is your office environment contributing to client marketing and recruitment?
- Are the finishes in your office tired and dated?
- Does your office look equal to or better than your competition?

Try these simple, low cost ideas for a quick makeover

- Clean house; spend two days with everyone organizing, purging and cleaning.
- A fresh coat of paint will add some color and help fight "beige poisoning."
- Change all the light bulbs at the same time. Consider daylight-balanced lamps.
- Have the carpets professionally cleaned.
- Replace and/or add new office plants.
- Provide new employee identification/name signs.
- Add some new furniture to employee gathering/meeting spaces.
- Provide new workspace chairs. Your employees will be overjoyed!
- Consider adding music to appropriate areas in your offices.
- Ask employees for simple ideas—their response may pleasantly surprise you!

Leasing the Right Space

Designing great workSPACE starts with great planning and finding the building with the best fit for your needs. It's not always easy to find the right space for your present and future, but the following checklists and tips should get you started in the right direction. And if you feel overwhelmed, let us help! We'll provide a free workSPACE assessment anytime.

Align your building choice with your business goals, budget, corporate culture, and employee feedback.

Visualize your employees' lives in the space: include amenities to make working for you as easy as possible.

Have a realistic budget prepared that accounts for all "out-of-pocket" expenses during fit-up and move-in.

Include a building's nearby resources in your evaluation: location is as important as the building itself!

Understand EVERY term in your lease and factor incentives and "intangibles" into your final decisions.

Get help preparing a great space program—the program sets the tone of the design process.

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talking the talk: officing techniques and terms

Plug and Play—Having company voice and data connections available in every available space so you can plug in your hardware and begin to work. It is a term that refers to the convenience of gaining easy access to the primary tools used everyday, the telephone, company network, intranet and Internet no matter where in the office you choose to work.

Hotelling—This term is used to refer to office workspaces that are available on a reservation basis only. Hotel office rooms are used to accommodate employees, visitors, consultants, etc., who do not have an assigned work space, and are only in the office from time to time. Many companies have implemented a reservation system that enables employees to make reservations for office space via the company intranet.

Neighborhoods—This term is used to describe a method of arranging open office furnishing that enable a large number of team members or employees to be arranged around common, communal function or team areas. This planning technique gives everyone a semi-private workspace with visual access to others, team space, flexible plug and play areas, and accessible shared equipment, all located in a space that is separated from other neighborhoods.

Break Room—The meaning associated with the term Break Room has changed so much in the past 5 years; it's just not for coffee any more. It has become in some offices: the center of informal interaction, a primary workspace, refuge, up to the minute news, on-line trading, brain games, and think tank. Today you may call your refreshment area one of the following: Coffee Bar, Café, Cyber Café, News Stand, Decompression Chamber, Vend-a-teria.

Touchdown Space—This term is used to describe a convenience alcove or small space dedicated to providing visitors with connections to the Internet and voice communications. [The picture in this page's background is a touchdown space.] This type of space is usually located near the main conference/meeting spaces, consists of a stand-up counter that approximately three to four individuals can occupy while they use the telephone, replicate computer files, and send email.

Free Address—This term is usually used to refer to how individuals and teams utilize unassigned office/work space. The Office environment is not static, and individuals are not assigned workspaces. As team members and employees arrive to work, they accommodate themselves in a manner that is appropriate to the tasks they need to accomplish. They address the office environment freely to accommodate their daily needs.

Concierge—It seems that everyone has to produce more work in less time these days, and employers are finding that their employees do not have enough time to run simple errands. Some companies are creating a concierge position within their organizations. This individual assists in accomplishing simple errands so that employees can relax and concentrate on work. Services that can be provided could be: picking up the dry cleaning, coordinate home repairs, make reservations, purchase gifts, arrange for catering, making appointments, arranging for auto service, grocery shopping, etc.

Reservationist—Office environments are becoming more complex, and business is moving at a faster pace. If the office is going to operate efficiently, someone has to take charge. The Reservationist is responsible for the coordination of all meeting and conference spaces, office equipment, audio visual tools, resources, print media, catering, special projects, straightening public spaces, greeting visitors, storage of hotel resources, records and file storage and retrieval, and all other minutiae of daily office life.

Phone Booth—Small enclosed workspace that provides employees, visitors, and clients with a private, quiet location to have telephone conversations and get connected. Other names for this type of space are; JIT (Just in Time), Capsule, Decompression Room, and On Your Way Out.

Evolution of Officing Terms

Over time, terms for office arrangements take on and lose connotations and fall in and out of favor (even though the fundamental spatial arrangements don't really change much). Remember the "bull-pen" floor plan (lots of low-height cubicles, e.g. - the secretarial 'pool')? This type of plan is commonly called "rack and stack" now (e.g. - a 'call center'). How about "office landscape"?—now you hear "cube farm".

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get with the program



understanding space programming

Creating a basic space program can be as easy as 1-2-3: (1) get a present headcount, (2) project future growth, and (3) assess functional needs.

Present Headcount + Future Growth + Functional Needs = **Raw Need**

The problem is that buildings also need plenty of circulation space to get between these spaces! Use an industry rule-of-thumb to approximate the circulation factor you'll need. Most buildings add **35%** for circulation needs (if your office has more open office cubicles than hard-walled offices, increase your circulation allowance to 40%). Therefore:

Raw Need SF X 1.35 = **Base Program SF**

Easy enough, right? Well, you're not quite done yet. Experience tells us that "things" just simply come up during the design phase of a project that weren't anticipated during programming. So, you'll also want to add a "contingency factor" of 10% for programs of 50,000 SF or less, and a factor of 5% for programs between 50,000 and 100,000 SF (If you're trying to program a building larger than 100,000 SF yourself, get professional help fast!)

Finally,

Base Program SF X **1.10** = Program SF
for programs of 50,000 SF or less

Base Program SF X **1.05** = Program SF
for programs between 50,000 and 100,000 SF

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If you have a good understanding of your basic space program needs, it will greatly assist you in making an informed building selection.

Remember that every building is different and your program needs will translate into a slightly different square footage in each building you look at. The two building factors with the greatest program impact are the building footprint and the core location.

building footprint

The Footprint is the basic shape or configuration of the building floor plan—roughly how long by how wide. Depending on the square footage your program requires, and how your organization is set up, you may want a single floor to accommodate your needs, or you may want several smaller floors to stack your organization. If your program requires a lot of private offices with windows, a long thin building might serve you better. If the majority of your program is open office furniture you will want to look closely at the column spacing to make sure you will have maximum design layout possibilities...

core location

The “Core” is best described as the major groupings of the following public elements of the building: Elevators, Emergency Stairs, Electrical/Mechanical Rooms, Janitor Closets, Rest Rooms, Freight Elevators, etc. The location of these core functions is critical to the success of your design. It can sometimes make or break the leasability of a space for your company's purposes.

Present Headcount

Using a company organizational chart or phone list, organize employees by department and then assign an approximate square footage for each employee's immediate workspace. Break down departments by hard-wall offices versus workstations. Ask yourself, 'are our current workspaces too big, too small, or just right?'—then adjust...

Future Growth

Request each department head to give you projected headcount at two years and five years. Be sure the projections include changes due to technology, efficiency, and future workflow. Assign appropriate square footage to these future employee spaces. Don't skip this simply because you don't need these spaces right now, or you'll pay dearly later!

Functional Needs

'Functional' spaces include conference rooms, informal meeting spaces, storage areas, file space, reception lobby, technology spaces, lunchrooms, refreshment areas, fitness areas, copy/mail areas, etc. Before adding square footage for each of the functional spaces you list, seriously consider each of the following:

Does the company really utilize these spaces now?

Are they appropriately sized now?

And next year?

Do they have all the necessary elements to function properly?

Could more of our files/records be stored off site?

How many conference rooms do we really need?

What size(s) should they be?

What support spaces are we currently missing?

If we are going to a new building, does the new location provide any of these spaces as a building perk?

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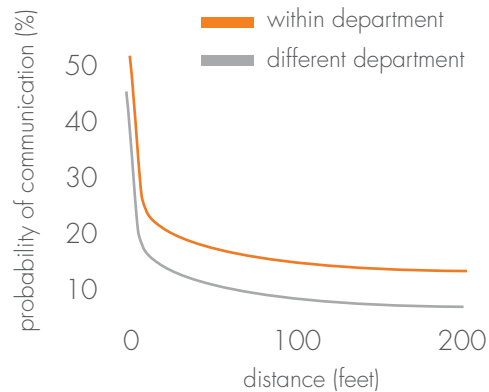
developing office standards



privacy and community

Think for a moment about your office environment as a "tool for working". As any carpenter will tell you, the job is always easier when you use the right tool. Developing and enforcing consistent standards for office, workstation and floorplate design will help you create a highly effective facility that meets your needs.

The office environment must be seen as a community that provides more than just a place to work, it also gives us discipline, structure and social interaction. Each team member will have differing ideas about what level of privacy is acceptable in a workspace. A layered approach that incorporates a wide variety of public working/meeting spaces will most likely meet everyone's needs for privacy and create a dynamic working community.



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standardizing offices and workstations

A small number of standard office/workstation layouts are needed in all modern offices to simplify facility management, reduce costs, create flexibility in layout and improve serviceability. The size of the standard module must be coordinated with the building's structural layout to reap maximum efficiency from a plan.

Mixed environments with both open and closed office spaces have become the norm, augmented by a variety of public work areas. Realize that reducing the space allotted to each office/workstation does not necessarily add up to an overall savings. Smaller workstations usually mean that greater emphasis must be placed on team rooms, small conference options, touchdown spaces and break areas.

floorplate design issues

Research has shown that communication is best carried out in workgroups limited to one floor area not larger than 100' in diameter. Communication suffers outside that radius and in the vertical direction between floors. Keeping overall clusters of workgroups within that size and located around shared common facilities will help your teams work together more efficiently.

Office Standards

Create a range of standard offices and workstations that vary from open to closed, but stay on a universal module that's fit to your building's structure to save costs and stay flexible.

Privacy/Community

Remember that the office needs to provide for occupational privacy, but also provide discipline, structure and a forum for social interaction. Balance is the key.

Floorplate Design

Try to keep all related team members on one floor if at all possible and keep clusters of workgroups to a 100' radius. Otherwise, communication will suffer!

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evaluating furniture and dealers



got furniture?

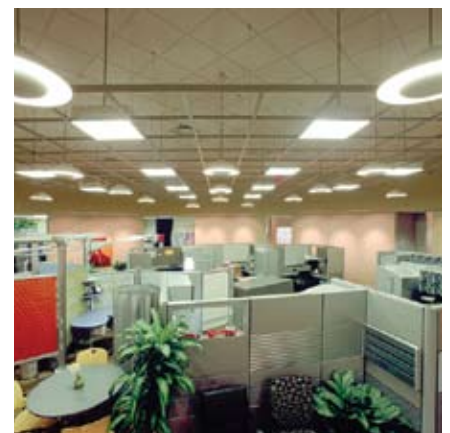
Buying furniture can be compared to buying an automobile: you should think about the costs involved in the whole life cycle of your furnishings when choosing a dealership. You'll get the greatest long-term value from developing a relationship with a trustworthy dealer who will stand behind the products you choose, help with maintenance and upgrades and offer a fair deal.

Ten years ago, most furniture decisions boiled down to aesthetics, budget, and brand names. Today, furnishings carry out so many functional roles that it's become critical to know what you want your furnishings to accomplish for your company.

It may not be obvious, for example, that part of your computer budget would be better spent on furnishings that make network cabling easier. Also, breaking your budget down to the unit costs per individual employee can help you make decisions that better support your human resource needs.



VW Northland car dealership
by KZF Design



Alexander Patton Group furniture dealership
by KZF Design

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how do I compare furnishings?

Once you understand your budget, it is usually best to work with a design firm, interior designer, furniture consultant, or facilities manager who has had past experience in choosing appropriate systems. This expert should be able to translate your building program requirements into office / cubicle standards that will quickly narrow the field to three or four systems. Then you can compare systems against your current and five year growth needs.

how do I get the best deal?

There are two common ways to obtain furnishings: you can either negotiate a discount for a specific product prior to purchasing or you can get competitive bids from a variety of furniture manufacturers whose products meet your needs. In either scenario, a competent design professional with strong furniture industry connections is your best resource to obtain a product solution for the lowest price.

what should I look for in a dealership?

You should remind yourself that you really are entering into a partnership with a dealer to provide ongoing service, maintenance, repairs, and advice on future purchases. The following are questions you might ask yourself: how long has this dealership been in business? How long has the account executive assigned to my account been in the business, how long with this dealership, and could I work with this individual? Will the manufacturer's products this dealership sells support my company's present and future needs? Do they have an in-house installation crew? Do they have their own receiving and warehouse facilities? Who are their other clients in town?...

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security & fire safety technology



<power><data><air>

Power, data and air are resources that greatly impact any workspace's usability. Yet, because they are invisible, people usually pay little attention to their design in an office. This issue of workSPACE will help you make sense of the critical choices you make with a mechanical or electrical contractor.

Don't overlook the importance of these invisible resources in your workspace. Learn the lingo so you can ask your engineers the right questions.

should I consider a wireless network?

Listening to most experts in the industry, it sounds like the jury is still out on this one. Some people feel that the wireless office space is right around the corner, while others think it is still decades away, if it ever happens. There are still many reliability and cost issues that must be resolved before most workspaces will go wireless.

There are, however, compelling new products that allow a small number of wireless connections to an existing network. Special users or those with space restrictions, like receptionists, may benefit from isolated wireless access within a cabled network.

how much power do I need?

The NEC (National Electrical Code) and other related articles have minimum recommendations for office spaces measured in watts per square foot. These numbers are generally on the low side. Many other factors, besides the size of the space, should be considered to get a more accurate calculation. A good guess for a typical open office environment would be about five amps per person. This includes a computer and monitor, task lighting, and other small miscellaneous

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electrical loads such as radios, small fans, etc. It does not include items such as heaters, individual printers, refrigerators, microwaves, coffee makers, hot plates, etc., that people try to hide in their workstations. Electrical devices that contain a heating element require a considerable amount of electricity.

what do the Cat wiring numbers mean?

Voice and data communication wiring is placed in categories based on performance levels and transfer speeds measured in MegaHertz (MHz) and Megabits per second (Mbps). The term "cat" is short for category, and the higher the number, the higher the transfer speed for that cable.

what should I know about ASHRAE?

The purpose of this standard is to specify the minimum ventilation rates and indoor air quality that will be acceptable to human occupants and are intended to minimize the potential for adverse health effects. Beware that you may have to upgrade an existing mechanical system to meet the ASHRAE codes in different building spaces. Outdoor Fresh Air requirements may be difficult for some older building HVAC systems to meet, depending on the building's headcount, and the number of enclosed spaces.

Power Needs

As a rule of thumb, assume five amps per person in a typical open office environment for basic needs (no heaters, refrigerators, individual printers, etc.)

CAT Wiring Numbers

Cat 3	16 MHz (16 Mbps)
Cat 4	20 Hz (20 Mbps)
Cat 5	100 MHz (100 Mbps)
Cat 5E	350 MHz (100 Mbps)
Cat 6	500 MHz (250 Mbps)

ASHRAE Fresh Air Standards

Lobbies	15 cfm/person
Conference	20 cfm/person
Office Space	20 cfm/person
Data Entry	20 cfm/person
Rest Rooms	50 cfm/person

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tenant-talk tutorial



know the lingo

Tenant construction jobs can be complex enough without having to learn another language. Here's a quick cheat-sheet for the lingo you'll need to ask the right questions when working on your next tenant design project...

Tenant Fit-up—The process of working with the Client/Tenant through the design and construction process.

Building Architect/Designer—A design professional that is hired by and that works for the Building Owner/Developer.

Independent Architect/Designer—A design professional that is hired by and works for the Client/Tenant.

Building Standards—Standard construction materials, details, equipment, and methods established for a given building in order to maintain a consistent level of quality.

Tenant Allowance—Refers to the construction allowance provided by the Building Owner/Developer for the build-out of the tenant's new space. The allowance is usually based on the Usable Square Footage leased by the Tenant multiplied by a dollar per square foot amount.

Value Engineering—Value Engineering ideas are usually itemized by the Architect/Designer and Contractor to give the Tenant incremental values of construction related items that can be eliminated or modified to assist in the balancing of a construction budget.

Contract Documents—Consist of the Agreement between the Owner and Contractor, Conditions of the Contract, Drawings, and Specifications, Addenda issued prior to execution of the Contract.

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Work—The term “Work” means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor’s obligation.

Drawings—The drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.

Specifications—The specifications are the portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship of the Work, and performance of related services.

Shop Drawing Submittals—Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.

Change Order—A Change Order is a written instrument prepared by the Architect/Designer and signed by the Owner, Contractor and Architect/Designer, stating their agreement to change a specific amount of the Work, for a specific Dollar Amount, in a specified amount of time.

Substantial Completion—Substantial Completion is the stage where the progress of the Work is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

Punchlist—A list prepared by the Architect/Designer itemizing elements of the Contract Documents that need to be completed, require additional attention, etc.

Guidelines, Standards and Agencies

ADA—Americans with Disabilities Act, is a comprehensive civil rights law that protects individuals with disabilities in the area of employment, state and local government services and public transportation, public accommodations and commercial facilities.

ASTM—American Society for Testing and Materials, is a standards writing organization. There are more than ten thousand ASTM standards that assist Designers in the specifications of materials, assure quality, integrate production processes and enhance safety.

ANSI—American National Standards Institute, the most common ANSI Standard used by Designers deals with the accessibility features in the design of buildings and their interiors.

OSHA—Occupational Safety and Health Act, is a set of laws passed in 1970 to protect the American employee in the workplace. OSHA regulates the design of buildings and interior products where people are employed.

ASHRAE—American Society of Heating, Refrigeration, and Air-Conditioning Engineers. ASHRAE is a worldwide standards organization that sponsors research projects and develops standards for performance levels of heating, ventilation and air conditioning systems.

UL—Underwriters Laboratories, is primarily a testing agency that tests various devices, systems, and materials to see if they meet specific requirements and to determine their relation to life, fire, casualty hazards and crime prevention.

NFPA—National Fire Protection Association. NFPA committees establish standards designed to reduce the extent of injury, loss of life, and destruction of property during a fire. Their testing requirements cover fire-fighting equipment to interior construction/finish materials, as well as means of egress design.

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get a move on



managing an office move

Moving your offices doesn't have to be a painful ordeal—hire a moving vendor. An outside coordinator can be a lifesaver at such a stressful time. Good internal planning and a little knowledge of the process are vital to a successful vendor relationship. Here's the lowdown on making it work...

pre-move planning

Planning is crucial to your move success. Keep the following in mind before moving day:

- Determine what furnishings, if any, are to be refurbished or liquidated and mark them appropriately.
- If furniture or miscellaneous items are being planned for re-use in the new location, it is important to create a very detailed inventory of these items, establishing tag numbers to code each piece.
- An internal Move Coordinator should be designated for each department of the company. This person should have some authority to make decisions, understand their department's make-up, have the ability to motivate staff to respond to requests for information, and be a positive promoter of the changes to take place.
- Coordination meetings are crucial to communicate with all involved parties regarding schedule, tagging and packing procedures.

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writing the request for proposal (RFP)

How you ask a question usually shapes the kind of response you get. This holds doubly true for a RFP: **write it carefully!** It sets the tone for your entire relationship with a vendor. Here are some tips:

- Include clear description of the exact scope of services you expect from a move vendor: this will be the primary determinant of cost estimating for the vendor.
- It is important to quantify as accurately as possible the number of employees, equipment, and contents to be moved.
- Move vendors estimate their costs based on the spaces you are moving out of, not what you are moving into. Clearly quantifying your existing spaces will greatly assist the vendors in cost analysis.
- Require the move vendor to include in their Bid Response any foreseen deposits, time-and material costs, reimbursable expenses, or additional services. Also be sure to request the breakdown of cost savings between a weekday

After evaluating the bid responses and choosing a winner, a letter of intent should be issued to the successful move vendor stating that the Request For Proposal and their submitted Bid Response will serve as the Contract Documents, along with any Addenda or Revisions.

Moving Day Reminders

The following will help your day run smoothly:

A map of the new floor plan with tag and workstation numbers

Signs with workstation numbers

Signs with directional information to aid the movers in proper placement

Notification of moving hours to all building managers

Reservations of loading dock times during the move

A building security plan for BOTH facilities during the move

Review of vacated areas

Review of new installation

Pickup of unloaded move equipment

Move Management Services

Moving Vendors can provide services in the following areas:

Planning and Evaluation

Coordination

Estimating

Scheduling

Partial/Complete Packing Services

Record Storage

Asset Inventorying

Asset Distribution

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alternative delivery systems



which system is best for you?

One of the first decisions to be made in any building project is about how to assemble the team. This issue of workSPACE will give you an overview of the three most common ways a project team can deliver a building solution: traditional, construction management and Design/Build methods.

There are three main variables in any design project: **quality, time** and **cost**. All successful solutions require some kind of compromise in striking the right balance between the three.

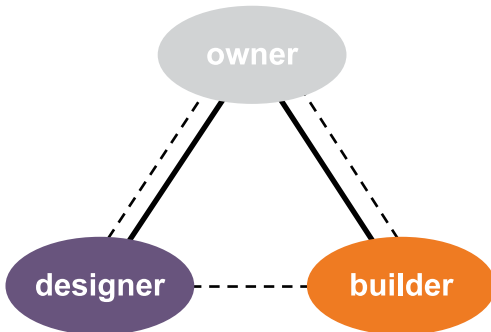
Finding the balance is the key to choosing the right delivery method for your project. There is an old saying in the design industry: "Pick any two because you never get all three!" In other words, when design quality is the most important factor, it will almost always increase the cost and time required. If a project must be completed by a fast approaching deadline, it will most likely cost more and suffer in quality.

Roughly speaking, building owner surveys have repeatedly ranked the three systems as follows:

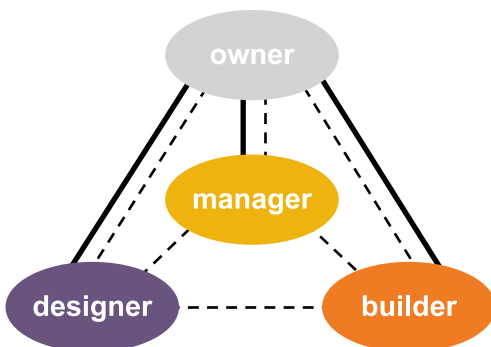
	Design Quality	Schedule	Cost Control	Legal Liability
Traditional	1	3	3	3
Construction Mgmt.	2	2	2	2
Design/Build	3	1	1	1

Adapted from Handbook on Project Delivery,
American Institute of Architects, California Council

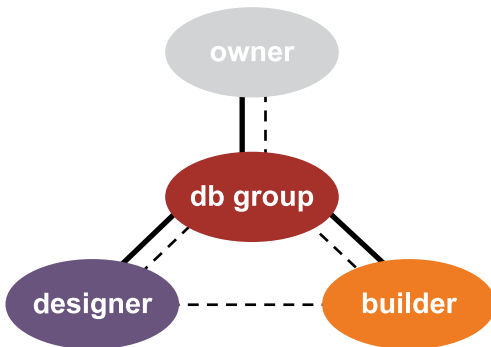
Traditional Delivery



Construction Management



Design/Build Delivery



----- contract
 _____ communication

Traditional Delivery

A traditional teaming arrangement involves two contracts: one between Owner and Designer, and one between Owner and Builder. Work is executed in three linear phases consecutively: Design, Bid and Build. All three team members communicate directly with one another. Usually, an owner contacts a designer first who leads the project through design and helps the owner choose the builder based on the lowest responsibility.

Construction Management

This arrangement involves three contracts: one between Owner and Designer, another between Owner and Builder and a third between Owner and Construction Manager. Work is again executed in three consecutive phases: Design, Bid and Build. All four team members communicated directly with one another. In very complex jobs, owners sometimes need or feel more comfortable having a singular manager that coordinates responsibilities of the designer and builder.

Design/Build Delivery

This arrangement involves three contracts: one between Owner and Designer, another between Owner and Builder and a third between Owner and Construction Manager. Work is again executed in three consecutive phases: Design, Bid and Build. All four team members communicated directly with one another. In very complex jobs, owners sometimes need or feel more comfortable having a singular manager that coordinates responsibilities of the designer and builder.



For KZF Design, sustainable design is simply good design. Whether the client is interested in obtaining LEED Certification for their building, or just want a sound, environmentally responsible structure, KZF's architects and engineers help guide the client through the process.

KZF Design has LEED Accredited Professionals (APs) on staff in our Cincinnati and Orlando offices. Our commitment to true sustainable design is shown in the diversity of our APs. The firm has registered architects, project managers, interior designers, mechanical and electrical engineers, and urban planners who are all LEED accredited. This knowledge base allows KZF to integrate the LEED process from the first day of design, which is the intent of the USGBC. KZF Design is a USGBC member firm.

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